

# Mississippi Delta Community College Division of Health Sciences



## Associate Degree Nursing Student Handbook

2020-2021

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**MISSISSIPPI DELTA COMMUNITY COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM**

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**MISSISSIPPI DELTA COMMUNITY COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM**

**ADN HANDBOOK OVERVIEW STATEMENT**

The Associate Degree Nursing handbook provides students with information, policies, and guidelines to be successful in the program. Students must read and follow the policies set forth. The MDCC Catalog/Student Handbook continues to be the student's resource for student information and policies.

The College reserves the right to alter or change any statement contained herein [MDCC Catalog/Student Handbook] without prior notice.

The ADN program reserves the right to alter or change any statement or policy without prior notice. Written notification to the students is sufficient to effect policy change.

Students will also find specific information and requirements in respective nursing course outlines.

**NON-DISCRIMINATION POLICY/ AMERICANS WITH DISABILITIES ACT**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX, Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other applicable Federal and State Acts, Mississippi Delta Community College offers equal education and employment opportunities and does not discriminate on the basis of race, color, national origin, religion, sex, age, disability or veteran status in its educational programs and activities. The following have been designated to handle inquiries regarding these policies: EEOC Compliance/NonDiscrimination: Steven J. Jones, Vice President of Administrative Services, P.O. Box 668, Moorhead, MS; Phone: 662.246.6304 or Email: [EEOC@msdelta.edu](mailto:EEOC@msdelta.edu). Title IX: Dr. Ed Rice, Vice President of Student Services, P.O. Box 668, Moorhead, MS; Phone: 662.246.6444 or Email: [titleIX@msdelta.edu](mailto:titleIX@msdelta.edu). Disability Support Services: Nakeshia Fipps, Counseling and Disability Support Services Coordinator, P.O. Box 668, Moorhead, MS: Phone: 662.246.6361 or Email: [ADAAcompliance@msdelta.edu](mailto:ADAAcompliance@msdelta.edu).

**PROGRAM DESCRIPTION**

The Associate Degree Nursing (ADN) Program is designed to provide educational opportunities to qualified students for a rewarding career that will help meet the expanding healthcare needs of the community. The program prepares the individual to practice as a Registered Nurse, according to the State of Mississippi law. Graduates receive an Associate of Applied Science Degree and are eligible to take the NCLEX-RN<sup>®</sup> exam for licensure.

## **ACCREDITATION**

Mississippi Delta Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate of Arts Degree and the Associate of Applied Science Degree and Certificates.

Southern Association of Colleges and Schools Commission  
1866 Southern Lane  
Decatur, GA 30033-4097  
404-679-4500

The Associate Degree Nursing Program maintains state accreditation by the Board of Trustees of State Institutions of Higher Learning and national accreditation by the Accreditation Commission for Education in Nursing.

Board of Trustees of State Institutions of Higher Learning  
3825 Ridgewood Road  
Jackson, MS 39211  
601-432-6198

Accreditation Commission for Education in Nursing, Inc.  
3343 Peachtree Road NE, Suite 850  
Atlanta, GA 30326  
404-975-5000

MISSISSIPPI DELTA COMMUNITY COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM

**MISSION STATEMENT**

The mission of the Associate Degree Nursing Program at Mississippi Delta Community College is to prepare graduates for entry level nursing practice in a variety of healthcare settings.

**PHILOSOPHY**

The philosophy of the Associate Degree Nursing program is based on the faculty's understanding of **person, environment, health, nursing practice, nursing education**, and the **practice of the associate degree nurse**.

The **person** is a holistic being who has the ability to grow and adapt to the environment. A person has basic physical, safety, psychosocial, and cultural needs and is a product of both heredity and environment.

The **environment** is comprised of internal and external variables that affect development and behavior. The environment may be adjusted to promote comfort and enhance health. The person interacts with a variety of environments which include educational, health care, and community settings.

**Health** is a dynamic state of well being and not merely the absence of illness. Illness may lead to interferences with the person's ability to meet basic needs. Health and illness are influenced by the person's life experiences as well as the environment. A component of nursing practice is to assist the person to adapt to their state of health.

**Nursing practice** is an art and science which utilizes the nursing process to provide care through critical thinking. Nursing practice involves assisting the person to meet basic needs by promoting optimal health throughout the life span. Nursing practice is based on establishing caring and therapeutic relationships.

