# Associates in Applied Science – Nursing
# Nursing Student Handbook

## 2025-2026

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# Welcome

Welcome to Redlands Community College Nursing Program!

We are committed to providing the highest quality and affordable nursing education to a diverse undergraduate student population. The associate degree program focuses on quality improvement and multidisciplinary collaboration based on current evidence to practice safe patient-centered care. The recently revised nursing program offers an innovative program reflective of the current needs and trends within the healthcare community.

We are a community-orientated program with a low faculty-to-student ratio that gives us the ability to help meet students' needs more efficiently. In addition to a low faculty-to-student ratio, the nursing program continues to collaborate with our academic partners to expand student resources and support for student retention. The nursing program's clinical partnerships include a combination of rural and urban sites within the Oklahoma City area that enhances the student's ability to secure employment prior to program completion.

This handbook is an important document for all students to read and use as a reference during their academic years. It describes the current policies and procedures of Redlands Community College Associate Degree Nursing Program. If a policy must change during the academic year, students will be notified electronically and updated annually to reflect the most current policies and procedures.

If you have questions or concerns about these policies and procedures, please feel free to contact the nursing program at 405.422.6224.

Thank you for your interest in Redlands Community College Nursing Program!

# Purpose

## Redlands Community College

### Mission
Redlands Community College provides a learner-centered environment committed to academic excellence strengthened through service and civic engagement.

### Values
1. Learner-Centered Environment: Provide a rich academic environment in which learners engage in designing and completing individual educational goals.
2. Academic Excellence: Provide opportunities for continuous academic growth through a challenging and rigorous curriculum enhanced by the application of research and technology.
3. Collaboration and Service: Provide learning opportunities in collaboration with public and private partners that reinforce the value of service to others and strengthen ethical development and civic engagement.

## Nursing Program

### Vision
The Redlands Community College Nursing Program is the premier Associates Degree Nursing Program.

### Mission
The mission is to prepare nurses at an associate degree level in a setting that focuses on quality improvement and multidisciplinary collaboration that result in evidence-based practice and safe, patient-centered care.

### Philosophy
Redlands Community College nursing faculty operates in the belief that each person should be:

- Treated with dignity and respect and afforded equal opportunity to acquire a complete educational experience.
- Given an opportunity to discover and develop their special aptitudes and insights.
- Provided an opportunity to equip themselves for a fulfilling life and responsible citizenship in a world characterized by change.

Redlands Community College Nursing Program is committed to the development of nurse leaders. We value integrity, diversity, collaboration

and quality improvement. We seek to transform the mindset of future nurses to put them at the forefront of innovation, professionalism and compassionate care in the healthcare environment.

# Accreditation and Approval

The associate nursing program at Redlands Community College at the main campus of Redlands Community College located in El Reno, Oklahoma is accredited by the:



Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326
(404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the associate nursing program is Continuing Accreditation.

Statas: Accredited
Date: October 2017

## Oklahoma Board of Nursing
Mailing Address:    P.O. Box 52926
Oklahoma City, OK   73152
Physical Address:   2501 N. Lincoln Blvd, Ste. 207
Oklahoma City, Ok 73105
TEL: 405.962.1800 FAX: 405.962.1821

The Redlands Community College nursing program is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for registered nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status [59 O.S. §§567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In

addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present to the Board office, in person, valid documentary evidence of:

1.   A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
2.   A pending or approved application for asylum in the United States;
3.   Admission into the United States in refugee status;
4.   A pending or approved application for temporary protected status in the United States;
5.   Approved deferred action status; or
6.   A pending application for adjustment of status to legal permanent resident status or conditional resident status.

The Board has the authority to deny a license, recognition or certificate; issue a license, recognition or certificate with conditions and/or an administrative penalty; or to issue and otherwise discipline a license, recognition or certificate to an individual with a history of criminal background, disciplinary action on any professional or occupational license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made. Potential applicants to state-approved education programs, with a criminal history, may obtain a determination of eligibility for licensure or certification from the Oklahoma Board of Nursing for a fee. The Petition for Determination of Eligibility for Licensure or Certification form can be accessed at https://oklahoma.gov/nursing/criminal-history.html

