



**Nursing Student Handbook
2024-2025**

Redlands Community College Nursing Program
2024-2025

Table of Contents

Student Forms

Oath of Confidentiality.....4
Release of Information.....5
Agreement for Simulation Lab.....6
Authorization for Photography and Recording of Simulation Sessions.....7
Hepatitis B Vaccination Waiver.....8
Photo/Video Release Form.....9

Handbook Content

Welcome from the Department Head of Nursing and Allied Health.....10
Accreditation and Approval.....11
Nursing Mission Statement and Philosophy.....13
Nursing Program Outcomes.....14
Nursing End Program Student Learning Outcomes14
Two Year Nursing A.A.S. Degree Plan..16
Academic Integrity17
Notice of Nondiscrimination Statement18
Student Code of Conduct.....18
Professional Behavior22
Electronic Communication.....23
Canvas.....24
Email24
Phone.....25
Communication.....25
Computer Lab Guidelines.....26
Learning Resource Center (LRC).....26
Recommendation Letters.....26
Clinical Requirements26
Criminal History Background Checks27
Clinical Guidelines28
Lab/Simulation Guidelines.....29
Skills Performance Checklist.....29
Community Clinical.....29
Dress Code.....30
Evaluation Methods/Grading.....31
Exams32
Student Nursing Association33
Insurance.....33
Instructions for Completion of the NCLEX-RN/LPN Single State Application.....34
Instructions for Completion of the NCLEX-RN/LPN Multistate Licensure Application.....35

Redlands Community College Nursing Program
2024-2025

Nursing Policies Section	36
Policy 1.0 Admission Requirements for Generic Nursing Students.....	37
Policy 1.02 Admission Requirements for Transfer Students.....	39
Policy 1.03 LPN-RN Direct Articulation.....	41
Policy 2.0 Physical Requirements to Provide Patient Care.....	44
FORM: RELEASE TO RETURN TO CLINICAL ACTIVITY.....	45
Policy 2.01 Student Clinical Requirements.....	46
Policy 2.02 Standard Precaution Policy.....	47
POLICIES	
Policy 3.0 Clinical.....	48
Policy 3.01 Tardy to Clinical.....	48
Policy 3.02 Make-up Clinical.....	48
Policy 3.03 Lab/Simulation Attendance.....	49
Policy 3.04 Learning Activities.....	49
Policy 3.05 Tardy to Class.....	49
Policy 3.06 Classroom Attendance.....	49
Policy 3.07 Nursing Student Examination Expectation Policy.....	51
Policy 4.0 Technology, Electronic Device Use and Social Networking.....	52
Policy 5.0 Progression	53
Policy 5.01 Student Contract Procedure.....	54
Policy 6.0 Readmission and Retention	55
Policy 6.01 Student Dismissal.....	56
Policy 7.0 Graduation	57
Policy 8.0 Confidentiality.....	57
Policy 8.01 HIPPA.....	58
Policy 9.0 Grievance.....	59
Policy 10.0 Sexual Harassment.....	59
Policy 11.0 Inclement Weather.....	60
Policy 12.0 Drug Testing Policy.....	60
Policy 13.0 Student Reference Request and form.....	61

Oath of Confidentiality

NAME: _____

STUDENT ID: _____

I, _____, understand that any patient/family information to which I have access, either through records, direct client contact, or caregiver/student conferences, is privileged and shall be held in strict confidence.

I will ensure the privacy of all information by documenting only on appropriate procedural forms which will be kept secure according to agency policy. When such information is included in written assignments, I will ensure that the information is written in such a way as to prevent any connection with specific patients/families.

I further agree to abide by all policies and procedures of the agency to which I am assigned, with utmost concern for the privacy, security, and well-being of the patients/families I am privileged to visit.

I understand that the Redlands Community College Nursing Student Handbook is available to me in Canvas. I understand that I have the responsibility to read and adhere to the policies contained in this handbook and any updated policies posted on the Redlands Community College Nursing Program web page and attached as an addendum in course syllabi.

STUDENT SIGNATURE

DATE

Release of Information

STUDENT NAME: _____

This form is an authorization to release the student's clinical requirement information to healthcare clinical facilities with which Redlands Community College Nursing program has a clinical contract or agreement. This release will be in effect until the student's last clinical date in the Nursing Program.

The information release includes:

- Name
- Immunization records
- TB skin test or chest X-ray results
- Date of Basic Life Support/Healthcare Provider course
- Background Check, criminal and sex offender reports, results of Urine Drug Screen

You will be notified if you are denied participation in the clinical rotation by the healthcare facility due to content in the information release.

Clinical facility contract settlement:

"In the event such authorization and release are not given by the student, the student shall be disqualified from participation at the clinical facility. The results of the clinical requirement information must be satisfactory to the healthcare clinical facility."

I hereby authorize Redlands Community College Nursing Program to release the information above to the healthcare facilities for clinical rotations.

STUDENT SIGNATURE

DATE

Agreement for Simulation Lab

As a patron of the Simulation Lab, I understand the significance of confidentiality with respect to information concerning simulated patients and fellow students. I will uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws regarding confidentiality. I agree to report any violations of confidentiality that I become aware of to my facilitator or instructor.

I agree to adhere to the following guidelines:

- All patient information is confidential and any inappropriate viewing, discussion or disclosure of this information is a violation of Redlands Community College Nursing Program policy.
- This information is privileged and confidential regardless of format: electronic, written, overheard or observed.
- I may view, use, disclose, or copy information only as it relates to the performance of my educational duties. Any inappropriate viewing, discussion, or disclosure of this information is a violation of policy and may be a violation of HIPAA.
- No food or drinks are allowed in the simulation lab.
- The simulation lab is a learning environment. All scenarios, regardless of their outcome, should be treated in a professional manner. Professional behavior and respect is expected toward the patient in the scenario, students and faculty. Situations simulated in the lab are to be used as a learning tool and not to be used for humiliation of fellow students.
- The simulation mannequins are to be used with respect and be treated as if they were live patients.
- Always support the head when moving or turning the simulator mannequin.
- No written material, electronic material or parts of the mannequin are to be removed from the lab.
- No hospital supplies (medications, needles, linens, etc.) are to be removed from the lab.
- Do not manipulate, or remove any cords or connections from any of the equipment or the simulator mannequin unless instructed to do so by the simulation lab specialist (i.e. IV lines, etc.)
- Pens, markers, and other permanent writing instruments are NOT allowed in the simulation lab except where designated (i.e. whiteboard dry erase marker). Please leave these things with your belongings. These items will permanently stain the skin of the simulator mannequin. Pencils are used for documentation purposes but are not to be used directly on the simulator.
- Nothing other than the supplied lubrication spray is to be used to lubricate equipment.
- Complete/review any preparation materials that your instructor has provided prior to the start of the simulation.