**Nursing education** is a process progressing from basic to complex, through which the student attains cognitive, psychomotor and communication skills. Nursing education reflects the changing health care system as guided by current trends and research (evidence-based practice). Nursing curriculum is structured through the organizing concepts of basic needs, nursing process, communication, law/ethics, safety, growth and development, and role of the associate degree nurse. The curriculum fosters creativity, accountable and responsible behaviors, and a sound knowledge base. Evaluation of progress and performance is an integral part of self-direction and learning.

The practical nurse possesses the potential for advanced placement into an associate degree program because of previous basic nursing education. Courses in the associate degree nursing program provide the basis for continued learning in baccalaureate and graduate studies. The curriculum is designed to prepare graduates to practice safe, effective nursing

and function as productive team members after passing the National Council Licensing Examination (NCLEX-RN®).

The **associate degree nurse** utilizes knowledge, research, communication, and technical skills in the provision of care. The associate degree nurse practices within the legal and ethical rules and regulations established by the state board of nursing as determined by the Mississippi Nursing Practice Law (Nurse Practice Act). The associate degree nurse advocates professional and technical enhancement through continued education and participation in professional organizations.

### **STUDENT LEARNING OUTCOMES**

Upon completion of the Associate Degree Nursing Program at Mississippi Delta Community College, the graduate should be able to

1. utilize the nursing process to meet basic physical, safety, psychosocial and cultural needs.
2. provide safe nursing care in a variety of healthcare settings.
3. practice clinical competence within the legal and ethical framework of the role of the associate degree nurse.
4. communicate effectively with clients, families, significant others, and health team members.
5. demonstrate professional responsibility and accountability.
6. participate in the management and coordination of care for individual clients and groups of clients.

### **PROGRAM OUTCOMES**

Program outcomes will be evaluated using the following criteria.

1. The 1<sup>st</sup> write NCLEX-RN® pass rate will be 80% or above.
2. At least 60% of students who enter the program will graduate within 150% of the program time.
3. At least 90% of graduates will be working in a health care field within 1 year of program completion.

## ADN PROGRAM CONCEPTUAL FRAMEWORK

The Associate Degree Nursing program demonstrates congruency between its philosophy, conceptual framework, student learning outcomes and curriculum throughout the progression of its courses and promotes achievement of the program outcomes. The sequence of courses is designed to introduce the organizing concepts of basic needs, the nursing process, communication, law/ethics, safety, growth and development, and the role of the associate degree nurse.

The decision making process about course content is guided by the definition of nursing practice as identified in the philosophy. The conceptual framework is based on seven organizing concepts, which include basic needs (physical, psychosocial, and cultural), the nursing process, communication, law/ethics, safety, growth and development, and the role of the associate degree nurse. All nursing courses are structured around basic human needs and interferences with fulfillment of these needs. Objectives in each unit of study utilize the organizing concepts.

### Basic Needs

Basic needs are defined as physical, safety, psychosocial, and cultural needs.

Physical Needs: Need for oxygen, fluid and electrolytes, nutrition, elimination, neuronal, mobility, and hormonal

Safety Needs: Need for freedom from threat of physiological interferences and psychological interferences

Psychosocial and Cultural Needs: Need for love, belonging, self-esteem, self-actualization, desire to know and to understand, and aesthetic needs, as well as the need for recognition in each cultural entity

### Nursing Process

The nursing process is defined as a method involving a systematic nursing approach to be used in helping the client meet basic needs. Critical thinking is inherent to the nursing process. The nursing process consists of five steps: Assessment, Nursing Diagnosis/Analysis, Planning, Intervention/Implementation, and Evaluation.

Assessment: A process through which data (objective and subjective) is collected and analyzed for the purpose of identifying needs and /or problems

Nursing Diagnosis/Analysis: A statement of the client's potential or actual response to a health problem that the nurse is licensed and competent to treat

Planning: A program of action based on assessment, which includes goals/outcomes for nursing care.

Intervention/Implementation: A process through which actual nursing assistance is provided to clients and family members in order to help meet identified needs. The



degree of intervention depends on the complexity of the situation and the variables involved.

Evaluation: A process of determining to what extent identified goals have been met. Evaluation also gives direction for reassessment, further planning, intervention, and evaluation.

### Communication

Communication is the basic element of personal interactions that allows persons to establish, maintain, and improve contacts with other persons. Communication refers to nonverbal and verbal behavior and includes all symbols, signs, and behaviors used by persons in giving and receiving meaning. The ability to communicate effectively is a critical component of nursing practice.