Status: Approval
Date: January 2025

# Organization

## Nursing Organizational Chart

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┌─────────────────────┐
│ Vice President of   │
│ Academic            │
└─────────────────────┘
         │
┌─────────────────────┐              ┌──────────────────┐
│ Department Head of  │─────────────▶│ Allied Health    │
│ Nursing and Allied  │              └──────────────────┘
│ Heath               │
└─────────────────────┘              ┌──────────────────────┐
         │                           │ Non-Nursing Faculty  │
┌─────────────────────┐              └──────────────────────┘
│ Assistant Nursing   │                          ┌───────────────────────────┐
│ Director            │                          │ Administrative Assistant  │
└─────────────────────┘       ┌──────────────────┐└───────────────────────────┘
         │                    │ Lab/Sim/Clinical │
         │                    │ Coordinator      │
         │                    └──────────────────┘
         │        ┌─────────────────────┐
         └────────│ Nursing Faculty     │
                  └─────────────────────┘
```

| Adjunct / Part-Time | Freshman Instructors | Sophomore Instructors |
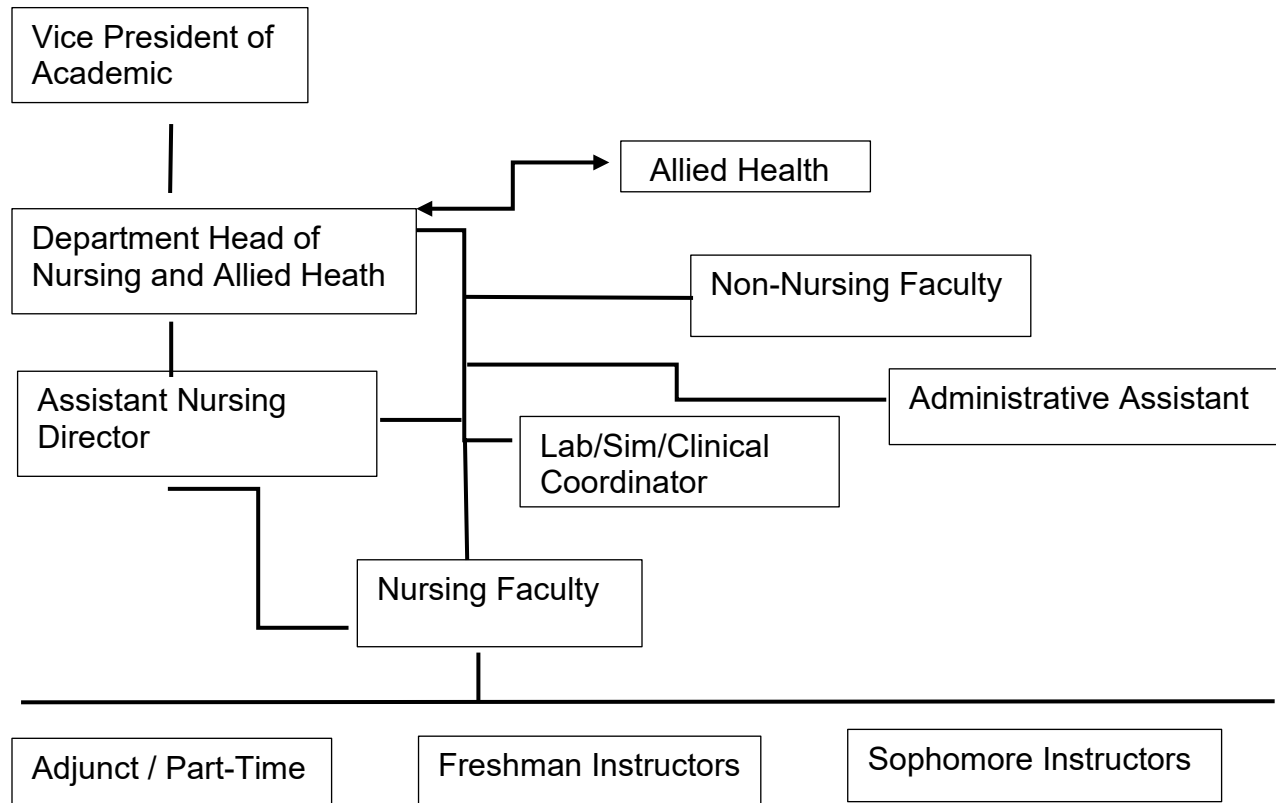
Revised 5/2025

# Outcomes

## Nursing Program Outcomes

Redlands Community College Nursing Program will:

1. Maintain 3-year mean of 80% or greater pass rate for all first time takers and repeaters.
2. Maintain a 3-year mean of 70% for NURS 1114 generic students who remain after the official drop date will graduate in 5 semesters.
3. Maintain a 3-year mean of 70% for NURS 1128 LPN to RN track students who remain after the official drop date will graduate within 3 semesters.

4. 85% of graduates who sought a position as RN are employed as an RN or are enrolled in courses to obtain a BSN or higher degree within 1 year of graduation.

## End of Program Student Learning Outcomes

1. **Professional Behaviors:**
   The Redlands Nursing Graduate demonstrates leadership and commitment to the profession of nursing through personal and professional responsibility. This includes accountability for her/his professional, legal and ethical practice in a variety of healthcare settings.

2. **Communication:**
   The Redlands Nursing Graduate will utilize therapeutic communication to demonstrate caring, respect, compassion and cultural awareness.

3. **Assessment:**
   The Redlands Nursing Graduate gathers and documents information from multiple sources to establish a foundation for the provision of holistic nursing care.

4. **Clinical Decision Making:**
   The Redlands Nursing Graduate utilizes knowledge from sciences, humanities and nursing to develop clinical judgment, evidence-based practice, and problem solving skills in making clinical decisions.

5. **Caring Interventions:**
   The Redlands Nursing Graduate will exhibit caring behaviors through cultural awareness, nurturing, compassion, acceptance, respect and instilling hope and trust in order to promote individualized holistic care. The Redlands Nursing graduate will identify, perform, and document accurate, competent, and safe nursing care.

6. **Teaching and Learning:**
   The Redlands Nursing Graduate will utilize concepts of teaching and learning to facilitate informed decision making, and support self-care activities through evaluation and modification of the plan of care. The Redlands Nursing Graduate will understand the value of lifelong learning.

7. **Safety:**
   The Redlands Nursing Graduate will identify, perform, and document accurate, competent, and safe nursing care.

8. **Collaboration:**
   The Redlands Nursing Graduate will participate in the team approach to holistic, patient-centered care across healthcare settings.

**Managing Care:**
 The Redlands Graduate will utilize available resources to plan, organize and direct the healthcare team to assist the patients' transition within the healthcare settings.

# Degree Plan

## NURSING
## Associate in Applied Science

General Requirements: Total Hours: 74 • Minimum GPA: 2.75 for admission and 2.0 for graduation

Program Description: The Nursing Program at Redlands Community College is a two-year Associate in Applied Science Degree. A graduate of this program is eligible to write to the National Council Licensure Exam (NCLEX) for licensure as a Registered Nurse.

### Generic Student

General Education Requirements ................................................................. 35 hours

| Area | Min. Hours | Courses | | |
|---|---|---|---|---|
| Communications | 6 | ENGL | 1113 | English Composition I |
| | | ENGL | 1213 | English Composition II |
| Social Science | 6 | HIST | 1483 | U.S. History to 1877 or |
| | | HIST | 1493 | U.S. History, 1877 to Present |
| | | POLS | 1113 | U.S. Government |
| Selected General | 6 | PSY | 1113 | Elements of Psychology |
| Ed Requirements | | PSY | 2163 | Developmental Psychology |
| Physical Science | 4 | CHEM | 1214 | Survey of General, Organic, & Biochemistry with Lab |
| *Life Science | 12 | MICR | 2134 | Introduction to Microbiology with Lab |
| | | ZOOL | 2134 | Anatomy with Lab |
| | | ZOOL | 2144 | Physiology with Lab |
| Institutional Requirement | 1 | COL | 1111 | College Success |

Technical-Occupational Specialty Courses ....................................................... 36 hours

| Area | Min. Hours | Courses | | |
|---|---|---|---|---|
| | | NURS | 1114 | Nursing Foundation and Skills |
| Nursing | 36** | NURS | 1116 | Nursing I |
| | | NURS | 1128 | Nursing II |
| | | NURS | 2238 | Nursing III |
| | | NURS | 2248 | Nursing IV |
| | | NURS | 2342 | Nursing Capstone |

Support and Related Courses ................................................................. 3 hours

| Area | Min. Hours | Courses | | |
|---|---|---|---|---|
| Pharmacology | 3 | AHS | 2113 | Pharmacology |

**LPN to RN**

General Education Requirements .................................................................................. 35 hours

| Area | Min. Hours | Courses | | |
|---|---|---|---|---|
| Communications | 6 | ENGL | 1113 | English Composition I |
| | | ENGL | 1213 | English Composition II |
| Social Science | 6 | HIST | 1483 | U.S. History to 1877 or |
| | | HIST | 1493 | U.S. History, 1877 to Present |
| | | POLS | 1113 | U.S. Government |
| Selected General | 6 | PSY | 1113 | Elements of Psychology |
| Ed Requirements | | PSY | 2163 | Developmental Psychology |
| Physical Science | 4 | CHEM | 1214 | Survey of General, Organic, & Biochemistry with Lab |
| *Life Science | 12 | MICR | 2134 | Introduction to Microbiology with Lab |
| | | ZOOL | 2134 | Anatomy with Lab |
| | | ZOOL | 2144 | Physiology with Lab |
| Institutional Requirement | 1 | COL | 1111 | College Success |

Technical-Occupational Specialty Courses .......................................................... 26 hours

| Area | Min. Hours | Courses | | |
|---|---|---|---|---|
| Nursing | 26** | NURS | 1128 | Nursing II |
| | | NURS | 2238 | Nursing III |
| | | NURS | 2248 | Nursing IV |
| | | NURS | 2342 | Nursing Capstone |

Support and Related Courses ...................................................................................... 3 hours

| Area | Min. Hours | Courses | | |
|---|---|---|---|---|
| Pharmacology | 3 | AHS | 2113 | Pharmacology |

*These course must be successfully completed with a "C" or higher before beginning the Technical-Occupational Specialty Courses.

**A student is not eligible to enroll in nursing courses until he or she is accepted into the program.

NOTE: Nursing courses are divided into theory, laboratory, and clinical components. A satisfactory standard of performance must be maintained in all components of each nursing course. If a student has unsatisfactory performance in theory, laboratory, or clinical, a passing grade will not be assigned to any component.

Additional requirements are listed in the Nursing Student Handbook.

# Notice of Nondiscrimination Statement

Redlands Community College does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, age, religion, or status as a veteran, in any of its educational programs, activities, policies, practices, or procedures, including, but not

limited to, admissions, employment, eligibility for financial aid, and educational services, in accordance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Civil Rights Act of 1991, and other federal laws and regulations.

The following person has been designated to handle inquiries regarding the College's nondiscrimination policies:

Compliance Officer
Redlands Community College
1300 S. Country Club Road
El Reno, OK 73036

# Admission Process

## Admission Requirements for the Generic Nursing Students

1. In addition to the admission requirements for Redlands Community College, the applicant must submit to the Nursing Department office:
   a. All college transcripts (photocopy acceptable) or a high school transcript (photocopy acceptable) or equivalent if applicant has less than 12 college hours.
   b. Proof of a "C" or higher grade in CHEM 1214 Survey of General, Organic, and Biochemistry with Lab; ZOOL 2134 Anatomy with Lab; ZOOL 2144 Physiology with Lab; and MICR 2134 Microbiology with Lab. The science course must have been completed within the last 10 years at time of application.
   c. An overall passing score for the TEAS Nursing Admission test of 70% or higher with a minimum TEAS Reading subscale score of 68% must be taken within one year of the application deadline.
   d. A retention/graduation Grade Point Average (GPA) of 2.75 or higher on academic work completed.
   e. Completed the online application to the Nursing Program in addition to the online application to Redlands Community College.

2. Application materials must be completed and submitted to the Nursing Department by the deadline published on the Redlands Community College website.

3. The Admissions Committee will evaluate each complete application received to determine applicants to be accepted on conditional basis.

**Following Acceptance**

1. Applicants who are accepted into the Nursing Program and who do not enroll in the semester for which they are accepted must reapply.

2. Applicants who have been accepted will be considered a conditional acceptance pending the submission and/or completion of the items listed below.
    a. All items must be submitted within the first 2 weeks of the semester.
    b. If not received, the student may be subject to dismissal from the program.

3. Applicants who are accepted into the Nursing Program will be required to provide evidence of a current (within one month) negative urine drug screen and an extended national background check. The drug screen and background will be required annually as required by clinical sites. The drug screen will be completed at random prior to participation in clinical experiences. (Drug Screen completed individually or at another time will not be accepted.)

4. A student with a non-negative Urine Drug Screen (UDS), or who refuses to provide a UDS, or who has a background check showing a felony arrest will not be admitted or will be administratively withdrawn from the Nursing Program.
    • See the Oklahoma Nurse Practice Act Rule Chapter 10: Licensure of Practical and Registered Nurses for criminal offenses that may result in the inability to apply for licensure or result in denial for admission into the program.
    • Students have the option to complete the Petition for Initial Determination of Eligibility for Licensure or Certification through the Oklahoma Board of Nursing to determine your eligibility for licensure.  You will be responsible for submitting all required supporting documentation, complete the federal background check, and pay the $95.00 fee for the Initial Determination form which can be accessed at: https://nursing.ok.gov/initialdeterm.pdf.

5. The student must submit:
    1. Rubella, Rubeola and Mumps (MMR) immunity.
        a. Must have 2 MMR vaccinations or positive titers.
    2. Varicella immunity.
        a. Must have 2 Varicella vaccinations or positive titers.
    3. Absence of active TB.
        a. Current TB skin test or current IGRA (within the past 12 months).
            i. First-time testers must have two separate screens at least 1 week apart and no farther than 30 days.
            ii. If you have a history of a positive reaction, the following is required:
                1. Documentation of previous positive reactor.
                2. Negative x-ray report within the last 60 days from the application deadline.

       3. A negative review of symptoms documented by the "Cleared for Public Contact" memo from the health department. (**This expires one year from the signed date**)

     iii. A negative screen expires one year within the date of placement/blood draw. Documentation must be renewed annually.

        1. If your previous test was negative greater than 365 days, you must complete a two-step screening at renewal.

4. Hepatitis B vaccination, a positive titer, or signed waiver.
5. Tdap vaccination within the last 10 years.
6. Flu vaccine.
   - Students admitted in the spring semester must submit proof by February 1.
   - Students admitted in the summer semester will be required to obtain the vaccine by October 25 in order to progress in the program and complete clinical rotations.
7. COVID-19 vaccination.
   - Upon assignment of your clinical setting you may be required to have the Covid-19 vaccination. We have no control over clinical settings vaccination requirements.
8. BLS CPR Certification Healthcare Provider.
   a. CPR from American Heart Association (AHA) is required.
9. Annual updates will be required:
   a. Flu vaccine.
   b. COVID-19 if required by clinical site.

6. Redlands Community College fully subscribes to all principles and requirements of the Rehabilitation Act of 1973 and ADA 1990 for qualified handicapped individuals. It is important to note that in order to successfully progress through the nursing curriculum and function as a practicing nurse upon graduation, an individual must be able to perform physical activities as identified in Redlands Community College Physical Requirements to Provide Patient Care. Please refer to Physical Requirements to Provide Patient Care.

## Admission Requirements for Transfer Students

1. Qualified applicants will be admitted based on space availability.

2. In addition to the admission requirements for Redlands Community College, the applicant must submit to the Nursing Department office:
   a. All college transcripts (photocopy acceptable) or a high school transcript (photocopy acceptable) or equivalent if applicant has less than 12 college hours.

f. Proof of a "C" or higher grade in CHEM 1214 Survey of General, Organic, and Biochemistry with Lab; ZOOL 2134 Anatomy with Lab; ZOOL 2144 Physiology with Lab; and MICR 2134 Microbiology with Lab. The science course must have been completed within the last 10 years at time of application.