Redlands Community College Nursing Program
2024-2025

I have read the above listed expectations and agree to follow them at all times when using the simulator mannequin. Non-adherence to these expectations may constitute dismissal from the Simulation Lab.

Authorization for Photography and Recording of Simulation Sessions

I, _____ hereby grant to Redlands Community College and its legal representatives and assignees, the irrevocable and unrestricted rights to photograph and record clinical labs and simulation sessions throughout my enrollment in the college and to use the photographs or recordings in the review and evaluation of the performance of the clinical groups and individuals. In addition, I give permission for use of this recording in the education of current and future faculty and staff on the implementation of labs and simulation in clinical education, with the understanding that these recordings will not be used for presentations outside Redlands Community College without the express consent of the participants. I hereby release Redlands Community College and its legal representatives and assignees from all claims and liability relating to the use of these photographs and recordings.

SIGNATURE: _____

PRINTED NAME: _____

DATE: _____

Hepatitis B Vaccination Waiver

Student Full Name: _____

Street Address: _____

(City) (State) (Zip Code)

Telephone: _____ Date of Birth: ____/____/____

The student name above is scheduled to receive the Hepatitis B vaccine or titer on the following dates:

1st Dose: _____

2nd Dose: _____

3rd Dose: _____

Titer: _____

Print Name of healthcare provider: _____

Signature of healthcare provider: _____

Student Signature: _____

Voluntary Declination or Medical Reasoning

I understand that due to my exposure to blood or other potentially infectious exposure to blood or other infectious materials that I may be at risk for acquiring hepatitis B virus (HBV) infection. I understand that, if required for the clinical setting, I must receive a vaccination at that time or I may be unable to attend clinical rotations and successfully progress in the nursing program. I **decline** the Hepatitis B vaccine at this time. Understand that by declining the vaccine, I may continue to be at risk and it may hinder my progression in the program.

Student Signature: _____

If the declination for the HBV vaccine is due to medical reasons, list them below along with the healthcare provider's signature:

Print Name of healthcare provider: _____

Signature of healthcare provider: _____

Photo/Video Release Form

Photo Release for 18 and over: I hereby grant to Redlands Community College and its legal representatives and assigns, the irrevocable and unrestricted rights to use and publish photographs/video footage of my image, or in which I might be included, for editorial trade, advertising and any other purpose and in any manner and medium; to alter the same without restrictions; and to copyright the same. I hereby release Redlands Community College and its legal representatives and assigns from all claims and liability relating to said photography/video footage.

Student Name (Printed): _____

Student Signature: _____

Date: _____

Photo Release for under 18: I hereby grant to Redlands Community College and its legal representatives and assigns, the irrevocable and unrestricted rights to use and publish photographs/video footage of my child, or in which my child might be included, for editorial trade, advertising and any other purpose and in any manner and medium; to alter the same without restrictions; and to copyright the same. I hereby release Redlands Community College and its legal representatives and assigns from all claims and liability relating to said photography/video footage.

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____

Date: _____

Welcome from the Department Head of Nursing and Allied Health

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 keep 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!

Jalelah Abdul-Raheem, PhD, RN, CNE, BCCS, CHSE

Professor of Nursing/Department Head of Nursing and Allied Health

Accreditation and Approval

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 determination of eligibility for licensure petition can be accessed at <http://nursing.ok.gov/initialdeterm.pdf>.

Oklahoma Board of Nursing (OBN)
Board of Nursing, **P. O. Box 52926**
Oklahoma City 73152
www.ok.gov/nursing
405.962.1800

Redlands Community College Nursing Program
2024-2025

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.

The Higher Learning Commission and a member of the North Central Association
230 N. Lasalle St., Suite 7-500
Chicago, IL 60604
www.ncahlc.org
800.621.7440

Redlands Community College nursing program of study is approved by the Oklahoma State Regents for Higher Education and the Oklahoma State Accrediting Agency.

AGENCY MEMBER OF:
National League for Nursing Oklahoma League for Nursing

Nursing Mission Statement and Philosophy

Mission

The faculty of Redlands Community College has a commitment to provide the highest quality, affordable nursing education to a diverse, undergraduate student population. Redlands Community College Nursing Program fully subscribes to the College Mission. In addition, our 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. The nursing program offers an innovative program that reflects the needs and current trends in the healthcare community. We are committed to creating and educating excellence-minded nurses who are passionate and driven to improve healthcare disparities worldwide.

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.

Nursing Program Outcomes

Redlands Community College Nursing Program will graduate cohorts who:

1. Maintain 80% or greater for all first-time test-takers; or 80% or greater for all first-time test-takers and repeaters; or at or above the national/territorial mean based on the nursing program type.
2. Obtain employment at an annual rate of 85% or higher within eight months of graduation.
3. Achieve all course objectives in cognitive, psychomotor and affective domain throughout the program.

End of Program Student Learning Outcomes with Definitions

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 critical thinking, 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, client centered care across healthcare settings.

9. Managing Care:

The Redlands Graduate will utilize available resources to plan, organize and direct the healthcare team to assist the clients' transition within the healthcare settings.

Two-Year Nursing Plan

(All nursing courses must be taken in sequential order)

Year One: Prerequisites

	Prefix	Course No.	Course Name	Credits
***	COL	1111	College Success	1
**	CHEM	1214	Survey of General, Organic, and Biochemistry w/ lab	4
	ZOOL	2134	Anatomy w/ lab	4
	ENGL	1113	English Composition I	3
	PSY	1113	Elements of Psychology	3
			Total	15

Year Two: Second Semester (Fall)

	Prefix	Course No.	Course Name	Credits
	NURS	1116	Nursing I	6
	AHS	2113	Pharmacology	3
	ZOOL	2144	Physiology w/ lab	4
	ENGL	1213	English Composition II	3
			Total	16

Year Two: Third Semester (Spring)

	Prefix	Course No.	Course Name	Credits
	NURS	1128	Nursing II	8
	PSY	2163	Developmental Psych	3
	POLS	1113	U.S. Government	3
			Total	14

Year Three: Fourth Semester (Fall)

	Prefix	Course No.	Course Name	Credits
	NURS	2238	Nursing III	8
	MICR	2134	Introduction to Microbiology w/ lab	4
			Total	12

Year Three: Fifth Semester (Spring)

	Prefix	Course No.	Course Name	Credits
	NURS	2248	Nursing IV	8
	NURS	2342	Nursing Capstone	2
	HIST	1483 or 1493	US History to 1877, or US History, 1877 to Present	3
			Total	13

Program Total 70

Students applying through the LPN-RN course track will receive articulation credit for Nursing I and Pharmacology (if taken within their LPN coursework).