### Law/Ethics

Law differentiates nursing practice from the practice of other health care professions. It describes and protects the rights of clients and nurses. Law, as applied to nursing practice, defines the standards of care that nurses must provide. Ethics reflect the principles or standards that govern proper conduct related to professional behaviors. The values of the client, nurse, and society interact to set the environment for ethical behavior.

### Safety

Safety is basic to survival and involves the prevention of physical, emotional, or psychological injury and loss. Nursing care directed at health maintenance and illness prevention involves promoting the client's safety in the community or within the health care environment. A safe environment is one through which basic needs are achieved, physical hazards are reduced, and transmission of disease is reduced.

### Growth and Development

Human growth and development are orderly, predictable processes beginning with conception and continuing until death. All persons progress through definite phases of growth and development, but the pace and behavior of the progression varies with each individual. The ability to progress through each developmental phase influences health. Nursing practice based on principles of growth and development is organized and directed at promoting health.

### Role of the Associate Degree Nurse

The Associate Degree nurse functions as a member of the health care team utilizing knowledge, evidence-based practice, communication, and technical skills in the provision of care. The Associate Degree nurse develops and implements individualized plans of care which promote interaction of the client, family, and members of the health care team in a variety of settings. The Associate Degree nurse utilizes the nursing process to provide care consistent with the standards for nursing practice and licensing laws.

**MISSISSIPPI DELTA COMMUNITY COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM**

**POLICY ON READMISSION TO ASSOCIATE DEGREE NURSING PROGRAM**

1. A student may be considered for readmission to a specific health science program one time only. This applies to courses in any respective health science program, whether at MDCC or at another institution. The only exception:
  - A student who had a passing grade in the classroom and clinical setting, but was forced to withdraw due to illness, accident, pregnancy, or family crisis may be considered for a second readmission.
2. Each student being considered for readmission into a health science program will be considered on an individual basis. Space must be available in the class. No precedent will be set by the decision of the committee.
3. At the discretion of the Dean of Health Sciences with the recommendation of the Admission Committee, a student requesting readmission to a health science program may be required to take a challenge exam to assess placement. It may be necessary that courses be repeated.

**READMISSION PROCEDURE**

1. The student should request readmission in writing to the ADN Chair.
2. The student should complete an Application for Readmission and specific information requested by the ADN Chair.
3. The student will complete a self-assessment form.
4. The student will meet with the program Admissions Committee.
5. The Admission Committee will make a recommendation for readmission.
6. The student will be notified in writing of acceptance or non-acceptance.

After information is reviewed, every effort is made to readmit students; however, readmission may be denied based on objective data regarding the individual application.

**POLICY ON ACCEPTANCE OF TRANSFER STUDENTS INTO  
ASSOCIATE DEGREE NURSING COURSES**

The acceptance of Associate Degree Nursing courses from other colleges for transfer credit is based on the following:

1. Space available in the nursing course being requested
2. Evaluation of college transcript and course materials to include
  - a. appropriate grades in all course work being considered for transfer
  - b. comparable content, semester hours, and clinical experiences in courses being considered for transfer
3. Letter documenting good standing from administrator of the transferring program
4. Ability to meet all MDCC requirements for graduation
5. Individual program guidelines

MISSISSIPPI DELTA COMMUNITY COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM

**Core Performance Standards**

The following performance standards provide descriptions of basic cognitive, sensory, affective, and psychomotor requirements for successful associate degree nursing program completion. Applicants and students who cannot meet one or more of the standards will be considered on an individual basis in terms of whether a reasonable modification/accommodation can be made. Reasonable accommodations will be examined in accordance with the Americans with Disabilities Act (ADA) as well as the Core Performance Standards.

In order to successfully complete the associate degree nursing program, an applicant/student must be able to do the following:

1. **Demonstrate critical thinking sufficient for clinical judgment.**

*Examples*

- prioritize information and identify cause-effect relationships in the clinical setting
- analyze assessment findings and use findings to plan and implement care
- evaluate plan of care and make revisions as appropriate
- make decisions using logic, creativity and reasoning to make sound clinical judgments based on standards of nursing care
- demonstrate arithmetic ability to correctly compute dosages, tell time, and use measuring tools

2. **Display interpersonal skills sufficient to interact with individuals, families, and groups in a variety of settings in the community.**

*Examples*

- respect differences among clients and exhibit an attitude accepting of clients as individuals
- establish rapport in order to communicate effectively with clients, families, significant others, and health team members
- work effectively in small groups as a team member and a team leader
- recognize crises and institute appropriate interventions to help resolve adverse situations