b. An overall passing score for the TEAS Nursing Admission test of 70% or higher with a minimum TEAS Reading subscale score of 68% must be taken within one year of the application deadline.

c. A retention/graduation Grade Point Average (GPA) of 2.75 or higher on academic work completed.

d. Letter of recommendation from transferring institution.

e. Completed the online application to the Nursing Program in addition to the online application to Redlands Community College.

3. Application materials must be completed and submitted to the Nursing Department by the deadline published on the Redlands Community College website.

4. The Admissions Committee will evaluate each complete application received to determine applicants to be accepted on conditional basis.

**Following Acceptance**

1. Applicants who are accepted into the Nursing Program and who do not enroll in the semester for which they are accepted must reapply.

2. Applicants who have been accepted will be considered a conditional acceptance pending the submission and or completion of the items listed below.
   a. All items must be submitted within the first 2 weeks of the semester.
   b. Verification of skill performance competency, if applicable.
   c. If not received, the student may be subject to dismissal from the program.

3. Applicants who are accepted into the Nursing Program will be required to provide evidence of a current (within one month) negative urine drug screen and an extended national background check. The drug screens and background will be required annually as required by clinical sites.

4. A student with a non-negative Urine Drug Screen (UDS), or who refuses to provide a UDS, or who has a background check showing a felony arrest will not be admitted or will be administratively withdrawn from the Nursing Program.
   - See the [Oklahoma Nurse Practice Act Rule Chapter 10: Licensure of Practical and Registered Nurses](#) for criminal offenses that may result in the inability to apply for licensure or result in denial for admission into the program.

- Students have the option to complete the Petition for Initial Determination of Eligibility for Licensure or Certification through the Oklahoma Board of Nursing to determine your eligibility for licensure.  You will be responsible for submitting all required supporting documentation, complete the federal background check, and pay the $95.00 fee for the Initial Determination form which can be accessed at: https://nursing.ok.gov/initialdeterm.pdf.

5. The student must submit:
   1. Rubella, Rubeola and Mumps (MMR) immunity.
      a. Must have 2 MMR vaccinations or positive titers.
   2. Varicella immunity.
      a. Must have 2 Varicella vaccinations or positive titers.
   3. Absence of active TB.
      a. Current TB skin test or current IGRA (within the past 12 months)
         i. First-time testers must have two separate screens at least 1 week apart and no farther than 30 days.
         ii. If you have a history of a positive reaction, the following is required:
            1. Documentation of previous positive reactor.
            2. Negative x-ray report within the last 60 days from the application deadline.
            3. A negative review of symptoms documented by the "Cleared for Public Contact" memo from the health department.  (**This expires one year from the signed date**)
         iii. A negative screen expires one year within the date of placement/blood draw.  Documentation must be renewed annually.
            1. If your previous test was negative greater than 365 days, you must complete a two-step screening at renewal.
   4. Hepatitis B vaccination, a positive titer, or signed waiver.
   5. Tdap vaccination within the last 10 years.
   6. Flu vaccine.
      - Students admitted in the spring semester must submit proof by February 1.
      - Students admitted in the summer semester will be required to obtain the vaccine by October 25 in order to progress in the program and complete clinical rotations.
   7. COVID-19 vaccination
      - Upon assignment of your clinical setting you may be required to have the Covid-19 vaccination.   We have no control over clinical settings vaccination requirements.
   8. BLS CPR Certification Healthcare Provider
      a. CPR from American Heart Association (AHA) is required
   9. Annual updates will be required:
      a. Flu vaccine.

b. COVID-19 if required by clinical site.

6. Redlands Community College fully subscribes to all principles and requirements of the Rehabilitation Act of 1973 and ADA 1990 for qualified handicapped individuals. It is important to note that in order to successfully progress through the nursing curriculum and function as a practicing nurse upon graduation, an individual must be able to perform physical activities as identified in Redlands Community College Physical Requirements to Provide Patient Care. Please refer to Physical Requirements to Provide Patient Care.

7. All transfer students must compete 15 hours in residency at Redlands Community College in order to earn a degree.

## LPN-RN Direct Articulation

1. Qualified applicants will be admitted based on space availability.

2. Admission by LPN-RN direct articulation will be evaluated based on LPN transcript analysis. Applicants with a "C" grade in previous medical-surgical courses will be required to take all Redlands Community College Nursing Program medical-surgical coursework. Applicants with a "B" or higher grade in previous medical-surgical courses MAY be given credit for beginning medical-surgical Nursing Program coursework. Decision of admission committee will apply in all applicant transcript analysis.

3. In order to qualify for admission by LPN-RN direct articulation, the applicant must submit to the Nursing Department office:
   a. All college/career tech transcripts (photocopy acceptable) or a high school transcript (photocopy acceptable) or equivalent if applicant has less than 12 college hours.
   b. LPN transcript showing graduation date and grades earned.
   c. Proof of a "C" or higher grade in CHEM 1214 Survey of General, Organic, and Biochemistry with Lab; ZOOL 2134 Anatomy with Lab; ZOOL 2144 Physiology with Lab; and MICR 2134 Microbiology with Lab. The science courses must have been completed within the last 10 years at the time of application.
   d. LPN-RN applicants who do not have the equivalent of credits for Pharmacology will follow the Generic/Traditional Plan of Study and will be required to complete the Pharmacology course.
   e. Proof of current unencumbered Oklahoma LPN license.
   f. An overall passing score for the TEAS Nursing Admission test of 70% or higher with a minimum TEAS Reading subscale score of 68% must be taken within one year of the application deadline *or* a letter of recommendation from the PN Program Director of the graduating program if program completion has been within the last 5 years.
   g. Letter of recommendation from workplace supervisor if employed as LPN.

h.  A retention/graduation Grade Point Average (GPA) of 2.75 or higher on academic work completed.
i.  Completed the online application to the Nursing Program in addition to the online application to Redlands Community College.

4.  Applicant must have completed all prerequisite courses on the two-year degree advisement plan that all students in the cohort have completed up to the nursing course the LPN-RN direct articulation qualifies to enter.

5.  Upon satisfactory completion of the above criteria, credit will be recorded with a grade of "pass" and filed with the Office of the Registrar for transcription. Credit earned through direct articulation will be placed on the official transcript only after successful completion of one semester of nursing coursework in the Redlands Community College Nursing Program.

6.  All college credits from other institutions will be evaluated on an individual basis to determine their possible application to the nursing degree requirements of Redlands Community College.  The science course must have been completed within the last 10 years at time of application.

7.  A minimum grade of "C" is required in all courses necessary for the Associate of Applied Science, Nursing degree.

**Following Acceptance**

1.  Applicants who are accepted into the Nursing Program and who do not enroll in the semester for which they are accepted must reapply.

2.  Applicants who have been accepted will be considered a conditional acceptance pending the submission and/or completion of the items listed below.
    a.  All items must be submitted within the first 2 weeks of the semester.
    b.  Verification of skill performance competency.
    c.  If not received, the student may be subject to dismissal from the program.

3.  Applicants who are accepted into the Nursing Program will be required to provide evidence of a current (within one month) negative urine drug screen and an extended national background check. The drug screen and background will be required annually as required by clinical sites.

4.  A student with a non-negative Urine Drug Screen (UDS), or who refuses to provide a UDS, or who has a background check showing a felony arrest will not be admitted or will be administratively withdrawn from the Nursing Program.
    - See the Oklahoma Nurse Practice Act Rule Chapter 10: Licensure of Practical and Registered Nurses for criminal offenses that may result in the

inability to apply for licensure or result in denial for admission into the program.

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5. The student must submit:
    1. Rubella, Rubeola and Mumps (MMR) immunity.
        a. Must have 2 MMR vaccinations or positive titers.
    2. Varicella immunity.
        a. Must have 2 Varicella vaccinations or positive titers.
    3. Absence of active TB.
        a. Current TB skin test or current IGRA (within the past 12 months)
            i. First-time testers must have two separate screens at least 1 week apart and no farther than 30 days.
            ii. If you have a history of a positive reaction, the following is required:
                1. Documentation of previous positive reactor.
                2. Negative x-ray report within the last 60 days from the application deadline.
                3. A negative review of symptoms documented by the "Cleared for Public Contact" memo from the health department. (**This expires one year from the signed date**)
            iii. A negative screen expires one year within the date of placement/blood draw. Documentation must be renewed annually.
                1. If your previous test was negative greater than 365 days, you must complete a two-step screening at renewal.
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    7. COVID-19 vaccination.
        • Upon assignment of your clinical setting you may be required to have the Covid-19 vaccination. We have no control over clinical settings vaccination requirements.
    8. BLS CPR Certification Healthcare Provider.

a. CPR from American Heart Association (AHA) is required
9. Annual updates will be required:
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6. Redlands Community College fully subscribes to all principles and requirements of the Rehabilitation Act of 1973 and ADA 1990 for qualified handicapped individuals. It is important to note that in order to successfully progress through the nursing curriculum and function as a practicing nurse upon graduation, an individual must be able to perform physical activities as identified in Redlands Community College Physical Requirements to Provide Patient Care.

## Physical Requirements to Provide Patient Care

1. *Visual acuity, such as is needed in the accurate preparation and administration of medications, and for the observation necessary for client assessment and nursing care.*

2. *Auditory perception to receive verbal communication from clients and members of the health team (even if wearing a mask) and to assess health needs of people through the use of monitoring devices such as stethoscopes, intravenous infusion pumps, cardiac monitors, fire alarms, etc.*

3. *Gross and fine motor coordination to respond promptly and to implement the skills required in meeting client healthcare needs safely and the physical strength to assist in moving and turning patients. These include, but are not limited to, manipulation of and moving equipment and performance of CPR.*

4. *Intellectual function; cognitive, psychological and emotional stability to plan, implement and provide safe care for clients.*

5. *Physical strength to assist in lifting and/or positioning patients and/or medical equipment.*

6. *Redlands Community College fully subscribes to all principles and requirements of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 for qualified handicapped individuals.*

7. *Any student experiencing a change in health status (surgical procedure, pregnancy, delivery, disabling illness, etc.) will be required to submit a completed FORM: Release to Return to Clinical Activity completed by a Health Care Provider (HCP). This form documents any restrictions/accommodations that the student requires in order to meet the physical requirements to attend and participate in clinical experiences.*

*8. The FORM: Release to Return to Clinical Activity is available in this handbook and/or from the Nursing Office.*

*9. An individual denied admission or continuance in the program due to the inability to perform certain activities has the right to appeal any decision made. A complete copy of the Grievance Procedure may be obtained from the office of the Executive Dean of Student Success.*

## Technology Requirements

Students are required to utilize a laptop, notebook or tablet device to access learning resources. The requirements are:

- Latest operating system available for device used; and
- Latest edition of Google Chrome, or Mozilla Firefox.

## Progression

1. All courses in the Redlands Community College Associate in Applied Science, Nursing degree plan require a "C" or higher grade in order to earn the degree.
2. For each nursing course, a "C" grade is defined as 77%.
3. Nursing students, once admitted to the Nursing Program, must maintain a graduation/retention GPA of 2.0 or higher.
4. Nursing courses are divided into theory and laboratory/clinical components. A satisfactory standard of performance must be maintained in both components of each nursing course. If a student has unsatisfactory performance in <u>either</u> theory or laboratory/clinical, a passing grade will not be assigned to <u>either</u> component. Student must obtain a 77% for theory component and 80% or clinical component.
5. Nursing courses are offered in sequence. Successful completion of a previous nursing course is required to progress to next nursing course in sequence.