** 4 hour Chemistry with lab approval required – See Nursing Program Director

***College Success for LPN-RN course track approval required -- See Nursing Program Director

***College Success for LPN-RN course track approval required -- See Nursing Program Director

Academic Integrity

Redlands students are expected to conduct themselves according to the highest academic standards and to complete coursework in an honest and ethical manner. Plagiarism and/or cheating will not be tolerated and students may receive an “F” for the course and be suspended or expelled from the college for repeated violation.

Generally, plagiarism is the use of another’s work – including ideas, opinions, data, illustrative material or media – without properly attributing and citing the source. Plagiarism also includes:

- Using too much of one source, even if properly credited
- Re-using work submitted for another class
- Copying from the Internet
- Having someone else write a paper or assignment for you
- Writing a paper or assignment for someone else

Cheating is any attempt to gain undeserved academic credit for oneself or another, including:

- Copying from another student’s test, quiz, assignment or lab work
- Allowing another student to copy your work
- Using an electronic device to access or share information during a test or quiz
- Obtaining or providing copies of tests or quizzes (or test/quiz questions) beforehand
- Tampering with experimental data or creating data for experiments not done
- Coercing someone else to complete an assignment or take a test or quiz for you (or doing any of the above for someone else)

The following items are also covered under the Academic Dishonest Policy and could be subject to suspension or expulsion:

- Falsifying college records, forms or other documents
- Attempting to bribe faculty or staff to alter a grade
- Tampering with or destroying the work of others
- Accessing computer systems or files without authorization
- Sharing of Redlands Enterprise Network credentials with others

Procedures:

For a first offense: If a professor determines that a student has cheated or plagiarized, the faculty may record a grade of “0” for that assignment. Additionally, the faculty member may require the student to re-do the assignment or recommend other appropriate action. The faculty member shall report the violation to the appropriate department head.

For a second offense: The professor will notify the student, the department head and the Nursing Program Administrator of the violation in writing and record a grade of “F” for the course. The student will not be allowed to re-do the assignment or re-enroll in the course until the following term.

The department head may not change a grade issued by a professor unless:

- The Grade Appeal process results in a decision favorable to the student.
- The professor is no longer employed by Redlands Community College.
- The professor is unable to make the grade change but provides written approval.

Notice of Nondiscrimination Statement

In compliance with all applicable federal and state laws and regulations, the College does not discriminate on the basis of race, color, national origin, sex, age, religion, qualified disability, status as a veteran, sexual orientation, gender identity, genetic information, or any other basis protected by applicable discrimination law in its policies, practices, or procedures. No persons shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupation training, or other education program or activity receiving federal financial assistance or operated by Redlands Community College.

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

Link for more information: www.redlandsc.edu

Student Code of Conduct

The Nursing Program of Redlands Community College subscribes to and abides by the College Student Conduct Code Policy. In the campus policy, all references to College property or College campus include extended College campuses such as clinical facilities for Nursing Students.

Redlands Community College (Redlands) provides opportunities for continuous academic growth for its employees and students in support of all aspects of the Institution’s mission. In our continued efforts to promote a quality educational experience, self-discipline is an important element in providing that quality educational experience and it is an essential part of the higher learning experience. It is important that all individuals in that educational experience understand the importance of the concepts of fairness and equity that applies to our students, our faculty, our staff and guests on our campus. This policy is set forth so that students will be informed in advance that

actions and behavior which fail to demonstrate good self-discipline can result in sanctions being imposed by Redlands.

The provisions in our Student Conduct Code regarding student self-discipline and conduct are specifically designed to help students understand the institution's expectations regarding acceptable conduct and to provide a means for ensuring the security of, and a positive educational atmosphere for the members of the Redlands' community. This conduct code is designed to primarily be educational and positive in manner.

Definitions

Student - Any person who has been admitted to Redlands Community College and has been assigned a Redlands Student ID number.

Active Student - A student who is enrolled in a credit course or noncredit class in the current semester or is enrolled in a future semester.

Inactive Student - Any person possessing a Redlands ID number but not meeting the criteria of an active student.

Enforcement

In instances when a student does not demonstrate adequate understanding of the needs and rights of the Redlands community, Redlands is committed to helping the student in understanding the need for corrective action. Redlands will first attempt to aid the student in finding ways to positively align future conduct in a manner conducive to the purpose and functions of Redlands. In cases of repeated violations of the Student Conduct Code, students will be referred to the Chief Academic Officer who will consider the student's disciplinary history and may impose punitive disciplinary sanctions. Students are expected to observe all national, state and local laws and Redlands rules, policies and procedures and to respect the rights and privileges of others.

Application

This policy applies to all students on campus, as well as those participating in official off-campus Redlands activities, classes, programs or events.

Student Conduct Code - Procedure

Violations

Academic Misconduct: Cheating, plagiarism, unauthorized collaboration, alteration of academic materials, falsifying records of any kind or other academic misbehavior, as set forth in Redlands Policy 605, Academic Integrity.

Actions Not Committed on Redlands Property - may also be subject to Redlands disciplinary action in cases where a clear and distinct interest of Redlands is involved or affected. Sanctions will be applied only in response to actions which adversely affect the Redlands community's pursuit of its educational objectives, violate or show disregard for the rights of others, or damage property. This includes, but is not limited to, offenses related to the security and welfare of persons and/or property.

Attempts and Complicity: Attempting to or encouraging others to commit acts prohibited by this code. Apathy in the presence of prohibited conduct may constitute a violation of this policy.

Classroom Disruption: Engaging in behavior that a reasonable person would view as substantial or repeated interference with the instructor's ability to teach the class or the ability of other students to benefit from the instruction.

Discrimination: Redlands Community College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, gender identity, sexual orientation 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, as set forth in Redlands Policy 510 Nondiscrimination and Complaints.

Disorderly Conduct: Disorderly behavior, indecent actions or breaching the peace on College property, or at College-sponsored activities.

Disruption or Obstruction: Disrupting or obstructing normal College or College-sponsored activities.

Drugs and Alcohol: Any violation of the Redlands Drug and Alcohol Policy as set forth in Redlands Policy 505 Drug-Free Schools and Communities, Redlands Policy 519 Marijuana, Redlands Policy 514 Alcoholic Beverages, or the administrative procedures implementing those policies.

Failure to Comply: Failing to comply with the lawful directions of any College employee acting within the scope of their official duties.

False Reporting: Knowingly making a false report of a bomb, active shooter, fire or other emergency, including the filing of knowingly false police reports.