3. **Demonstrate appropriate verbal and written communication skills.**

*Examples*

- speak English coherently to clients, families, and other staff members
- clearly explain treatment procedures and initiate health teaching for clients, families, or groups based on assessed needs, available resources, age, lifestyle, and cultural considerations
- provide clear, understandable written client documentation based upon proper use of the English language
- convey critical information to other caregivers through graphic, print, and/or electronic media in an accurate, timely, and comprehensible manner

## Page 2 - Core Performance Standards

4. **Exhibit physical ability sufficient to assist clients to meet health care needs in a variety of settings, including moving from room-to-room, to maneuver in small spaces, and to negotiate stairwells when necessary.**

*Examples*

- physical mobility and strength sufficient to propel wheelchairs, stretchers, etc. through doorways and close fitting areas alone or with assistance
- stand, walk up to 75% of 6 to 12 hour shifts
- stoop, bend, squat, reach overhead as required to reach equipment and provide nursing care
- lift a minimum of 20 pounds of weight
- transfer/position up to 300 pounds with assistance while lifting, positioning, and transferring clients
- provide for activities of daily living (bed bath, oral hygiene, dressing, etc.)
- perform CPR satisfactorily and respond quickly in an emergency situation

5. **Demonstrate gross and fine motor abilities sufficient to provide safe and effective nursing care.**

*Examples*

- demonstrate physical dexterity and coordination in delivery of care, treatment, and medications
- hold skin taut with one hand while inserting needle in skin or vein with other hand and perform other procedures requiring the use of 2 hands
- pick up, grasp, and effectively manipulate small objects such as dials, syringes, switches
- calibrate and use equipment
- maintain sterile technique when performing sterile procedures

6. **Display auditory, visual, and tactile ability sufficient to safely assess and care for clients.**

*Examples*

- hear monitors, alarms, emergency signals, lung/heart sounds, bowel sounds, and cries for help, telephone, intercom interactions, and public address systems (codes)
- perceive and receive verbal communications from clients, families, and health team members
- read written words and information on paper and computer screens, small print, gauges, measuring cups, syringes, and other equipment
- discriminate colors; changes in color, size and continuity of body parts
- discriminate alterations in normal body activities such as breathing patterns and level of consciousness
- observe hazards in environment (water spills, safety rails, restraints) and harmful situations
- perform physical assessment: palpate pulses, feel for heat or cold, tap body surfaces

**Page 3 - Core Performance Standards**

**Please sign and return this form to the Associate Degree Nursing Program.**

I understand the Core Performance Standards described for the Associate Degree Nursing Program.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please Check (*Completion is optional*): Information provided is not evaluated as part of the admissions criteria.**

\_\_\_\_\_ I do not require special accommodations to meet the performance standards.

\_\_\_\_\_ I will need the following accommodations to meet performance standards.

Please list

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MISSISSIPPI DELTA COMMUNITY COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM

**CODE OF ETHICS**

Due to the nature of nursing, students in the associate degree nursing program are expected to conduct themselves in an accountable, responsible and ethical manner. The American Nurses Association (ANA) has developed a Code of Ethics that describes a set of ethical principles that are widely recognized as professional guidelines for registered nurses.

- The nurse provides services with respect for human dignity and the uniqueness of the client unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
- The nurse safeguards the client's rights to privacy by judiciously protecting information of a confidential nature.
- The nurse acts to safeguard the client and the public when health care and safety are affected by the incompetent, unethical, or illegal practice of any person.
- The nurse assumes responsibility and accountability for individual nursing judgments and actions.
- The nurse maintains competence in nursing.
- The nurse exercises informed judgment and uses individual competence and qualifications as criteria in seeking consultation, accepting responsibilities, and delegating nursing activities to others.
- The nurse participates in activities that contribute to the ongoing development of the profession's body of knowledge.
- The nurse participates in the profession's effort to establish and maintain conditions of employment conducive to high-quality nursing care.
- The nurse participates in the profession's effort to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.
- The nurse collaborates with members of the health professions and other citizens in promoting community and national efforts to meet the health needs of the public.

All students are responsible and accountable for their own actions. Students will be considered for ethical probation and dismissal from the nursing program if evidence indicates violation of the ethical code.