6. A generic nursing student must successfully complete the NURS major area courses required for the Associate of Applied Science, Nursing, within a 3-year period. The period of time begins with the first enrollment in NURS 1114 Nursing Foundation and Skills.
7. A transfer student or an LPN-RN articulation student must complete the NURS major area courses required for the Associate of Applied Science, Nursing, within a 2-year period. The period of time begins with the first enrollment in NURS major course.
8. Interruption of normal progression will occur when the student:
   a. Does not achieve a grade of "C" or better in any course necessary for the Associate of Applied Science, Nursing degree.

        i.  Courses must be complete with a "C" or better in the sequence outlined in the program of study.

    b.    Requests permission to delay progression for a period not to exceed two (2) semesters.

    c.    Does not maintain a graduation/retention GPA of 2.0 or better.

    d.    Submits a non-negative UDS.

    e.    Has a criminal arrest or conviction that makes the student ineligible to participate in patient/client clinical nursing care.

    f.    A student has been placed on contract by a nursing faculty and does not comply with all required activities in the contract within the timeframe specified.

    g.    Does not complete or update immunization or compliance requirements necessary to attend clinical rotations.

    h.    Violation of any patient/client safety requirements.

9. A student who has a first time interruption of progression in a NURS course, and has not repeated a NURS course, has not violated any patient/client safety requirements, is/has not been on a improvement plan, meets the GPA progression requirements, and will graduate within the three- or two-year time limit (depending upon admission route) will not be required to reapply for permission to re-enroll. The student will need to submit a written or emailed request to the Department Head of Nursing and Allied Health, which is dated, signed, and states which course student is requesting re-enrollment.

10. A student who wishes to enroll in the Nursing Program curriculum courses out of the required sequence is required to meet with the Department Head of Nursing and Allied Health for consideration.

11. Re-admission to the Nursing Program through any avenue will not be considered if the student leaves the program due to a second unsuccessful completion of any NURS course or due to dismissal from the program for any reason.

## Readmission and Retention

1. A student who withdraws or fails any nursing major course is required to request readmission in writing. Readmission will be given consideration one time only. Readmission must occur within one year of failure or withdrawal. The entire program must be completed within three (3) years whether the student voluntarily withdraws or fails any nursing course.

2. Students who are requesting readmission must submit an email to nursing student advisor and/or department head of nursing stating that they would like to be considered for readmission to the next available course within 1 week after failure or withdrawal of the course.

    a.    Students should include the following in their email requests:

        i.  Name of the course and semester they have failed or withdrew.

        ii.  Name of the course and semester they would like to return.

3. In addition to submitting an emailed request, students must complete an application online, choose Readmission, and submit no earlier than 3 months prior to the application deadline for that semester.
    a. Summer readmissions have the option to apply no earlier than January 1st and no later than March 15.
    b. Spring readmissions have the option to apply earlier than August 1st and no later than December 1st.
4. Students are required to submit updated compliance information after acceptance that may include the following:
    a. Absence of active TB.
    b. Flu vaccine.
        • Students admitted in the spring semester must submit proof by February 1.
        • Students admitted in the summer semester will be required to obtain the vaccine by October 25 in order to progress in the program and complete clinical rotations.
    c. COVID-19 vaccination.
        • Upon assignment of your clinical setting you may be required to have the Covid-19 vaccination. We have no control over clinical settings vaccination requirements.
5. BLS CPR Certification Healthcare Provider.
    a. CPR from American Heart Association (AHA) is required.
6. Annual updates will be required:
    a. Flu vaccine.
    b. COVID-19 if required by clinical site.
7. The background will be required at readmission and annually as required by clinical sites.
8. The Admissions Committee or representative will review all application submitted requesting readmission and may request an interview with the student. Students must submit an email and online readmission application to be considered.
9. The number of students to be readmitted is determined based on readmission criteria and space available. Students will be notified about admission status at the earliest possible date prior to the beginning of the semester for which the individual is requesting.
10. Applicants who have been accepted will be considered a conditional acceptance pending the submission and/or completion of the items listed below.
    a. All items must be submitted within the first 2 weeks of the semester.
    b. Verification of skill performance competency.
    c. If not received, the student may be subject to dismissal from the program.
10. Students **MUST** pass theory AND clinical portions of the course in the same semester. BOTH components of the course must be retaken in event of readmission.
11. All students in the Nursing Program must maintain a "C" in all required support courses and a 77% in **ALL** nursing courses.

# Improvement Plan

A student may be placed on an improvement plan.

1. Any full- or part-time nursing faculty member may initiate an improvement plan with a nursing student after discussion with the faculty teaching team and the Nursing Program Director when a student fails to meet requirements of a nursing course.
2. The Improvement Plan must be in writing and must itemize student work or student performance to be evaluated and a time frame must be specified.
3. Improvement Plans can be continued into the next semester or until the student graduates with notification and copies given to the next course(s) teaching team, along with the student.
4. Serious violations involving patient/client safety are not eligible for an improvement plan consideration and will result in dismissal from the program with no consideration for re-admission.

# Student Dismissal

1. Enrollment in the Nursing Program may be discontinued and denied re-admission to the Nursing Program for any of the following:
   a. Academic dishonesty including (but not limited to) plagiarism, cheating on exams or assignments, attempting to access instructor materials, electronic or otherwise.
   b. Unauthorized possession of examinations.
   c. Falsification of client and/or agency records.
   d. Illegal possession, sale or distribution of drugs.
   e. Illegal possession of weapons.
   f. Theft.
   g. Dishonesty in any clinical situation which may or may not result in care that is less than acceptable to Nursing Faculty.
   h. Charges and/or conviction of felony or any violent offense.
   i. Failure or refusal to cooperate with mandatory drug testing.
   j. Violation of the Redlands Community College Student Handbook policies or procedures or the Redlands Community College Catalog.
   k. Failure to comply with the terms of a student contract or a student counseling procedure.
   l. Failure in a nursing course.
   m. Submission of a non-negative Urine Drug Screen result.
   n. A criminal conviction during the Nursing Program that makes the student ineligible to participate in patient/client nursing care. Positive results of a student criminal background check will be submitted to clinical agencies for clinical facility determination regarding the student's clinical attendance ability.

o. At any point minimal physical qualifications and/or annual requirements are not met, the student may be withdrawn from the course.
p. Non-compliance with any policy contained in the Redlands Community College Student Handbook, the Redlands Community College Nursing Student Handbook or the Redlands Community College Catalog.
q. Any other conduct incompatible with professional behavior.

# Graduation

- Students must meet the basic college requirements for graduation (see Redlands Community College Catalog) and all the course requirements for the nursing degree.

- The last 15 nursing major hours must be completed at Redlands Community College.

- Prior to enrollment in the final semester of nursing, a student must request a degree audit from the Office of the Registrar to ensure all degree requirements are being met.

- Students in their final semester of nursing coursework are required to complete the Redlands Community College Graduation Request Form.

# Attendance

A. Attendance in theory (on-campus class) is expected and is considered essential to achieve maximum learning.
   1. Attendance at 90% of classes with excused absences may result 1% added to your overall grade.
   2. Four unexcused absences may results in a decrease of 1% of your overall theory grade.
   3. If the student misses greater than 25% of classes may result in a decrease of 2% of your overall grade.
B. Students will be required to meet with the faculty to develop and implement a learning contract after two unexcused absences.
C. Students are expected to arrive on time for theory.
   1. Three tardies to class equals one unexcused absence.
D. Faculty may require a medical provider note or other documentation to excuse an absence.
E. Students are not allowed to attend class with a pending COVID test result and must notify faculty when the test is completed to make arrangement until the test result is submitted.
F. Attendance will be considered if attending via ZOOM if approved by faculty and is related to a COVID circumstance.

G. ZOOM recordings will be provided for students who are unable to attend class based on COVID matters at faculty discretion.

NOTE: Addition or deduction of percentage points to overall grade may vary and will be up to faculty discretion based on student situation.

Refer to the Clinical guidelines for attendance requirements.

## Tardy to Class

Students are expected to arrive to class on time. Class will start and end at posted times. Classroom door may be locked by professor. If door is locked, any tardy student will need to wait until a break to enter classroom.

Refer to the Clinical guidelines for information regarding Tardiness to Clinical.

## Adult Learning Theory

The learning experiences are based on the Adult Learning Theory.  The three components of the Adult Learning theory that the nursing program at Redlands Community College addresses are outlined below:

- *Andragogy*
  - o Students will practice independent and self-directed learning to determine the value of a topic with task oriented and problem-solving activities given prior to the simulation experience.
- *Experiential Learning*
  - o Students will obtain direct experience with activities such as hands-on tasks, case studies, role playing, and working through simulation scenarios with either the manikins or live patients.
- *Transformational Learning*
  - o Students will use clinical judgement and reasoning to work through assumptions of theoretical information and reflect on experiences during the debriefing session post-simulation experience.

## Tanner's Clinical Judgment Model

Tanner's Model (2004) defines Clinical Judgment as:

An interpretation or conclusion about patient needs, concerns or health problems and the decision to take action (or not), use or modify standard approaches, or improvise new ones based on the patient's responses. She hypothesizes that there are four phases to clinical judgment: noticing, interpreting, responding, and reflection.

The nursing program has integrated into program to assist students in the development of clinical judgment. Below is a graph comparing Tanner Clinical Judgment Model, Nursing Process and Clinical Judgment Measurement Model.
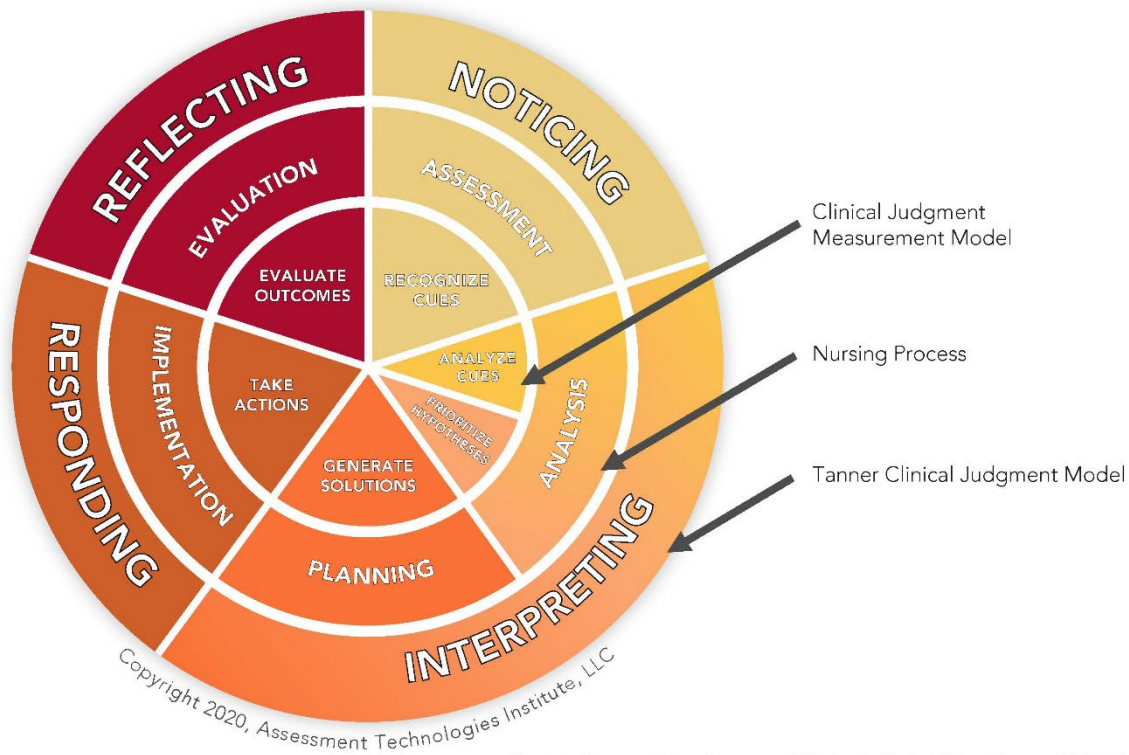


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## Clinical Judgment Measurement Model

National Council of State Boards of Nursing (NCSBN) developed the Clinical Judgment Measurement Model after extensive research of how nurses make care decisions, what factors they consider and if they rely on past experiences. Although NCSBN developed this model as a way to evaluate clinical judgment, it may utilized in teaching and clinical decision making.

The CJMM is the basis of the NGN questions that will be found in the NCLEX-RN Exam. To better prepare the student for the exam, NGN questions will be integrated into the unit and course final exams.

## The NCSBN Clinical Judgment Measurement Model
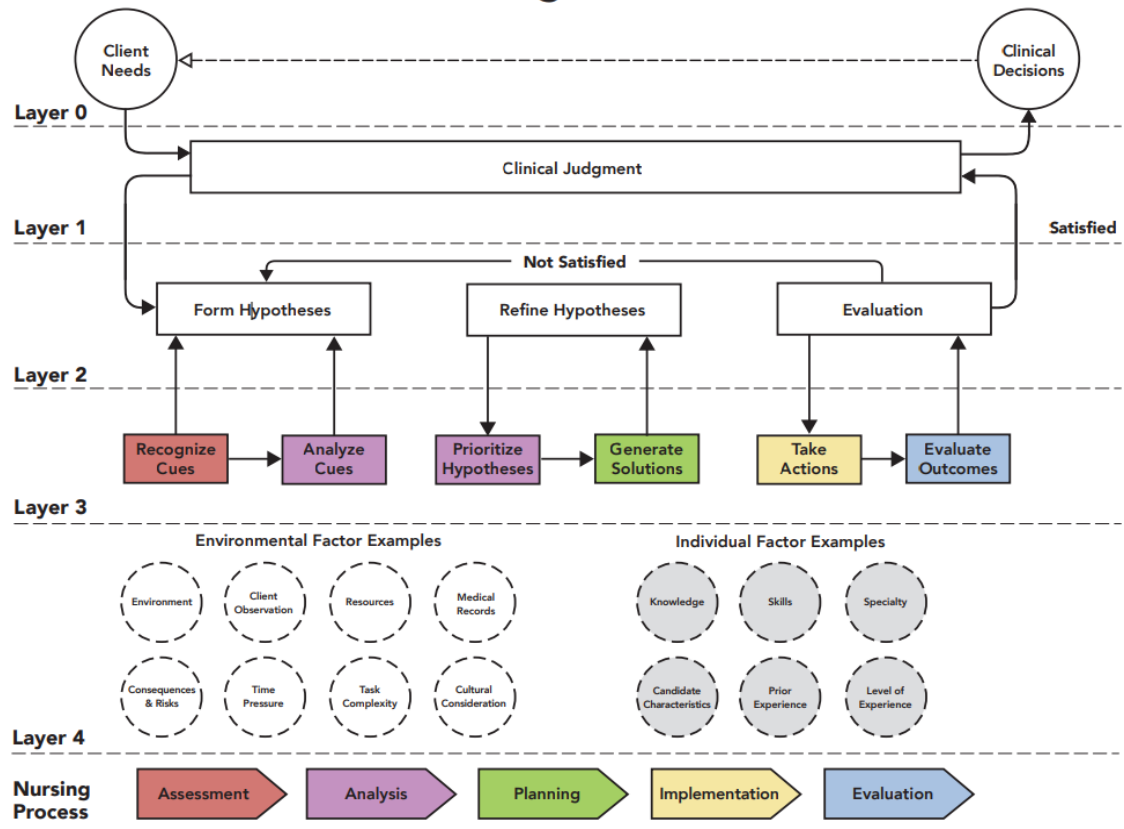
# Evaluation Methods and Grading

A variety of methods will be utilized to evaluate the student's understanding of objectives and outcomes. These are, but not limited to, written exams, skills demonstration, presentation, discussion questions and responses, simulation and clinical experiences.

Nursing courses are divided into theory and clinical components. A satisfactory standard of performance must be maintained in both components of each nursing course. If a student has unsatisfactory performance in either theory or /clinical, a passing grade will not be assigned to either component.

- Students are encouraged to maintain personal records of grades on all assignments.

- In order to question any grade assigned, the student must make an appointment with the instructor who assigned the grade.

- Information about an individual's grades will not be provided to anyone by phone or discussed among other students.

- Course grades are communicated in ways to protect student confidentiality.

- Due dates of assignments are noted in the course syllabus. They may also be on the calendar, noted during class and/or posted on Canvas. All assignments must be turned in.

- 10% per calendar day will be deducted from the grade if work is turned in late. No assignments will be accepted seven (7) calendar days after the due date without prior arrangement.

- Assignments are to be completed on an individual basis unless otherwise specified.

- There may be pop quizzes given over the course of the semester.

- Final grades will be rounded using 0.5% or higher rounded up and 0.4% or lower rounded down.

**Grading Scale**

| Percentages | Grade |
| --- | --- |
| 93 – 100% | A |

| 85 – 92% | B |
| 77 – 84% | C |
| 60 – 76% | D |
| Below 60 | F |

*Grades below 77% are considered failing grades. The grade earned will be grade received on transcript.