False Representation(s): Knowingly making false representation(s) to the College in any form, written or verbal. Submission of false information or withholding information at the time of admission or readmission may make an individual ineligible at Redlands.

Fire Safety: Engaging in misuse or unauthorized use of fire extinguishers, fire sprinkling systems and other safety equipment or warning devices, and failure to evacuate when a fire alarm is activated.

Forgery or Unauthorized Use: Forging or using without authorization College documents, records, financial aid documents, computers, electronic mail, telephones, identification or College property.

Failing or Refusing to Pay on demand by a Redlands official the amount of any dishonored check given to Redlands or any Redlands-sponsored organization for purposes including but not limited to event participation, or failing to make satisfactory settlement of any Redlands indebtedness.

Harassment and Bullying: Unwelcome conduct that is sufficiently severe and pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating or humiliating. These circumstances could include the frequency of the conduct, its severity, and whether it is threatening or humiliating. Simple teasing, offhanded comments and isolated incidents (unless extremely serious) do not amount to abusive conduct.

Hazing: Engaging in any action or activity that causes or is likely to cause physical or mental discomfort or distress that may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Apathy in the presence of hazing is not a neutral act; it is a violation of this rule as set forth in Redlands Policy 503 Title IX and Sexual Misconduct.

Information Technology Usage: Violations of the terms of Redlands Policy 507 Acceptable Use of Redlands Enterprise Network, and the acceptable use policy for OneNet, the official telecommunications and information network for education and government, illegal or unauthorized use of computer hardware, software, equipment or devices, either Redlands owned/leased or privately owned, used on or off Redlands property.

Littering of Redlands property

Libel: Any false and malicious written or printed statement, or any sign, picture, or effigy, tending to expose a person to public ridicule, hatred, or contempt or to injure a person's reputation in any way.

Physical Violence: Engaging in physical violence of any nature against any person, on or off campus. This includes fighting, assaulting, battering, using a knife, gun, or other weapon, physically abusing, restraining or transporting someone against his/her will, or acting in a manner that threatens or endangers the physical health or safety of any person or causes reasonable apprehension of such harm as set forth in Redlands Policy 503 Title IX and Sexual Misconduct, Policy 510 Nondiscrimination and Complaints and Policy 516 Weapons, Firearms, Ammunition, Fireworks, Explosives, and Dangerous Chemicals.

Property Damage: Defacing, damaging or destroying property belonging to the College or other individuals or groups on College property.

Refusal to Exhibit Appropriate Identification to Redlands officials, faculty, staff or security personnel when requested to do so.

Refusal to Properly Display a current Redlands parking decal on vehicles.

Retaliation: Taking any adverse action against a person who, acting in good faith, brings a complaint forward or against an individual who has participated in an investigation or conduct process, as set forth in Redlands Policy 503 Title IX and Sexual Misconduct.

Sexual Harassment: Making unwelcomed sexual advances, requests for sexual favors and other verbal or physical contact or communication of a sexual nature, as set forth in Redlands Policy 503 Title IX and Sexual Misconduct.

Sexual Misconduct: Engaging in non-consensual contact of a sexual nature. Sexual misconduct may vary in its severity and consists of a range of behavior or attempted behavior, as set forth in Redlands Policy 503 Title IX and Sexual Misconduct and Redlands Policy 504 Sexual Assault.

Slander: The utterance in the presence of another person of a false statement or statements, damaging to a third person's character or reputation.

Solicitation Through the Distribution of any type of publicity, printed materials, handbills or advertisements without prior approval. Provided, solicitation shall be permitted on campus by registered student organizations which occurs in conjunction with regular student activities and campus events with the approval of appropriate Redlands officials.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or to suffer substantial emotional distress.

Theft: Possessing property that is known or should have been known to be stolen, taking property without the consent of the owner, even with the intent to return the property, or obtaining property by false pretenses.

Theft, Vandalism, Intentional Misuse, destruction, damage, mutilation or defacement of property of Redlands, property of other students, or members of the Redlands community.

Use of Tobacco Products: Using tobacco in any form or using electronic cigarettes (vaping) in or on campus, or at any campus sponsored events, is strictly prohibited, as set forth in Redlands Policy 513 Tobacco Free Campus.

Unauthorized Entry: Entering into, or using without proper authorization, any College building, facility, vehicle, equipment room, area or College-approved housing. This includes unauthorized possession or use of College keys, computers, lock combinations or other special access codes or passwords.

Violations of the Law: Any violation of federal, state or local law while on Redlands premises or while engaged in any Redlands sponsored activity.

Weapons: Possession or use of firearms, weapons, ammunition, fireworks, dangerous chemicals and explosives, except where explicitly permitted on College and College campuses by Oklahoma law or by the College President. (Provided, that this section shall not be construed to prohibit students who are certified law enforcement officers subject to emergency call to possess firearms authorized by law, on school premises.) The term “weapons” as used in this provision, is intended to describe anything used or designed to be used to injure another person and encompasses any type of device that is used as an instrument of defensive or offensive combat as set forth in Redlands Policy 516 Weapons, Firearms, Ammunition, Fireworks, Explosives, and Dangerous Chemicals.

Treatment of Violations of the Student Conduct Code

Violations of the Student Conduct Code by any Active Student will result in disciplinary actions in accordance with this policy.

Violations of the Student Conduct Code by any Inactive Student may result in penalties including but not limited to a 6-month “Notice to Leave” from the Redlands campus and the placement of a disciplinary hold on the student account preventing enrollment in any credit or non-credit courses for the duration of the Notice to Leave. For the hold to be removed from the student’s account, a meeting must occur between the Inactive Student and the Student Conduct Council. Based upon an individualized assessment of the circumstances, additional conditions on enrollment may be imposed.

In cases of repeated violations of the Student Conduct Code, the Investigating Officer may consider the student’s disciplinary history and impose increasing punitive disciplinary sanctions; provided, no prior disciplinary history is required to impose sanctions appropriate to the severity of the violations(s).

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:

Redlands Community College Nursing Program
2024-2025

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 HIPPA 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 HIPPA standards of confidentiality with regard to all health records (clinical facility, patient, and Redlands Community College Program).

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@redlandsc.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, we 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.

Communication (See also Policy 4.0 Technology, Electronic Device Use and Social Networking)

- 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.

Clinical Requirements

The following documents are required of all students to submit to Nursing Office:

1. OSBI background check (student submits on application to the program)
2. Annual TB skin test
3. Annual Safety exam with score of 85% (administered in class prior to attending clinical)
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. Federal background check

7. Urine drug screen
8. Physical examination with satisfactory results
9. Hepatitis B immunization series or waiver
10. Varicella immunization series or Titer results
11. MMR immunization series or Titer results
12. Tdap within 10 years
13. 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.)