When a student in the course of his/her classroom or clinical learning activities demonstrates a pattern of repeated irresponsible and/or unethical behavior the nursing faculty may recommend to the ADN Chair that the student be placed on ethical probation and/or dismissed from the program. Acts constituting misconduct are listed on the following pages under "Articles of Conduct Which Constitute Violation of the Ethical Code".

When a student in the course of his/her clinical learning activities demonstrates behavior resulting in danger to a patient the nursing faculty may recommend to the ADN Chair immediate dismissal of the student.

Page 2 Code of Ethics

Ethical Probation is defined as the period of time designated by the nursing faculty and administration in which the student's behavior must meet criteria set in the terms of probation in order to remain in the program. The purpose of probation is to redirect student behavior toward desired ethical conduct. Probation is considered a warning.

Dismissal is permanent removal from the nursing program. The purpose of dismissal is to enforce the maximum penalty for violation of the ethical code.

ARTICLES OF CONDUCT CONSTITUTING VIOLATION OF THE ETHICAL CODE

The student

1. demonstrates characteristics consistent with the suspected use of mind altering substances in the college or clinical area.
2. demonstrates dishonest behavior in assigned written work, testing, falsification of records or any other aspect of the program of study (includes unauthorized study guide, notes, tests, materials, etc.).
3. is convicted of any felony.
4. demonstrates behavior and/or nursing performance that indicates mental or emotional incompetence that endangers the student's and/or the patient's safety.
5. falsifies or alters a patient's record.
6. administers medications and/or treatments in a negligent manner.
7. performs treatments or procedures that are beyond the limit of past or current instruction in the Associate Degree Nursing program.
8. misappropriates drugs, equipment, and/or supplies.
9. leaves a nursing assignment without properly advising appropriate personnel.
10. administers medications and/or treatment without a physician's order or without permission of nursing instructor.
11. violates the confidentiality of information or knowledge concerning a patient and/or his family.
12. discriminates in the rendering of nursing services as it relates to human rights and dignity of the individual.
13. takes articles belonging to another person.
14. participates in inappropriate social networking related to personal and professional behaviors.
15. communicates inappropriately with faculty, students, patients, family members, or healthcare providers
16. fails to follow specific rules and guidelines for each nursing course.
17. fails to follow guidelines as stated in "ADN Student Handbook".

Any readmission to the associate degree nursing program at Mississippi Delta Community College after dismissal for violation of the ethical code requires a recommendation from the nursing faculty.

MISSISSIPPI DELTA COMMUNITY COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM

Procedure for Placing Students on Ethical Probation and/or Program Dismissal

1. A description of the incident(s) will be written by the clinical/classroom instructor, the student, and witnesses (if applicable). If the incident occurs in the clinical setting, the Incident Report will be completed and also documented on the weekly clinical evaluation form.
2. The student will be counseled by the instructor regarding the incident(s) and documentation of the counseling will be made by the instructor. The student will sign a copy of the documentation, stating he/she has read the violation(s) of the code of conduct.
3. The nursing instructor will then meet with faculty members to discuss the incident(s). After review of the documentation, the faculty may recommend probation or dismissal to the Chair.
4. If the Chair approves the recommendation a statement of probation or dismissal be prepared. The Chair, instructor, and student will meet to review and sign the statement. A copy will be given to the student and a copy will be put in the student's file.
5. The student may be required to meet with the Dean of Health Sciences.
6. If the faculty recommendation is not approved by the Chair, other disciplinary action may be taken.
7. The student may appeal dismissal in accordance with the Student Complaint Process in the MDCC Catalog/Student Handbook.



MISSISSIPPI DELTA COMMUNITY COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM

Incident Report

**Student:** \_\_\_\_\_

**Date of incident:** \_\_\_\_\_

**Instructor:** \_\_\_\_\_

**Course/Semester:** \_\_\_\_\_

**Type of incident:**

<input type="checkbox"/>	Safety Violation	<input type="checkbox"/>	Medication/Treatment Error	<input type="checkbox"/>	Other Performance
	<input type="checkbox"/> physical		<input type="checkbox"/> right patient		<input type="checkbox"/> unprepared for clinical
	<input type="checkbox"/> psychosocial		<input type="checkbox"/> right drug		<input type="checkbox"/> nursing process
	<input type="checkbox"/> microbiological		<input type="checkbox"/> right dosage		<input type="checkbox"/> skills
			<input type="checkbox"/> right route		<input type="checkbox"/> decision making
			<input type="checkbox"/> right time		<input type="checkbox"/> accountability
			<input type="checkbox"/> documentation		<input type="checkbox"/> professionalism
			<input type="checkbox"/> other _____		<input type="checkbox"/> other _____

**Other questions/issues related:** (check if yes; leave blank if no)

Did the incorrect medication and/or treatment reach the patient?