**Grade Distribution**

| Course | Assignments | Exams/ Quizzes | Final | Clinical Performance | Clinical Written Assignment |
|---|---|---|---|---|---|
| Nursing Foundation and Skills | 20% | 80% | | | |
| Nursing I | 10% | 40% | 10% | 20% | 20% |
| Nursing II | 10% | 30% | 10% | 25% | 25% |
| Nursing III | 10% | 30% | 10% | 25% | 25% |
| Nursing IV | 10% | 30% | 10% | 25% | 25% |
| Nursing Capstone | 20% | 80% | | | |

**Please note that a 77% in the theory component and 80% in the clinical component (If a clinical experience is included in the course) are required in all nursing courses to pass the nursing program.**

# Exams

- All unit exams will be given on the date noted in the course calendar.

- Multiple quizzes will be given throughout the course. The student should expect to have a quiz over each concept in the unit, in addition to the unit exam.

- Unit, Final, and Standardized testing exams will be administered online.  Exams will be taken in the Testing Room/Computer Lab if given on campus.

- If an exam is given via paper and pencil, the student must ensure that his or her name and student id number is clearly written on all sheets of paper. Following the exam, all paper must be given to the instructor prior to exiting the room. This includes any scratch paper used.

- During the time of testing and test review the student should bring only vehicle key and pencil into testing room. Instructors will provide all material that is required.

- Each student will use his/her Redlands student ID number.

- If the student is unable to take the exam on the assigned date, he or she must notify the instructor as soon as possible prior to the exam.

- Failure to notify instructor prior to the exam may result in a grade of "0."

- In case of a missed exam, faculty may require documented evidence.

- Exams will begin and end on time. Any late student will be required to complete the exam within the originally allotted time.
    - All unit exams' time limit is 1 hour and 30 minutes
    - Comprehensive final exams' time limit is 2 hours.

- Faculty have seven (7) calendar days to post exam scores and reserve the right to delay the posting of test results until all students have tested.

- All students are required to complete the assigned standardized exams for each course and complete required remediation to earn a passing grade.  All remediation must be complete within 1 week of exam date.

**Nursing Exam Policy**

The course instructor of record will be responsible for developing unit exams and the final comprehensive exam for the course.  Each unit exam will consist of 20-50 questions and the final course exam should be 100 questions.

All exams should have:
1. A test blueprint;
2. The majority of the questions should be at or above the "Applying" level of Revised Bloom's Taxonomy;
3. Reflect the NCLEX Test Plan Client Needs Percentages;
4. Written as NCLEX-style items;
5. Contain no more than 3 NGN test items;
6. Rationale for each correct answer and distractors; and
7. Exam analysis following all submissions.

The exams should be scheduled during regular class times and given in the testing center. The student shall have approximately one and one half minutes for standard test item and approximately two minutes for NGN style questions to complete the questions. Unit exams should not exceed 1 hour and 30 minutes and final exam should not exceed 2 hours and 30 minutes.

The student will be allowed to "make up" one exam only. Should the student need to be absent at the scheduled test time, the student must contact the instructor to schedule

arrangements for alternate exam time. If the make-up exam is not taken, the student will receive a "zero (0)" in the gradebook. Extenuating circumstances may be considered if the student misses an exam a second time.

**ATI Assessments**

ATI Assessments provide valuable information of students "mastery of concepts" to specific nursing content areas. ATI Assessments will be scheduled throughout the curriculum. Included in the assessments, are the practice assessments, standardized proctored assessments and the comprehensive predictor assessments.

Each assessment will be evaluated with the use of a rubric and will include remediation requirements. Points earned for ATI Assessments and remediation will not be added to course grades if student's course grade is below 77%.

# Exam Remediation Policy

All assessments including unit exams will have required remediation. The rubrics below provided the parameters for each type of test.

**Unit Exam Remediation**
Remediation = 4 points
Identify 5 topics missed from the five lowest areas, complete an active learning template for each.

**ATI Practice Assessment**

| 4 points | |
|---|---|
| Practice Assessment A | Practice Assessment B |
| Identify 5 topics missed from the three lowest areas, complete an active learning template for each. | Identify 5 topics missed from the three lowest areas, complete an active learning template for each. |
| Take Post Study Quiz and complete an active learning template for each topic missed. | Take Post Study Quiz and complete an active learning template for each topic missed. |

**ATI Standardized Proctored Assessment**

| Level of Achievement | | | 6 points |
|---|---|---|---|
| Level 3 = 6 points | Level 2 = 4 points | Level 1 = 2 point | Below Level 1 = 0 point |
| Remediation | | | 4 points |
| Identify 3 topics missed from the three lowest areas, complete an active | Identify 3 topics missed from the three lowest areas, complete an active | Identify 5 topics missed from the five lowest areas, complete an active learning template for | Identify 5 topics missed from the 5 lowest areas, complete an active learning template for |

| learning template for each. | learning template for each. | each. Retake required. | each. Retake required. |
|---|---|---|---|
| 10/10 points | 8/10 points | 6/10 points | 4/10 points |

**ATI Comprehensive Predictor**

| Level of Achievement | | | 6 points |
|---|---|---|---|
| Level 3 = 6 points | Level 2 = 4 points | Level 1 = 2 point | Below Level 1 = 0 point |
| Remediation | | | 4 points |
| Identify 3 topics missed from the three lowest areas, complete an active learning template for each. | Identify 3 topics missed from the three lowest areas, complete an active learning template for each. | Identify 5 topics missed from the five lowest areas, complete an active learning template for each. | Identify 5 topics missed from the five lowest areas, complete an active learning template for each. |
| 10/10 points | 8/10 points | 6/10 points | 4/10 points |

# Faculty Student Coaching

The faculty student coaching program is designed to improve student outcomes and success rates through:
1. Noticing
    a. Poor attendance
    b. Lack of participation
    c. Not seeking clarification
    d. Repeatedly making the same mistakes or omissions
2. Interpreting
    a. What could be underlying issues
    b. Student interactions when using different teaching methods
3. Responding
    a. Encourage attendance
    b. Coach sessions
    c. Review study habits
    d. Recommend success coach and student services
    e. Revise interventions as needed
4. Reflection
    a. Evaluate student success
    b. Student reflections recognize needs and support growth

**Guidelines**

1. Faculty will send the student an introductory email each semester prior to the first coaching meeting to give student resources to get them started and outline general expectations. Attach the following to the email:
   a. **Student Coaching Session Contract** to the email for students to complete and return within 1 week.
   b. **Calendar Template and Example; and**
   c. **RCC Nursing Note Taking Packet**
   d. Reminder of where to find the information emailed.
2. Faculty Student Coaching will be individualized to student needs.
3. Students should seek out the assigned faculty coach as needed.

# Skills Lab

## Skills Check Off

1. Student skill demonstration will be evaluated based on the skill checklist provided to the student.
2. The student must perform all critical steps of the skill to successfully pass. (handwashing, maintaining sterile field, verifying medication order, checking for allergies, identify patient)
3. All identified skills must be successfully demonstrated to an instructor.
4. Skills Check Off must have an 80% satisfactory performance to pass the skill. Student will have 2 attempts to meet the 80% for each skill. Should a student not pass the second attempt, the student will meet with the instructor and department head of nursing to determine appropriate action(s). Extenuating circumstances will be considered.
5. Once the student has successfully demonstrated the skill, the instructor will note this on the student's blue NESA card.
6. Skills check off should be just that, it is not the time for student to ask questions or request a demonstration.

## Student Skills Lab Guidelines

1. Extra supplies will be provided to students using the lab.
2. Students are required to practice a minimum of 2 times and have a peer evaluation prior to scheduling a skill check off with the instructor.
3. Should the student not pass the skill check off, the instructor, the student and peer evaluator(s) will conference to determine remediation.
4. Students may request additional supplies for practice from nursing faculty.
5. Students are required to report any incidents that occur in the lab to an instructor immediately.
6. The student and instructor must complete a facility Incident Report prior to leaving the lab.

7. The student is responsible for informing faculty prior to all learning experiences of a known latex sensitivity/allergy.
8. Students are responsible for lab clean up after lab use and any skills practice and skills check off.
9. *No invasive skills will be performed on another student, guest, sim participant or faculty member.*

## Skills Performance Checklist

1. A Skills Performance Checklist will be maintained by each student throughout all of the nursing courses at Redlands Community College. This checklist will serve as documentation that all skills have been completed satisfactorily. Students are required to keep this form during enrollment in nursing program.
2. The student is responsible for ensuring skills demonstrated in lab are signed by the instructor.
3. Skills may not be performed in the clinical setting if the skill has not been documented as checked off by faculty.
4. Skills marked with an asterisk (*) must also be checked off by an instructor in the clinical setting before performing the skills independently.
5. Student skill demonstration will be evaluated based on the skill checklist provided to the student.
6. The student must perform all critical steps of the skill to successfully pass. (handwashing, maintaining sterile field, verifying medication order, checking for allergies, identify patient)
7. Skills Check Off must have an 80% satisfactory performance to pass the skill. Student will have 2 attempts to meet the 80% for each skill. Should a student not pass the second attempt, the student will meet with the instructor and department head of nursing to determine appropriate action(s). Extenuating circumstances will be considered.
8. All identified skills must be successfully demonstrated to an instructor.
9. Once the student has successfully demonstrated the skill, the instructor will note this on the student's blue NESA card.
10. Skills check off should be just that, it is not the time for student to ask questions or request a demonstration.
11. *No invasive skills will be performed on another student, guest, sim participant or faculty member.*

# Simulation

## Introduction/Philosophy

The goal of the Simulated Patient Care Experience (SPCE) is to provide a safe learning experience that promotes successful understanding in all aspects of

health care.

RCC Nursing faculty are here to make the student's simulation experience educational and enlightening and to serve in the best interest of the student. Simulations and case scenarios are designed to help the student develop problem-solving and decision-making skills. The SPCE will attempt to include all environmental factors to make the students' learning experience realistic and authentic. For enhanced learning, all students are expected to come to the lab prepared. The faculty will provide students with positive feedback and debriefing of their performance, while students will self-analyze their performance and use critical thinking during the reflection process.

## Simulation Objectives

1.  Demonstrate appropriate care practices to diverse patients during experiences.
    a.  Describe how diverse cultural, ethnic, and social backgrounds function as sources of patient, family, and community values.
2.  Evaluate strengths or weakness in theoretical and practical content.
    a.  Acknowledge your own potential to contribute to effective team functioning.
3.  Apply theoretical knowledge consistent with course and program outcomes in patient care scenarios to improve clinical judgement.
    a.  Describe strategies for learning about the outcomes of care in the setting in which one is engaged in clinical practice.
    b.  Navigate the electronic health record.
4.  Demonstrate the clinical judgment and clinical skills in a safe environment.
    a.  Use appropriate strategies to reduce reliance on memory.
    b.  Value own role in preventing errors.
5.  Apply evidence-based strategies when caring for the patient.
    a.  Participate effectively in appropriate data collection.

The Student Simulation Manual and rubrics will be found in the Simulation Course on Canvas.

# Clinical

## Clinical Requirements

The following are required of all students to be eligible for clinical attendance:
1.  Negative Federal background check.

2. Annual TB skin test.
3. Annual safety exam with score of 85% (administered in class).
4. Annual Flu immunization as required by clinical facilities.
5. Current American Heart Association Health Care Provider CPR certification which does not expire during an academic fall/spring semester.
6. Negative urine drug screen.
7. Hepatitis B immunization series or Titer results.
8. Varicella immunization series or Titer results.
9. MMR immunizations series or Titer results.
10. Tdap within 10 years.
11. Although RCC Nursing program does not require COVID-19 vaccination , some clinical agency may require the COVID-19 vaccination.  Please be aware that the clinical sites reserves the right to refuse placement of any student. If the student is unable to meet the clinical requirements, it will result in the student not being allowed to progress in the program.
12. Annual updates will be required:
    a. Flu vaccine.
    b. COVID-19 if required by clinical site.
13. The background will be required annually as required by clinical sites.