Criminal History Background Checks

BACKGROUND CHECKS FOR CLINICAL SITES

Background checks on each student are required by clinical sites to protect patients and the general public. Contracts with all clinical sites require you to have background checks performed. Redlands Community College Division of Nursing reserves the right to require repeat background checks if needed. Per clinical contracts, Redlands Community College will allow dissemination of self-disclosure information, background check results, and conviction records to clinical training sites, whether in or outside the state of Oklahoma as deemed necessary by the school. An OSBI and federal background check must be completed before beginning clinical.

Conviction/criminal history records are reviewed as they relate to the content and nature of the curriculum and the safety and security of patients and the public.

In addition, please be aware that the clinical sites reserve 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.

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 using Redlands Community College Google Forms and can 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 and Policy 4.0 (Technology, Electronic Device Use and Social Networking. Cell phones are **not** permitted in client care areas within the clinical setting.

Lab/Simulation Guidelines

- Supplies will be provided to students using the lab. Students may request additional supplies for practice from nursing faculty.
- Students are required to report any incidents that occur in the lab to an instructor immediately. The student and instructor must complete a facility Clinical Incident Report prior to leaving the clinical facility.
- The student is responsible for informing faculty prior to all learning experiences of a known latex sensitivity/allergy.

Skills Performance Checklist

- 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.
- The student is responsible for ensuring skills demonstrated in lab are signed by the instructor.
- Skills may not be performed in the clinical setting if the skill has not been documented as checked off by faculty. Skills marked with an asterisk (*) must also be checked off by an instructor in the clinical setting before performing the skills independently.

Community Clinical

- Students are required to participate in community clinical at one of the approved community clinics during each semester designated in the course syllabus.
- Inability to complete the assigned number of community clinical hours will be treated the same as a clinical absence (see Attendance Policy 3.0).
- In the case of extenuating circumstances requiring an absence, the student must notify the community clinic and the course professor as soon as possible.
- Students must wear Redlands uniforms, bring photo identification and student supplies (stethoscope, pen light, etc.) to the clinic.
- To document attendance, the clinic representative must sign the “Community Clinic Participation Form” found in course syllabi. The participation form must be submitted after the community clinic experience to the assigned professor. Students will be required to submit a reflective Community Clinic Journal following the clinical experience.

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:
 - Burgundy scrub top
 - Burgundy scrub pants or skirt no shorter than 2 inches above knee
 - White lab jacket
 - Socks
 - Closed toe, closed back shoes (avoid bright colored shoes)
 - **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.
- Make-up 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, make-up, 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.

Evaluation Methods/Grading

- 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 either theory or laboratory/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.

Exams

- All unit exams will be given on the date noted in the course calendar.
- Unit, Final, and Standardized testing exams will be administered online. Student are required to make sure they make arrangements and have the appropriate technology for accurate testing.
- Students are responsible for downloading the Kaplan Lockdown Browsers to personal devices if used for online testing.
- 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. Be sure the number is correct on both sides of the Scantron used for testing on paper.
- 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.

Student Nursing Association

- The Redlands Community College Student Nursing Association (Redlands, SNA) is an affiliate organization with the Oklahoma Student Nursing Association (OSNA) and the National Student Nursing Association (NSNA).
- All students admitted to the Redlands Community College Nursing Program are members of the Redlands SNA, and membership is included in fees.
- The major purposes of the Redlands SNA are:
 1. To assume responsibility for contributing to nursing education at Redlands in order to provide for the highest quality healthcare
 2. To provide community service programs representative of fundamental and current professional interests and concerns.
 3. To aid in the development of the whole person, his/her responsibility for the healthcare of people in all walks of life.
 4. Promote communication with faculty regarding student concerns.
- Benefits of membership in Redlands SNA and NSNA include but limited to:
 1. Programs to aid your professional growth such as leadership and communication skills.
 2. Group and individual activities to promote personal growth.
 3. Subscription to *Imprint* from the NSNA
 4. Opportunities to assist a strong and student-oriented nursing program.
 5. Visibility as a leader within the college and community.
 6. Reduced registration fees at OSNA Convention.
 7. Health insurance coverage at reasonable rates.

Insurance

- Nursing students are required to maintain liability insurance coverage while enrolled in all nursing major courses which involve clinical experiences. The fee for insurance is charged to the student by Redlands Community College.
- Nursing students are strongly encouraged to carry individual health insurance. Any illness or injury incurred by students (either on or away from the premises of the college or clinical agency) is the responsibility of the student. In case of illness or injury during clinical experience, emergency or minor treatment may be provided. Any expenses of such treatment, including movement and hospitalization, are the responsibility of the student.

Instructions for Completion of NCLEX RN/LPN Application

INFORMATION FOR APPLICANTS FOR LICENSURE OR AUA CERTIFICATION WITH HISTORY OF ARRESTS, CONVICTIONS, OR PRIOR DISCIPLINARY ACTION

Go to www.ok.gov/nursing

Click on **Forms/Applications** (left side of page)

Scroll to **NCLEX**, click on **Instructions for NCLEX or AUA Certification Candidates with History of Arrests/Convictions/Prior Disciplinary Actions**

INSTRUCTIONS FOR COMPLETION OF THE NCLEX-RN APPLICATION

Go to www.ok.gov/nursing

Click on **Forms/Applications** (left side of page)

Scroll to **NCLEX**, click on **Instructions for completion of the Licensure by Examination (RN and LPN) Application**

Go to

www.ncsbn.org/nclex-application-and-registration.htm

Program Code for Redlands Community College in El Reno, OK for the **RN-ADN** program is **US24409100**

Program Code for the **LPN** Equivalence Exam is **24997**

Instructions for MULTISTATE Licensure by Examination

Go to www.ok.gov/nursing

Click on **Forms/Applications** (left side of page)

Scroll to **NCLEX**, click on **Instructions for completion of the Multistate Licensure by Examination (RN and LPN) Application**

APPLICATION FEE - \$150.00 Use this application if you:

- Are applying to take the NCLEX; and
- Are NOT licensed at the same level in another state, U.S. territory, or country; and
- Were educated in a nursing program approved by a member board jurisdiction in the United States or U.S. territory; and
- Wish to apply for a multistate license; and
- Declare Oklahoma as your primary state of residence (see the section titled Declaration of Primary State of Residence in the application instructions for details); and
- Have NOT previously held a license (at the same level) in Oklahoma.

PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE COMPLETING THE APPLICATION.