Was there any harm done to the patient?

Was the physician notified?

Was there a "system problem" that contributed to the error? (Please describe briefly.)

**Description of incident by student:**

Signature/Date \_\_\_\_\_

**Description of incident by instructor:**

Signature/Date \_\_\_\_\_

**Description of incident by witness:**

Signature/Date \_\_\_\_\_

**Recommended action:**  Counseling     Education     Remediation     Other

**Describe Details:**

**Student Response:**

**Referral:**  yes     no If yes to whom: \_\_\_\_\_ Date: \_\_\_\_\_

**Instructor Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

**MISSISSIPPI DELTA COMMUNITY COLLEGE  
DIVISION OF HEALTH SCIENCES**

**SUBSTANCE USE POLICY**

It is the goal of Mississippi Delta Community College to maintain an environment that is free from the effects of intoxicants or other substances affecting behavior. It is our belief that a substance/drug free environment is to the benefit of students and employees of Mississippi Delta Community College as well as the surrounding community. MDCC Health Sciences has a zero tolerance drug/alcohol policy inclusive of: possession, use, or under the influence while on any MDCC campus or clinical affiliate.

Preadmission drug screening is required as a part of the physical exam for all students admitted to the Health Science Programs. A satisfactory drug screen is required for admission. All drug screening will be done in a manner to assure verification of an accurate specimen. All students who are tested must be witnessed by an approved MDCC Official or a staff member of the collecting agency. If there are any discrepancies with the specimen, the student may be subject to retesting. If any student(s) is caught falsifying a urine specimen or in possession of a falsified urine specimen that individual(s) will be immediately re-tested and be subject to disciplinary action by the College and the Health Science Department. If a student does not report or refuses drug testing at the designated time, or leaves the drug testing area without giving a specimen, the test will be considered as a positive test and the student will be dismissed immediately from the program. All prescription medications taken regularly or as needed should be listed on the medical form. The student must notify and provide written proof of any medications which may affect behavior to the program director.

Random and/or group drug screening may take place each semester. Any person in the role of a student in a Health Science Program who exhibits sensory symptoms or behavior indicative of being under the influence of mind altering substances (reasonable suspicion exists) may be required to have a drug and/or alcohol screening performed immediately. The student will be suspended pending test results. Refusal by a student to participate in a drug screening is in violation of the established policy and will result in dismissal.

If any drug screening is positive, the student is dismissed immediately from the program. Any drug screening, whether it is done for employment purposes, law enforcement purposes or school purposes, that is positive during the period of time the student is enrolled in the Health Science program, the student will be dismissed immediately from the program. The student will be given an opportunity to meet with the ADN Chair and the Dean of Health Science. The student may be considered for probationary readmission (ONE time only) following completion of a chemical dependency program approved by the Health Science Program at the student's expense. If probationary readmittance is granted, after-care monitoring will be required for the duration of the course of study at the student's expense.

Drug testing procedures will be carried out at the direction of the Vice President of Student Services and the laboratory personnel conducting the screening. Testing may be in the form of urine testing or hair sampling as deemed necessary by the Vice President of Student Services in consultation with the collecting agency. Lab results are submitted directly from the lab to the Vice President of Student Services. The Vice President of Student Services sends notification of drug testing results to the Dean of Health Science or ADN Chair. Results are confidential and will be placed in the student's file.

I, \_\_\_\_\_, have read and understand the substance use policy of Mississippi Delta Community College. I grant permission for drug and alcohol testing of myself and acknowledge consent by this signature affixed hereto. I grant permission for the laboratory facility to release lab results to Mississippi Delta Community College.

I understand that I am responsible for providing written documentation from my physician regarding controlled substances that I am taking that could be positively identified in a drug profile.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian (if under age of 18)

\_\_\_\_\_  
Date

MISSISSIPPI DELTA COMMUNITY COLLEGE  
DIVISION OF HEALTH SCIENCES

**POLICY AND PROCEDURE FOR BACKGROUND RECORD CHECK**

All Health Science students who will be providing direct patient care in health care institutions regulated by the MS Department of Health should be aware that Mississippi law requires background checks for individuals seeking employment in a health care facility.