## Clinical Guidelines

- Preplanning will be required, as an assignment, and each student is expected to attend report, listen attentively and begin to establish professional rapport with healthcare personnel in attendance.

- No use of tobacco products, e-cigarettes or vapor products is allowed during clinical, lab or simulation experiences.

- No student is authorized to leave the facility without obtaining permission from the assigned faculty and/or preceptor.

- Students are allowed a total of one hour for break during a nine (9) hour clinical. However, patient care responsibilities must always be considered first.

- Notify all staff associated with the client(s) (i.e. RN, LPN, NA, PCA) of what level of care you will be providing (i.e. total patient care except medications, total patient care with medications and IVs).

- Clinical documentation will be completed electronically as directed by clinical instructor and will be completed in the clinical setting.  If internet access is not available while in the clinical setting, use

paper clinical forms and complete electronically after internet access is established after the clinical day.

- Notify your instructor and assigned nurse **immediately** if a mistake is made.

- Review the drug book or hospital drug reference for the basic information for each medication you will administer prior to giving. Specifically note side effects, drug interactions and nursing interventions. Be prepared to discuss these with your instructor.

- Before leaving the client care area, a report must be given to the assigned nurse and it is the student's responsibility to complete all required clinical assignments.

- It is the student's responsibility to notify instructors of pregnancy or change in health status as soon as known. A physician release form is required prior to attending clinical.

- Students may use an iPad, tablet, or computer in the clinical setting for electronic documentation, per facility guidelines.  Cell phones are **not** permitted in client care areas within the clinical setting.  Cell phones may be used to access Nursing Central as a reference.

## Dress Code

- Redlands Community College uniforms are to be worn at clinical, simulation, and any other activities or school functions designated by the faculty.

- The uniform should be clean, in good condition, fit appropriately and include:
  o Burgundy scrub top
  o Burgundy scrub pants or skirt no shorter than 2 inches above knee
  o White lab jacket
  o Socks
  o Closed toe, closed back shoes (avoid bright colored shoes)

  o **Optional**- You may purchase a short or long sleeve solid color shirt to be worn underneath uniform top.

- The Redlands Community College nursing patch must be visible at all times on the left sleeve of the burgundy scrub top and Redlands Community College nursing patch on left sleeve of white lab jacket.
  a. NOTE: Students are not allowed to wear any jackets or coats on top of the uniforms.  Only a lab coat with a patch or shirt underneath the uniform is permissible.

- The Redlands Community College nursing photo nametag must be worn with badge clip (no lanyards d/t safety and infection control) at clinical/lab/simulation experiences. Nametags must be clean and free of clutter (e.g. jewelry, pins, and stickers) and must be visible and worn above the waist line (between the head and heart).

- Socks (required with scrubs) and shoes must be clean without tears or stains and must completely cover the foot and heel. No open toed shoes, open backs, or shoes that contain open holes (Crocs). Keep in mind to wear shoes that provide a safe and secure footing.

- A watch with a second hand, bandage scissors, penlight, black pen, and stethoscope are required at clinical, skills labs and simulation experience.

- Cosmetics must be used in moderation to create a natural appearance.

- Hair must be clean, neat, away from face, and off neck collar, maintained in a manner that a sterile field will not be contaminated. All hair must be in a natural hair color.

- Students have the option to wear a hair covering for religious reasons or head covering in compliance with the facility dress code.

- Sideburns, beards, or mustaches must be clean, neat, well-groomed. Facial hair should be groomed appropriately for mask wearing and fittings as necessary.

- Jewelry is best not worn at all for hygienic purposes. If worn, jewelry should include one small ring on one finger only (consider risk of cross contamination, frequent hand washing and possible injury to patients) and a pair of small stud earrings worn in the earlobe. No multiple ear piercing jewelry. No other visible body piercing jewelry is allowed including tongue rings or studs.

- Tattoos should be non-visible. Visible tattoos must be completely covered with clothing, cosmetics, or Band-Aid at all times during clinical, skills lab and simulation experiences when wearing Redlands Community College Nursing uniform.

- In accordance with the Centers for Disease Control recommendations for direct patient care nails should be clean, neat and trimmed with length not to extend greater than ¼ inch beyond the level of the fingertip. Only clear polish is allowed. If polish is worn, it cannot be chipped, cracked or peeling. Nail ornaments/enhancements, artificial fingernails, acrylic extenders, gel, and shellac are **never** to be worn to clinical, skills lab and simulation experiences.

- Undergarments should be worn in a non-visible manner.

- No scented perfume, cologne, shaving lotion, lotions or fragrances may be used. Student must be clean and free of offensive odors. Overall cleanliness and personal hygiene practices are required.

- Wear Redlands Community College nursing uniform any time on agency premises for planning and clinical activities.

# Clinical Evaluation Tools

The student will be given weekly grades for clinical written assignments and clinical performance. The clinical instructor is responsible for completing the grading in a timely a manner. The grading rubrics are found on Canvas for the course.

# Clinical Grading

In order to satisfactorily pass the clinical portion of the course, the student:
1. Must have a clinical grade average of 80%
   a. Written clinical assignments; and
   b. Clinical performance.
2. Must have 100% clinical attendance.
   a. If student must be absent, one make-up clinical will be schedule.
   b. Failure to attend the make-up clinical will result in a zero "0" for that week's clinical assignments.
3. Satisfactory completion of one comprehensive head-to-toe assessment per course.
4. Pass medication by week 4 of clinical rotation.
   a. Must have passed dosage calculation test with 100%.
5. Score 100% on dosage calculation test within 3 attempts:
   a. First attempt must be taken prior to the beginning of clinical rotation.
      i. Remediation given by faculty.
   b. Second attempt must be taken prior to week 2 of clinical rotation.
      i. Remediation: meet with instructor, complete 20 dose calculation questions and submit before third attempt.
   c. Third attempt must be taken prior to week 4 of clinical rotation.
   d. The student will not be able to pass medication and will fail the clinical component of the course if dose calculation score is less than 100%.

# Unprepared or Unsafe Student

**Unprepared or Unsafe Student**

The nurse who is unprepared or unsafe puts not only self and other staff members at risk for injury but the patient as well. Examples of unprepared, unsafe, unprofessional and weak practice student are provided in the following paragraphs:

**Unprepared Student**

A student is considered unprepared if:
1. The student has not completed pre-clinical assignments.
2. The student does not have proper equipment in good working condition.
3. The student is not properly attired for rotation.

**Unsafe Student**

A student is considered unsafe if:
1. The student is unprepared for clinical rotation.
2. The student is practicing under the influence of any drug or alcohol that interferes with cognitive functioning.
3. The student is practicing outside the scope for their level of practice.
4. The student performs or attempts to perform procedures that have not be successfully checked off in skills lab and/or without supervision.
5. The student's actions could harm self and/or others.

**Unprofessional Student**

A student is considered to behaving in an unprofessional manner if:
1. The student fails to notify instructor or clinical facility if indicated of absence or tardiness.
2. The student performs in an unsafe manner.
3. The student violates patient's rights.
4. The student engages in activities that display disrespect of the client, facility, faculty, school or program.

**Weak Practice Student**

A student will be considered to have a weak practice if:
1. The student continues to have difficulty or inability to apply concepts to specific clinical situations.
2. The student is unable to organize care and document care.
3. The student is unable to prioritize care.
4. The student has difficulty or is unable to communicate with patient, family, peers or healthcare team members,
5. The student lacks preparation for skills or medication administration.
6. The student has difficulty or is unable to recognize significant laboratory or diagnostic results.

**Procedure**

Should a student be considered to be unprepared, unsafe, unprofessional and/or weak practice student, the following steps, but not limited to, will be followed:
1. The student may be removed from the clinical experience.
2. The student will receive a zero "0" for the clinical day.

3. The student will confer with the clinical instructor and/or Department Head of Nursing.
4. An improvement plan will be implemented. The improvement plan will include:
    a. Explanation of specific problem.
    b. Action required to correct area of concern.
    c. Deadline for improvement plan. The length of plan will depend on severity of infraction.
    d. Action to be taken should the plan be met and area of concern be corrected.
    e. Acton to be taken should the plan not be met. The student will be subject to probation or dismissal.
    f. Signatures: student, Nursing Instructor, Department Head of Nursing, and Vice President of Academics should the situation warrant intervention.
5. The student may be dismissed from the program immediately should the situation deem it necessary regardless of improvement plan status.

If upon the request of clinical facility, a student may be removed from that clinical rotation. Should this request be based upon student's unpreparedness, unsafe or weak practice and/or unprofessional behavior, the above mentioned consequence and procedure will be followed.


# Incident Report

Nursing faculty and/or students are to report any incident that occurs on campus within the lab or simulation or in the clinical setting by notifying the Department Head of Nursing and Allied Health immediately for next steps. After the Department Head is notified, faculty and/or students are required to complete the Incident Report Form and submit to the Department Head within 48 hours after the incident has occurred. Incidents may include but are not limited to the following:
- Needle sticks
- Medication Errors
- Conflicts other staff, peers, or disciplines that may result in a negative outcome
- Falls
- Any other incident that may lead to injury or impact safety of the client, student, faculty, or staff.

Nursing faculty should notify the students involved via email that the incident has been reported to the Department Head of Nursing and Allied Health within 24 hours of reporting the event.

Nursing faculty and/or students who are experiencing any, additional health issues after the incident has been reported are required to follow up with their provider or go to the nearest emergency room immediately. Students who report to the emergency room must use their own health insurance or self-pay for services.

Students who follow up with a healthcare provider or go to the emergency room will need to complete a "Return to Clinical" form provided in the Nursing Student Handbook prior to return to the lab, clinical, or simulation setting.

The Department Head of Nursing and Allied Health will pass the form along to the Vice President of Academics to determine if additional actions should be taken.  Then the completed Incident Report form will be placed in the nursing faculty and/or student file within 24 hours after review by the Department Head of Nursing and Allied Health and the Vice President of Academics.

The incident reports will be tracked to identify areas that require student remediation and or clinical procedures revisions.  After analysis of the incident by faculty, the student involved may be placed on an improvement plan. Should the analysis indicate a clinical procedural issue, faculty will determine appropriate revisions required to prevent similar incidents in the future.

The incident report form is found in Canvas.

# Technology, Electronic Device Use and Social Networking

With the advent of electronic devices, a large amount of nursing, healthcare and productivity software has been developed. Studies have shown that students who use electronic devices in the clinical setting are more successful and are not as anxious about the experiences. The use of electronic devices in the clinical setting provides the student with up-to-date information, which is readily available.  Therefore, the student may use an electronic device as a resource during clinical experiences as per facility policy. Compliance must be ensured with the Health Insurance Portability and Accountability Act (HIPAA).

**Students using electronic devices and/or audio devices in the classroom are required to abide by the same guidelines.  Students must request permission and receive approval from faculty to record lectures using an electronic and/or audio device.**

Social networking has allowed people across the world to have unprecedented access to immediate updates on another person's location, situation and commentary. However, this open access can also put the individual at a personal risk. People can be stalked; employers can search potential candidates, and people may unintentionally violate privacy rules.
1. Clinical information received via technology should be de-identified client information prior to submitting any clinical paperwork.
2. Refrain from posting any commentary about clinical situations, clients/patients, or any information listed above in any social networking venue, regardless of privacy

settings.
3. Remove/do not record the following data:
   a. Client/Patient Name
   b. Any contact numbers
   c. Social Security number
   d. Medical record number
   e. Health plan beneficiary number
   f. Vehicle identifiers and serial number
   g. Device identifiers and serial numbers
   h. Universal resource locators (URL's)
   i. Internet protocol (IP) address numbers
   j. Biometric identifiers, including finger and voice prints
   k. Audio or video recordings