In addition to completing the application form, you will need to complete an NCLEX registration, which may be completed on the NCLEX website: www.vue.com/nclex. **APPLICATIONS ARE AVAILABLE FOR SUBMISSION ONLINE THROUGH <https://pay.apps.ok.gov/nursing/licensing/app/index.php>.**



Department of Nursing Policies

Student Handbook 2024-2025

Admission Requirements for Generic Nursing Students

POLICY 1.0

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 1215 or 1315: General Chemistry with lab, or equivalent course will be accepted up until the summer of 2024. Effective in the fall of 2024, proof of a “C” or higher grade in CHEM 1214 Survey of General, Organic, and Biochemistry w/Lab , or equivalent course as determined by Department Head of Nursing and Allied Health. CHEM 1215 or 1315: General Chemistry with lab, or equivalent course will no longer be accepted beginning the fall of 2024.
 - 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. Current (within 3 months) original Oklahoma State Bureau of Investigations (OSBI) background check
 - f. 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. Applicants who are accepted into the Nursing Program and who do not enroll in the semester for which they are accepted must reapply.
4. 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.
5. 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>

6. Following acceptance into the Nursing Program, student then 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 the application deadline of December 1.
 - Students admitted in the fall 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. Current (within 3 months) OSBI background check
7. 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 Policy 2.0.

Admission Requirements for Transfer Students

Policy 1.02

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
 - b. Proof of a “C” or higher grade in CHEM 1215 or 1315: General Chemistry with lab, or equivalent course will be accepted up until the summer of 2024. Effective in the fall of 2024, proof of a “C” or higher grade in CHEM 1214 Survey of General, Organic, and Biochemistry w/Lab , or equivalent course as determined by Department Head of Nursing and Allied Health. CHEM 1215 or 1315: General Chemistry with lab, or equivalent course will no longer be accepted beginning the fall of 2024.
 - c. Proof of a “C” or higher grade in CHEM 1315: General Chemistry with lab, or equivalent course as determined by Nursing Program Director
 - c. An overall passing score for the TEAS Nursing Admission test of 70% or higher with a minimum TEAS 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. Current (within 3 months) Oklahoma State Bureau of Investigations (OSBI) background check
 - f. Completed the online application to the Nursing Program in addition to the online application to Redlands Community College
3. 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.
4. A minimum grade of “C” is required in all courses necessary for the Associate of Applied Science, Nursing degree.
5. 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

Redlands Community College Nursing Program
2024-2025

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>

6. Following acceptance into the Nursing Program, student then 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 the application deadline of December 1.
 - Students admitted in the fall 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
 - i. CPR from American Heart Association (AHA) is required
 9. Current (within 3 months) OSBI background check
7. 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 Policy 2.0.

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

LPN-RN Direct Articulation

Policy 1.03

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 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 1215 or 1315: General Chemistry with lab, or equivalent course will be accepted up until the Summer of 2024. Effective in the fall of 2024, proof of a “C” or higher grade in CHEM 1214 Survey of General, Organic, and Biochemistry w/Lab , or equivalent course as determined by Department Head of Nursing and Allied Health. CHEM 1215 or 1315: General Chemistry with lab, or equivalent course will no longer be accepted beginning the fall of 2024. Additional courses that require proof of a “C” or higher are College Success, Anatomy w/Lab, English Composition I, Elements of Psychology, Physiology w/ Lab, and English Composition II. 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.
 - d. Proof of current unencumbered Oklahoma LPN license
 - e. 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
 - f. A retention/graduation Grade Point Average (GPA) of 2.75 or higher on academic work completed
 - g. Current (within 3 months) Oklahoma State Bureau of Investigations (OSBI) background check
 - h. Completed the online application to the Nursing Program in addition to the online application to Redlands Community College

Redlands Community College Nursing Program
2024-2025

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.
7. A minimum grade of “C” is required in all courses necessary for the Associate of Applied Science, Nursing degree.
7. Following acceptance into the Nursing Program, student then 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 the application deadline of December 1.
 - Students admitted in the fall semester will be required to obtain the vaccine by October 25 in order to progress in the program and complete clinical rotations.

Redlands Community College Nursing Program
2024-2025

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
 - i. CPR from American Heart Association (AHA) is required
 9. Current (within 3 months) OSBI background check
 10. Enrollment completion on current clinical management website
 11. Negative Urine Drug Screen (UDS) report from laboratory designated by Nursing Program
8. 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>
9. 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 Policy 2.0
10. All transfer students must compete 15 hours in residency at Redlands Community College in order to earn a degree.

Physical Requirements to Provide Patient Care

Policy 2.0

In order to successfully progress through the nursing curriculum and function as a practicing nurse upon graduation, students admitted to the Nursing Program must be able to demonstrate, with or without reasonable accommodations, the following:

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.

FORM: RELEASE TO RETURN TO CLINICAL ACTIVITY

Students in the Nursing Program at Redlands Community College are required to participate in provision of direct patient care in clinical facilities as well as perform clinical skills in a nursing laboratory. Any student experiencing a change in health status (i.e. surgical procedure, pregnancy, delivery, immunosuppression, or disabling illness, etc.) is required to provide documentation from a Health Care Provider (HCP) which states that the student is able to meet the physical requirements to attend and participate in clinical experiences. These requirements include:

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 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 health care needs safely. These include, but are not limited to, manipulation of 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.

This is to verify that _____ has been under my care for

I have determined that this student may return to participation in clinical experiences which require the physical abilities as outlined above requirements 1-5

- with no restrictions
- with the following restrictions: _____

HEALTH CARE PROVIDER SIGNATURE: _____ DATE _____

PRINTED NAME: _____

CONTACT INFORMATION: _____

As a student, I understand that limitations may prevent me from successfully completing the clinical requirements.

STUDENT SIGNATURE: _____ DATE: _____

FOR CONFIDENTIAL FILE: RETURN TO:
Redlands Community College
1300 S. Country Club Drive
El Reno, Oklahoma 73036-5304
Fax (405)422-1215

NOTE: TRUTHFUL AND FULL DISCLOSURE ON THIS FORM IS FOR THE STUDENT'S SAFETY. FALSIFICATION AND/OR EXCLUSION OF INFORMATION MAY RESULT IN DISCIPLINARY ACTION BY THE COLLEGE.