According to the Mississippi State Law, an individual may not be eligible for employment if the criminal history record check discloses a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (f), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, or felonious abuse and/or battery of a vulnerable adult that has not been reversed on appeal or for which a pardon has not been granted.

Clinical agencies have the right to refuse employment or eligibility to participate in clinical experiences based on background information. Students who have an eliminating background record will not be allowed admission to any health science program. A student may also be denied the ability to progress in a program of study based on eliminating background information.

The background record check is completed by submission of fingerprints by MDCC campus Police Department to the Mississippi Department of Health. The student is responsible for the fingerprinting fee. The background check **MUST** be completed prior to admission to a Health Science program or prior to clinical experiences, as defined by the program. Students who have a current background clearance letter processed through a Mississippi clinical agency and the Mississippi State Department of Health may submit that documentation to the Chair/supervisor. If the background clearance expires during a student's program of study, the student must repeat the background records check. Students will also be subject to repeat a background record check based on clinical agency requirements, changes in the Mississippi law, rules or regulations, or any suspicion of criminal behavior.

Procedure for Background Record Check:

1. Student will be assigned a time to be fingerprinted. This will be done in the Allied Health or Horton Building as determined by the Chair/Supervisor. Failure to attend assigned time may deter a student's admission into a program. Students WILL NOT be fingerprinted without an assigned time.
2. Student must complete Criminal History Background Application Information form.
3. At the assigned time of fingerprinting, the student **MUST** bring a photo ID driver's license.
4. Upon the completion of the background record check, the student will receive either a Criminal History Record clearance letter from the Mississippi Department of Health and a notarized clearance letter from MDCC, or determination of non-suitability for employment.
5. If the student receives the clearance letters, a copy is maintained in the student record in the respective Health Science program office. The student is to maintain the original copy for use as indicated by clinical agencies. The student is to carry the original letter to clinical orientation as determined by each agency.
6. If the student receives a non-suitability for employment or "RAP" sheet, the student will be required to meet with the Division of Health Sciences Chairperson and Chair/Supervisor as indicated. Review of the criminal history record check findings will determine if the student is able to participate in clinical experiences based on disqualifying events. If a student does not meet the requirements of the Mississippi law, the student will not be allowed to participate in clinical and will be dismissed from the program. If a student has a non-disqualifying event, it is possible that the student will be able to participate in patient care activities and progress in the program.

If a student has a "RAP" sheet, it is the student's responsibility to meet with the Human Resources Department, as determined by the clinical agency, to review the student's "RAP" sheet for EACH clinical agency attending.

The clinical agency has the right to restrict any student with a criminal history record from participating in patient care activities. In the event this occurs, the school will attempt to change clinical sites. However, if the student is not able to attend clinical, the student will not be able to meet the requirements of the program and thus, will not progress.

A copy of the "RAP" sheet will be maintained in a sealed envelope in the student's record in the respective Health Science program office. The student should maintain the original copy of the "RAP" sheet.

MISSISSIPPI DELTA COMMUNITY COLLEGE  
DIVISION OF HEALTH SCIENCE

**CONFIDENTIALITY GUIDELINES**

In compliance with the Health Insurance Portability and Accountability Act (HIPAA), information has been provided on maintaining confidentiality regarding patient privacy and data security as it relates to healthcare workers.

Each student is to view the specific guidelines of the appropriate field of study.

All patient medical and financial records and any other information of a private or sensitive nature, are considered confidential. Confidential information should not be read or discussed by students unless pertaining to his or her learning requirements. Under HIPAA Regulations, you can only discuss patient information if it is directly related to treatment, and even then students must limit the disclosure of any patient information to the minimum necessary for the immediate purpose. Discussion of confidential information must take place in private settings. Students must not discuss confidential information with family members or friends, or other parties who do not have a legitimate need to know. Disclosure of the patient's presence in any health care agency may violate confidentiality.

Any unauthorized disclosure of protected health information may subject the student to legal liability. Failure to maintain confidentiality may violate the Code of Ethics Policy and thus be grounds for disciplinary action.

Each student must sign a confidentiality statement and agree to abide by these guidelines.

For freshmen students, the signature page is to be signed at a later date after further instruction.

MISSISSIPPI DELTA COMMUNITY COLLEGE  
DIVISION OF HEALTH SCIENCE

**AGREEMENT TO MAINTAIN CONFIDENTIALITY GUIDELINES**

I acknowledge that I have been instructed on the guidelines regarding patient protected health information and the HIPAA guidelines as it relates to healthcare workers.