   l. Any other unique identifying number, characteristic, code, etc.

**Violation of this policy would be considered a privacy violation and subject to disciplinary action, including dismissal from the Nursing Program.**

# Confidentiality

Client records in clinical settings are confidential as required by federal and state law and by professional ethics. Therefore, it is the responsibility of each student in the Redlands Community College Nursing Program to maintain complete and total confidentiality in regard to all client information that is collected, analyzed, filed or stored at Redlands Community College in student's assignments, or in any clinical agencies to which students may be assigned. (See Technology, Electronic Device Use and Social Networking)

Each and every person, professional and nonprofessional, who obtains information from a client or a client's record that is receiving medical, dental or related health services is engaged in a privileged communication. Privileged communication belongs to the client and cannot be waived by anyone else. Oklahoma statutory law has expanded the common law scope of confidential communication to include consultation or communication with health care professionals on a need-to-know basis.

In general, no client records or information therein, should be released or discussed without the written consent of the client or by valid court order.

1. However, in most cases, client information may be shared appropriately on a need-to-know basis with the professionals rendering healthcare in a clinical facility without a written consent.
2. **No printed material concerning clients should be removed from the clinical facility**.
3. Client data stored in computer electronic health record systems in clinical facilities and Redlands Community College, available through printouts and networks, is confidential. Access is protected by responsible usage of passwords and user IDs.

Passwords and user IDs are confidential and should not be shared with anyone, including peers, supervisors or instructors. In addition, computers should not be left unattended without first signing off, especially if client information is on the screen. It is important to remember that each user is responsible for protecting the integrity and the security of all confidential data in all the electronic health record systems, and that all entries are the responsibility of the individual identified by the password.

4. Information is a valuable asset to be shared appropriately when necessary and to be protected at all other times. Access to client records should be limited to those who have a need-to-know as necessitated by the performance of required job duties.

5. Any incident of failure to maintain confidentiality with client information will be carefully reviewed by administrative staff and faculty and will result in disciplinary action.

6. No assignments or other documentation containing any information regarding a patient, family, faculty member, clinical facility or student will be saved or left on any open access desktop or hard-drive.

*Oath of Confidentiality signature page is located in Canvas.

# HIPAA

- Redlands Community College nursing program requires all students to appropriately safeguard the protected health information of patients, in accordance with applicable provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

- Students may use and disclose protected health information solely for educational purposes; using appropriate safeguards to prevent use of disclosure of the information other than for educational purposes.

# Professional Behavior

A. Professional behavior, which is a key factor in maintaining academic good standing, refers not only to conduct in the classroom but also in the clinical setting and at all other events where the student is representing the Redlands Community College Nursing Program.

B. The American Nurses Association (ANA) identifies Standards of Professional Performance in the Standards of Clinical Nursing Practice; these reflect the priorities and values of the nursing profession. In the ANA Code of Ethics, the following statements can be found, "The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual…." and "This standard of conduct precludes any and all prejudicial actions, any form of harassment or threatening behavior, or

disregard for the effect of one's actions on others" (pp.4 & 9).  In observance of these standards the Division of Nursing has added the following guidelines:

1. Students must comply with the dress code identified in the student handbook at all times.
2. Students must adhere to assigned starting and dismissal times for class and clinical rotations, unless prior arrangements have been made or an emergency situation arises.
3. Students must demonstrate safe practice behaviors while caring for clients in the clinical setting.
4. Students must demonstrate respect/compassion for faculty, clients, families, other health care providers and their fellow students.  The student is expected to contribute to solutions and create a positive climate in the classroom and clinical setting.
5. Students must demonstrate honesty in the classroom and clinical area. Honesty in the classroom is discussed under Academic Integrity.
6. Students must demonstrate appropriate conduct in all classroom and clinical situations.
7. Students must comply with and maintain HIPAA standards of confidentiality with regard to clients, families, institutions, faculty, and fellow students.
8. Electronic devices must be converted to a soundless mode during any Redlands Community College classroom educational experience.
9. During every testing time, students should leave everything in vehicle except the vehicle key and a pencil.
10. Communication is vital in terms of students in all matters related to their attendance and performance in class.  Students must assume responsibility for this communication.
11. Electronic devices are allowed in class for the purpose of taking notes, reading on line text books or other faculty directed class activities only.
12. Students must comply with and maintain HIPAA standards of confidentiality with regard to all health records (clinical facility, patient, and Redlands Community College Program).

C. Students will have representation to RCC committees such as Student Governance Association and Nursing Faculty Council. As a representative the student shall conduct themselves in professional manner and keep privileged information that may learned in those roles confidential.

D. Students will be members of the student organization, Student Nursing Association (SNA). The SNA will have elected officers and all members will work to meet the goals set forth by the SNA.

* A Professional Behavior Acknowledgement is required each semester. The document will be found in Canvas.

# Electronic Communication

The Internet offers many opportunities for communication between students and faculty. The following tips will help you communicate effectively in Canvas and Outlook Email.

## Canvas

A. All nursing program courses are web-enhanced.
B. A Canvas tutorial is also available on **https://community.canvaslms.com/t5/Video-Guide/Canvas-Overview-Students/ta-p/383771**.
C. Computers are available to students in the nursing computer lab and other computer labs on campus.
D. If a student is having technical problems with Canvas, do not call the instructor. Contact Redlands IT Department at technology.supportservices@redlandscc.edu or (405) 422-1288.
E. Check Canvas several times daily and prior to class. Instructors use Canvas to post announcements, updates and information pertinent to theory and/or clinical.
F. Information or questions intended for clinical instructors should be sent via Canvas course email unless otherwise specified. Instructors will respond to email Monday through Friday during business hours.
G. "Discussions" on Canvas are public to the entire class and all instructors. "Mail" is sent to individuals.
H. To submit an assignment via Canvas:
   1. View the link below:
      a. How Do I Submit an Online Assignment? (https://community.canvaslms.com/t5/Student-Guide/How-do-I-submit-an-online-assignment/ta-p/503)
   2. For each submission, title the email with a brief description and your name (e.g. Drug Card Suzy Student).
   3. Retain all digital copies of files sent. Sometimes resubmission may be required.
   4. Do not include other business in emails with your assignments.

## Email

- Include a descriptive subject in the subject line of original and return messages.
- Sign your name to your email message - we may not recognize your email address - the more clever or cryptic it is - the less likely we will know who you are!
- Check for email messages several times weekly. Full-time faculty members attempt to reply to email messages on their office days. You can expect to hear back from us by our next office day.
- Use student email addresses and instructor email addresses for course business only! Do not send virus warnings, jokes, anecdotes, solicitations or other personal business unless given explicit permission to do so.

- Please do not include instructors or other students in your email contact groups. We would like to avoid receiving email from everyone else in your groups or email not related to the course.
- We assume that the email address supplied to you by Redlands Community College is private and may send information regarding your course performance to this address. Please keep this in mind if you choose to forward your mail to an address to which another individual has access.
- Faculty will utilize the email address listed for you in the Canvas class list. Please keep in mind that if you have forwarded your Outlook email address to another email address and reply from that address, your message may be detected as spam. Faculty will only respond to messages from your Redlands outlook email or email via Canvas.

## Phone
- A contact number for your clinical instructor will be offered to you prior to the first day of clinical. The instructor will indicate preference for phone call or text message and provide guidelines for use. It is your responsibility to record that number so that you may contact your clinical instructor regarding clinical obligations. Do not share this number with other students.
- Text messages are best used for immediate communication. If your communication need is not immediate, send an email message instead. Then you'll have documentation that a message was left.
- During the semester, instructors are not responsible for working on campus evenings or weekends, except in unusual circumstances. Therefore, they may not check email or voicemail messages until the next office day.
- Instructors are not available during college holidays, spring and fall breaks, summer, and between the spring and fall semesters and may not respond to telephone or email messages during those times.

# Faculty Communication

Personal phone messages will **NOT** be received through the nursing office.  The only exception is a true emergency which occurs while a student is in an on-campus nursing class. Redlands Community College phone is **405.262.2552**.  For emergencies during clinical, the student's designated contact person should be kept informed of the clinical instructor's phone numbers.

- Students should communicate directly with instructors regarding personal issues that may affect attendance and/or performance.
- Students may contact instructors by office phone or school email. Students may contact instructors by phone number indicated by individual instructor.
- Office hours for nursing faculty will be communicated to students on a semester-by-semester basis. Students are encouraged to make appointments to discuss specific issues.

- All nursing professors including the Department Head are available to meet with students by appointment.

## Computer Lab Guidelines

- The Nursing Computer Laboratory is located in the OE building. The computer lab is used for testing or class experiences for all Allied Health programs.
- No food or drink is allowed in the computer lab. (Headphones must be used with instructor permission if program has audio.) Students may not add programs to the hard drive, bring games to play or alter/copy existing programs.
- Any computer lab problems should be reported to the Redlands Technology Support, on-campus extension 1288, if off-campus or by cell phone, 405.422.1288.

## Learning Resource Center (LRC)

The Learning Resources Center is available to students for many activities including:
- Access to articles listed as suggested resources for further information on specified subjects.
- Online access to nursing journal database for evidence-based practice summaries.
- Assistance with textbooks and online professional healthcare sites.
- Academic Center for Enhancement (ACE) located on the 2nd floor of the LRC with additional learning aids, tutoring and testing site.
- Open access computers during LRC open hours and Information Common Computer assistance.

## Recommendation Letters

Submit written requests for recommendation letters to professors, clinical instructors or the nursing office several days before needed. Submit your request by email or in a written memo. Please, allow minimum of three (3) business days from when you submit request to receive your letter. The request form is found in Canvas.

# Inclement Weather

- In case of inclement weather where road conditions are hazardous, Redlands Community College classes of may be canceled. Cancellations will be announced via the college Emergency Notification System, on the major television stations (ABC, NBC, CBS), radio stations, the College's social media sites and at my.redlandscc.edu.
- If the college cancels classes, nursing classes and labs/clinical/simulations will also be canceled.

- No student is expected to attend class or lab/clinical/simulation if hazardous road conditions exist in his or her area. However, the student must notify the instructor at prior to the class or lab/clinical/simulation experience.

# Drug Testing Policy

Drug testing is also required for all students. Each student must have a random drug test prior to the first clinical assignment. The fee for the drug test will be paid by Redlands Community College. Additional random drug tests may be performed as necessary.

Any break in continuous enrollment will require an additional random drug test. Failure of the drug test, (a non-negative UDS report) as confirmed by the designated laboratory report, will require the student to withdraw from the course. Students may apply for readmission based on the application procedure for the nursing program, but readmission is not guaranteed.