Student Clinical Requirements

Policy 2.01

1. Students are notified prior to the start of the first semester of classes of their eligibility of admission to the Redlands Community College Nursing Program. Required orientation date is identified in the acceptance letter and will be held for a full day during the week prior to the start of the semester.
2. All students admitted to the Nursing Program must complete a national background check through a company identified by the Nursing Program.
 - a. The results of that national background check must come directly to the Nursing Program.
 - b. If all clinical sites can not approve a student with an arrest for participation in clinical rotation, the student will not be eligible for admission, or continuation, in the Nursing Program.
3. All students being admitted to the Nursing Program are required to submit results of a Urine Drug Screen (UDS) by a lab designated by the Nursing Program. The UDS results will come directly to the Nursing Program.
4. Any student receiving a non-negative UDS will be offered the opportunity to be retested, at the student's own expense, if requested. The student must utilize a lab designated by the Nursing Program with the results coming directly to the Nursing Program.
5. UDS of any student admitted to the Nursing Program may be requested, whenever chemical impairment is suspected.
6. Should evidence of a non-negative UDS be presented to the Nursing Program faculty or Department Head that was not solicited by the Nursing Program, the student may be dismissed from the program immediately.
7. Should evidence of a criminal background be presented to the Nursing Program faculty or Department Head that was not solicited by the Nursing Program, the student may be dismissed from the program immediately.

Standard Precautions Policy

Policy 2.02

Redlands Community College Nursing Program believes students and faculty deserve to be protected from all foreseeable hazards in the care of patients/clients. Efforts are consistently made to ensure the best information concerning the growing threat of infectious disease is provided to students.

1. Standard precautions will be used consistently for ALL patients/clients, regardless of diagnosis.
2. Nursing students will routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when in contact with blood or other body fluids of any patient is anticipated.
3. Standard precautions are to include the following procedures:
 - a. Gloves will be worn for touching blood and body fluids, mucous membranes, or non-intact skin of all patients, for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures
 - b. Gloves will be changed after contact with each patient/client
 - c. Masks and protective eyewear or face shields will be worn during procedures that are likely to generate droplets or sprays of blood or body fluids to provide protection for mucous membranes of the mouth, nose, and eyes
 - d. Gowns or aprons will be worn as necessary to prevent contamination of clothing and protect the skin from blood and body fluid exposure
 - e. Hands and other skin surfaces will be washed immediately and thoroughly if contaminated with blood or other body fluids
 - f. Students should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during disposal of used needles; and when handling sharp instruments after procedures. To prevent needle-stick injuries, needles will not be recapped, purposely bent or broken by hand. After use, disposable syringes and needles, scalpel blades, and other sharp items will be placed in puncture resistant biohazard containers for disposal
 - g. To minimize direct contact transmission; CPR mouth shields, resuscitations bags, or other ventilation devices will be available for use in areas in which the need for mouth-to-mouth resuscitation is predictable
4. Nursing students with special health problems may be exempted from providing care to patients/clients with suspected or diagnosed communicable disease. Student must provide the FORM: RELEASE TO RETURN TO CLINICAL ACTIVITY (Policy 2.0) identifying specific limitations regarding patient/client care during clinical.
5. Students and faculty will abide by clinical agency/facility policy.

Clinical Policies

Policy 3.0: Clinical

1. 100% clinical attendance required. If a student is absent, the student must notify the appropriate clinical instructor prior to clinical.
2. If a student anticipates that they may be late, they must notify their clinical instructor immediately.
3. In the event a student reports for clinical, laboratory or simulation unprepared, the student will not be allowed to provide care, will be sent home, and counted as absent.
4. Any missed clinical requires a make-up clinical arranged between the student and the nursing faculty.
5. Any student who has been absent due to illness, surgery, pregnancy or delivery, or injury must present, upon return, a FORM: Release to Return to Clinical Activity. The instructor reserves the right to make the final decision of allowing the student to class, clinical or laboratory utilizing the criteria of patient safety.
6. All students must be enrolled and maintain enrollment in the clinical management website designated by the Nursing Program. Failure to enroll will lead to inability to be present at clinical which will result in clinical failure.
7. Failure to complete required clinical hours will result in failure of the course.

Policy 3.01: Tardy to Clinical

Students who arrive at clinical after the scheduled time, without the clinical instructor's permission, may be subject to dismissal from the clinical site and will be required to make up the clinical.

Students are responsible for reliable transportation needed to get to clinical in a timely manner and are advised to leave in an adequate amount of time to get to clinical on time despite unexpected transportation issues.

Failure to attend clinical due to transportation issues may result in not being allowed to make up the clinical day.

Policy 3.02: Make Up Clinical

Students who need to make up a clinical should schedule the makeup with a full-time nursing faculty teaching the course.

Students are allowed a maximum of one make up clinical per course. Students must provide documentation of an illness (self or child), family death, or any other extenuating circumstance approved by faculty in order to schedule a clinical make up.

Make up clinicals must be completed the day assigned by faculty. Failure to complete the assigned make up clinical day may not be rescheduled and may result in failure of the clinical portion of the course.

Policy 3.03: Lab/Simulation Attendance

1. Attendance in lab and simulation is required and a part of the course credit hours.
2. Students are to arrive on time for lab and simulation experiences.
3. Students may not enter simulation late, but must wait to enter during the first break.
4. If extenuating circumstances causes a student to miss a lab or simulation, the student must notify the professor prior to the scheduled time.
5. A lab absence will require a student to schedule a makeup as soon as possible with their professor. A student is not allowed to perform the skill during their clinical experience until they have demonstrated skill competency in the campus nursing lab.

Policy 3.04: Learning Activities

1. Students are expected to attend all learning activities.
2. Absence from class does not relieve the student of the responsibility for work required in the course during the absence.
3. Failure to be present at the exam date and time, without prior permission, is not tolerated. Before returning to class, the student will be required to meet with the professor to discuss whether a makeup is allowed, terms of the makeup, if a lowered grade will be assigned if makeup is allowed or if the student will receive a "0."
4. Classes may be cancelled if extreme weather conditions or emergency situations arise. Announcements are made and emails are sent per college emergency alert system if campus is closed and all classes are cancelled. If individual professors cancel a class a general announcement is made.

Policy 3.05: 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.

Policy 3.06: Classroom Attendance

Theory:

- 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.

Redlands Community College Nursing Program
2024-2025

- 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. See Policy 3.05: Tardy to Class.
 - 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.

Policy 3.07: Nursing Student Examination Expectation Policy

Nursing Student Examination Expectation Policy

Students will be required to uphold the following expectations prior to and while taking the examination:

- Students will be required to remove items such as ball caps and smart watches and any other electronic device or article of clothing that may impact testing based on faculty discretion.
- Students are required to enter into the classroom, computer lab, or testing center with a pencil and keys to their vehicle.
 - Cell phones can be placed in student lockers or left in their vehicle. If testing in the Academic Center for Enhancement (ACE) center on campus, belongings are stored according to their guidelines.
 - If the examination includes math questions, the faculty will administer paper and calculators prior to examination administration.
- Students are not allowed to bring any food or drinks into the examination area. This includes containers such as water bottles or coffee mugs.