Failure of a second drug test will result in dismissal from the program with no opportunity for readmission to any of the Allied Health Professions Division's programs. Any break in continuous enrollment will require an additional random drug test. AUAs and LPNs with positive drug screen results must be reported to the Oklahoma Board of Nursing.

Please note that while medical marijuana is legal in the State of Oklahoma, it is not accepted in the healthcare or RCC's Nursing Program. A positive test for marijuana will result in the student's inability to attend clinical rotations, therefore the inability to meet the requirements of the program. The student may be subject to dismissal from the program.

The faculty of the Redlands Community College Nursing recognizes the necessity for a safe environment in the classroom, skills practice laboratory and in clinical facilities. While learning nursing theory, practicing skills, and caring for clients, students should never be under the influence of any chemical substance which might alter their reaction times, learning abilities, or critical problem-solving skills.

## Statement of Purpose and Intent:

The use of alcohol and illegal chemical substances has a direct and adverse effect on the safety, personal health, attendance, productivity, and quality of work of all students. Recent scientific studies demonstrate that the use of alcohol and/or illegal chemical substances reduces an individual's ability to perform beyond the time period of immediate consumption or use.

The safety of clients served by the Redlands Community College students enrolled in Nursing is of paramount concern to Redlands Community College. Students who use drugs or alcohol pose serious safety risks to clients, as well as other students and employees of Redlands Community College and clinical facilities, at which students engage in clinical practice rotations. Due to the devastating impact that the use of alcohol and or illegal chemical substances have on the safety as well as the adverse effect alcohol and illegal chemical substances can have on a student's ability to perform in a clinical setting, Redlands Community College *will not* tolerate students who use, possess, distribute, purchase, sell or are under the influence of illegal chemical substances or alcohol while on school property, school sponsored event or in a clinical setting.  Violations of this policy will subject the student to disciplinary action, including, but not limited to, immediate dismissal for Redlands Community College Nursing Program.

1.	Definitions

1.1	"Illegal chemical substance" or "drug" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Oklahoma law. "Illegal chemical substance" includes, but not limited to: all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all prescription drugs obtain without authorization, and all prescribed drugs and over the counter drugs being used for an abusive purpose. By way of example only, the drugs which may be tested for are: amphetamines, cannabinoids, cocaine, phencyclidine (PCP) hallucinogens, methaqualone, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or any metabolite of any of these substances.

1.2	"Alcohol" means ethyl alcohol or ethanol and includes low point beer.

1.3	"Under the influence" means a student of Redlands Community College who has any alcohol or illegal chemical substance or the metabolites thereof present in the student's body in any amount which is considered to be "positive" for such alcohol or drug or drug metabolites using any scientifically substantiated alcohol or drug use screen test and alcohol or drug use confirm test.

1.4	"Positive" when referring to an alcohol or drug use test administered under this policy means to toxicological test result which is considered to demonstrate the presences of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health for drug or alcohol testing of students or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administrating the alcohol or drug use test.

1.5     "School property" means any property owned, leased, rented, or used by Redlands Community College, including but not limited to school buildings, parking lots and motor vehicles.

1.6     "Drug or alcohol use test" means a chemical test administered for the purpose of determining the presence or absence of alcohol or illegal chemical substance or their metabolites in a student's blood, bodily tissue, fluids, products, urine, breath, or hair.

1.7     "Random selection" or "random selection basis" means a mechanism for selecting students for alcohol and/or drug testing that:

1.7.1   Results in an equal probability that any student from a group of students subject to the selection mechanism will be selected; and

1.7.2   Does not give Redlands Community College discretion to waive the selection of any student selected under the mechanism.

1.8     "Reasonable suspicion" means a belief that a student is using or has used alcohol or drug in violation of this policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in the light of experience, and may be based upon, among other things:

1.8.1   Observable phenomena, such as:

1.8.1.1        The physical symptoms or manifestations of being under the influence of alcohol or a drug while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event; or

1.8.1.2        The direct observation of alcohol or drug use while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event;

1.8.2   Evidence that a student has tampered with an alcohol or drug test; or

1.8.3   Evidence that a student is involved in the use, possession, sale, solicitation or transfer of alcohol or drugs while on school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event.


2.      Procedures for alcohol or illegal chemical substance testing

2.1     Any alcohol or drug use test administered under the terms of this policy will be administered by or at the direction of a professional laboratory licensed by the Oklahoma State Department of Health and using scientifically validated toxicological methods that comply with rules promulgated by the State Department of Health. All aspects of the alcohol and drug use testing program, including the taking of samples, will be conducted so as to safeguard the personal and privacy rights of students to the maximum degree possible and shall be conducted under reasonably sanitary conditions. The test sample shall be obtained in a manner which minimizes its intrusiveness.


If a student is determined to have tampered with any specimen or otherwise engaged in any conduct which disrupts the testing process of any student, then the student will be deemed to have violated this policy and will be subject to

disciplinary action, including, but not limited to, immediate dismissal from Redlands Community College.

The test monitor shall give each student a form on which the student may, but shall not be required to, list any medications he/she has taken or any other legitimate reasons for having been in recent contact with alcohol or illegal chemical substances.

2.2     Upon written request, the student will be furnished with a free copy of all tests results performed under this policy. All test records and results will be confidential and kept in files separate from the student's cumulative record.

2.3     Any Student who is subject to disciplinary action as a result of testing positive for an illegal chemical substance, for being under the influence of alcohol or an illegal chemical substances school property, at a school sponsored event, in school vehicles, or going to or from a school sponsored event will be given a reasonable opportunity, in confidence, to explain or explain or rebut the alcohol or drug use test results. If the student asserts that the positive test results are caused by something other than consumption of alcohol or an illegal chemical substance by the student then the student will be given an opportunity to present evidence that the positive test result was produced by something other than consumption of alcohol or an illegal chemical substance. Redlands Community College will rely on the opinion of the laboratory which performed the tests in determining whether the positive test results was produced by something other than consumption of alcohol or and illegal chemical substance.

2.4     The laboratory reports and results of alcohol and drug use testing will be maintained on a confidential basis except as otherwise required by law. The laboratory performing alcohol or drug use tests for Redlands Community College will not report on or disclose to Redlands Community College any physical or mental conditions affecting a student which may be discovered in the examination of a sample other than the presence alcohol or illegal chemical substances or metabolites thereof. The use of samples to test for any other substances will not be permitted.

3.      Student alcohol and drug use tests – when required

3.1     All students enrolled in Nursing of Redlands Community College will be tested for drugs and/or alcohol prior to the start of their participation in clinical practice.

3.2     All Nursing students may be tested for drugs and/or alcohol at any time on a random selection basis. The decision of when to conduct drug and/or alcohol testing on a random selection basis is entirely within the discretion of Redlands Community College.

3.3     Any Nursing student whose behavior while on school property, at a school sponsored event, or going to or from a school sponsored event creates a reasonable suspicion that the student is under the influence of alcohol or an illegal chemical substance may be required to take an alcohol and/or drug use

test. Nothing in this policy shall require alcohol and/or drug use testing of any student nor prohibit Redlands Community College from disciplining any student in the absences of any alcohol or drug use test of the student.

3.4     Any student testing positive for or found to be in the possession of, alcohol and/or illegal chemical substances as outlined in this policy will be subject to disciplinary action, including, but not limited to dismissal from Redlands Community College Nursing program.

3.5     Any student who refuses or fails to participate in or cooperate with any part of the testing process will be deemed to have violated this policy and will be subject to disciplinary action, including, but not limited to dismissal from Redlands Community College Nursing program to the same extent as if the student tested positive for the presence of alcohol or an illegal chemical substance.


4 Persons authorized to order alcohol or drug testing

4.1The following persons have the authority to require alcohol or drug use testing of student under this policy:

4.1.1The Vice President of Academics of Redlands Community College; or

4.1.2 Department Head of Nursing.

5       Due process procedures

5.1 Adult education students in this case Nursing students have no due process rights under the Oklahoma law and are subject to immediate dismissal from Redlands Community College Nursing program, however, adult student dismissed from Redlands Community College pursuant to this policy may follow the grievance procedure outlined in RCC policy.



# Student Support Services

Redlands Community College offers a wide variety to student support services.  To learn more about services offered or seek assistance, please visit campus life-student support at www.redlandscc.edu.



# Redlands Community College Student Policies and Procedures

Nursing Students will be responsible to knowledgeable and adhere to student policies and procedures. These are located in the RCC catalog and can be found on the website at www.redlandscc.edu. Policies and Procedures found here include, but not limited to, Student Grievances, Student Grade Appeal, Academic Integrity and Student Conduct Code.

# Grievance

The Nursing Program follows the Grievance Policy as set forth by Redlands Community College. The Grievance Policy is:

A student of Redlands Community College who feels that he or she has been treated unfairly by an administrator, faculty member, instructor or other staff member may raise the issue through a grievance, provided there is no other College procedure which is available to address the issue. Issues addressed in other procedures, such as grade appeals, appeals of disciplinary action, complaints of discrimination and complaints of sexual harassment must be pursued in accordance with those procedures.

1. **Informal Resolution**
The student must seek informal resolution of the matter before filing a formal grievance. The student shall first raise the issue with the individual whose action is grieved. If the grievance is not resolved, the student shall raise the issue with that individual's immediate supervisor. The individual whose action is grieved shall be given the opportunity to respond to and participate in the informal resolution process. Absent resolution at this level, the student may then seek formal resolution of the grievance.

2. **Formal Resolution**
Before filing a formal grievance, a student must first seek informal resolution of the grievance. If an informal solution is not reached, a student may file a formal grievance by following the procedures published in the Procedures section of the Policies and Procedures Manual, as outlined in the Statement of Procedure in the Redlands Community College Catalog.

# Guidelines

The following guidelines are found on Canvas under the student sandbox.
Skills Lab Guidelines
Skills Check off
Clinical Guidelines

# Grading Rubrics

Grading Rubrics will be found on Canvas in the corresponding course.

# Forms

The following forms are found on Canvas under the student bulletin board.

**Required forms:**

| | |
|---|---|
| Nursing Student Handbook Acknowledgement | due by the first day of class |
| Oath of Confidentiality | due by the first day of class |
| Release of Information | due by the first day of class |
| Agreement for Simulation Lab | due by the first day of class |
| Photo/Video Release Form | due at orientation |
| Professional Behavior | due by the first day of class |

**Other forms:**

Reference Request Form
Release to Return to Clinical Activity
Incident Report

# Nursing Student Handbook Acknowledgement

I, _____, understand that the Redlands Community College Policies and Procedures are found on RCC website in Go Redlands. The Nursing Student Handbook is available to me in the LMS Canvas Nursing Student Bulletin Board.

I understand that I have the responsibility to read and adhere to the RCC policies and procedures and the policies contained in the program handbook and any updated policies contained in the Redlands Community College Nursing Program Canvas Nursing Student Bulletin Board.

This document must be signed and returned to the nursing program. By signing this acknowledgement, the signee is agreeing to the statements above and will read the nursing student handbook.

Student Printed Name

(Student Signature)                                                Date