Students who use their cell phones, make inappropriate gestures to other students, speak to other students, or refuse to comply with any of the requirements above will not be allowed to take the examination. If any violations occur while taking the exam, you may be dismissed and given a 0 for that exam attempt.

The examination may be taken via pencil and paper or online.

- If taken via pencil and paper, students are required to reference the Nursing Student Examination Expectation Policy in the Nursing Student Handbook and the Policies and Procedures section of the course. Students who sign the Nursing Student Handbook acknowledgement form are confirming awareness of this policy.
- If taken online, students are required to read the first question of the examination which will include this policy. Students are then required to respond to the acknowledgement statement to validate understanding of this policy. This will be in addition to the acknowledgement signed within the Nursing Student Handbook.

After the examination is complete, the student must submit the sheet of paper and calculator given by the instructor with their name prior to exiting the room. Instructors will not discuss the examination questions until all students have had an opportunity to take the exam. Students who take the examination on a different date from the schedule date may be given an alternate examination. Students are expected to arrive to the examination 15 minutes early. Those who arrive after the examination may be dismissed and subject to consequences such as earning a 0 on the exam at faculty discretion.

Technology, Electronic Device Use and Social Networking

Policy 4.0

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 (HIPPA). **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.

Progression

Policy 5.0

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 either theory or laboratory/clinical, a passing grade will not be assigned to either 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 1116 Nursing I.
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.
 - a. 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 contract, 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 Nursing Program Director, 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 Nursing Dean 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.

Student Contract Procedure

Policy 5.01

1. Any full- or part-time nursing faculty member may initiate a contract 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. A contract must be in writing and must itemize student work or student performance to be evaluated and a time frame must be specified.
3. Contracts 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 contract consideration and will result in dismissal from the program with no consideration for re-admission.

Readmission and Retention

Policy 6.0

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 Mollie.Grogan@redlandsc.edu and Jalelah.Abdul-Raheem@redlandsc.edu 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 withdrawn from.
 - 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. Fall 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 with your application that may include the following:
 - a. Absence of active TB
 - b. Flu vaccine
 - i. Students admitted in the spring semester must submit proof by the application deadline of December 1.
 - ii. Students admitted in the fall 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
 - i. Students must be fully vaccinated (received 2 doses) for COVID—19.
 - d. BLS CPR Certification Healthcare Provider
5. 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.
6. 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.
7. Students **MUST** pass theory AND clinical courses in the same semester. BOTH courses must be retaken in event of readmission.

8. All students in the Nursing Program must maintain a “C” in all required support courses and a 77% in **ALL** nursing courses.

Student Dismissal

Policy 6.01

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

Policy 7.0

- 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.

Confidentiality

Policy 8.0

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 Policy 4.0)

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.

HIPAA

Policy 8.01

- 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.

Grievance

Policy 9.0

Grievances/Complaints - Statement of Policy

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

Sexual Harassment

Policy 10.0

Offenses prohibited under the Redlands Community College Policy 503.1:1 include, but are not limited to sexual harassment, sex discrimination (including sexual orientation discrimination and gender identity or gender expression discrimination), non-consensual sexual intercourse (or attempts to commit same), non-consensual sexual contact (or attempts to commit same), sexual coercion, domestic/dating violence, stalking, and sexual exploitation, and any attempts to commit same.

1. See Redlands Community College Catalog Policy-Sexual Harassment for definition and examples under section 503.2:1.
2. Students who are victims of or witnesses to sexual harassment are advised to report incidences to the Title IX office. (Title.IX@redlandsc.edu or 405.422.1274)
3. All reports are anonymous and can be sent to Title.IX@redlandsc.edu or 405.422.1274
4. Faculty are required to report any complaints or incidence of sexual harassment to the Title IX office.

Inclement Weather

Policy 11.0

- In case of inclement weather where road conditions are hazardous, Redlands Community College classes 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.redlandsc.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

Policy 12.0

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.

Student Reference Request and Form

Policy 13.0

Any student who needs a letter of reference or letter of recommendation from nursing faculty will need to complete a Reference Request Form, included below, and submit it to Mollie.Grogan@redlandsc.edu and copy the faculty member who is being asked to complete the letter.

Reference requests can be submitted via email or in person. The copy of the reference request will be placed the student file and will remain confidential. Student must allow faculty at least 48 hours, excluding weekend hours and holidays, to review requested submitted.

Students can request forms for the following reasons:

1. To validate good standing in the program
 - a. In order for the Director to validate good standing, the student must be currently passing the course enrolled, consistently met outcomes, and/or displayed minimal behaviors concerns outlined by documentation such as such contracts.
2. To verify the start date of the program and any readmission dates (if applicable).
3. To verify current enrollment in a nursing course along with the course name, course number, and/or course description.
4. To verify the estimated date of graduation or completion of the program.
5. To outline behaviors, performance, and/or faculty perceptions of ability to effectively perform in the position of reference for employment, the perceived ability to effectively complete a program such as graduate program, and/or to validate and describe criteria that has been consistent with eligible criteria for scholarship selection.

Any criteria outlined in the “Other” option will be evaluated on an individual basis per faculty to determine what needs to be completed, if approved. Faculty have the ability to approve or deny any letter of reference or letter of recommendation request submitted. Faculty will respond to all requests regardless if approved or denied with 7 business days.

Student requests may be denied for the following reasons:

1. Student failed to include full name on record at the college (First and Last).
2. Student failed to properly sign the form.
3. Insufficient details provided to complete the request.
4. Faculty inability to speak positively on behalf your performance or other criteria evaluated in the program.

NOTE: Faculty completion of a reference request is optional and faculty have the ability to decline the request at any time.

Reference Request Form

I, _____ (STUDENT NAME) _____, would like to request a reference letter and/or letter of recommendation for one of the following reasons:

- _____ Validation of good standing
- _____ Verification of dates in the nursing program
- _____ Verification of enrollment in a course
- _____ Estimated date of graduation
- _____ Letter of reference for an employer, school, or scholarship
- _____ Other: _____

Complete the following details to accompany your request:

1. Name of person(s) requested to complete reference

- a. Name: _____
- b. Title: _____
- c. Email address: _____

2. Method of Collection (**select one of the following**)

- a. _____ Pick up in person
- b. _____ Mail to person or facility indicated below

Name/Title: _____
Address: _____
City, State, Zip: _____

3. Indicate the number of copies needed

- a. _____ of copy (ies)

4. Provide a time frame or due date for request to be completed or sent to the party referenced above (**select one of the following**)

- a. _____ Due date
- b. _____ days/weeks/month
- c. _____ Open time frame

5. Provide any additional details need to complete your request.

- a. _____

Signature: _____ Date: _____