I agree to abide by the confidentiality guidelines. I understand that in meeting the requirements of my education I will have access to protected health information. I understand I must maintain confidentiality of this information unless it relates to the performance of my assigned responsibilities.

I understand that health care agencies may require additional instructions on specific HIPAA policies and matters of confidentiality as it relates to their agency.

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Student Name (Print)

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Student Signature

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Witness Signature

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Date

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**MISSISSIPPI DELTA COMMUNITY COLLEGE**  
**INFORMATION NETWORK RESOURCE**  
**STUDENT / PATRON USE AGREEMENT**

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I hereby agree to the following conditions with regard to use of the college network resources. Specifically, I *will not*:

1. use the college network or any device connected to the college network for any purpose other than course related assignments and research. I will not use the network for illegal purposes, profit-making activities, political activities, or to harass anyone or any organization.
2. access sites which contain pornography and other sexually explicit material.
3. reveal my system password to anyone, or make it possible for anyone to access it by posting it or by the careless handling of it.
4. access, view, alter or attempt to access, view or alter college information except that which is permitted by my password.
5. allow or assist any unauthorized individual to access, view or alter college information, or share such information with them.
6. use a modem in a college networked computer to connect to any external site (for example, the Internet or an off-campus computer).
7. connect any electronic device to, remove any electronic device from, or alter any electronic device which is connected to the college network.
8. relocate or disturb any of the network infrastructure (including wiring, hubs, switches, connectors, etc.).
9. move a college network device (microcomputer, printer, etc.) from its assigned location.
10. load any file which has not been scanned for viruses to a networked computer.
11. install any software on a computer, and will not duplicate copyrighted or licensed software or other materials unless specifically permitted to do so by author or publisher agreement.
12. store on college media (disks, tape, etc.) any materials which violate sexual harassment or civil rights policy.
13. access Internet e-mail using network computers not designated for that purpose.

I understand my responsibility with respect to ensuring appropriate security, confidentiality, and use of the college network. I also understand that the college is not responsible for any consequences or legal actions that may result because of my misuse of the college network resources. I have read and do understand the above conditions. I realize that failure to comply with any of the above conditions can result in disciplinary action against me as described in the college's Student Handbook.

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Student Name (Print)

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Student Signature

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Witness Signature

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Date

MISSISSIPPI DELTA COMMUNITY COLLEGE  
ASSOCIATE DEGREE NURSING

**GENERAL INFORMATION FOR NURSING STUDENTS**  
Regulations, Policies, and Procedures

**ABSENTEE POLICY**

The following adaptation of the Mississippi Delta Community College absentee policy has been made for the purposes of maintaining the standards of the nursing program:

Classroom Absences

1. Each hour of class missed is considered as one class absence. (Example: If a student missed a 3 hour class, it counts as 3 absences.)
2. Classroom absences are not to exceed the following guidelines:
  - a. NUR 1119 - 12 hours
  - b. NUR 1129 - NUR 2119 - 10 hours
  - c. NUR 2120 - 12 hours
  - d. NUR 2211, NUR 2221 - 2 hours
  - e. Students having 1/2 or more of allowed absences from class may be given special assignments at the discretion of the instructor.
  - f. NUR 1313, NUR 2313, NUR 1323, NUR 2321 – 80% of scheduled classes.
3. Students having ½ or more of allowed absences from class may be given special assignments at the discretion of the instructor.
4. At the beginning of the scheduled class time, the classroom door will be closed. Students are not allowed late entry until the next break.
5. Absences from campus labs must be made up. The student is responsible for making an appointment with the instructor who taught the lab.

Clinical Absences

Clinical learning is described as all assigned off campus clinical experiences.

1. The first clinical absence must be made-up with a clinical instructor.
2. The second clinical absence will be a case study or other activity as determined by the clinical instructor.
3. The third clinical absence will result in a failing grade for the course.
4. Students who are more than 30 minutes late for a clinical learning experience will be considered absent.
5. Students anticipating unavoidable absences should plan ahead with the clinical instructor to make up clinical time prior to absence, if possible.

Students who have officially cut out of the course may appeal to the Dean of Health Sciences for consideration of readmission to class according to the procedure outlined in the MDCC Catalog/Student Handbook.

**CLINICAL REGULATIONS**

Students are responsible for

1. picking up their clinical assignments prior to clinical experience, as directed by their clinical instructor.
2. notifying the instructor if it is necessary to be absent or late for any off campus clinical activity.
3. adhering to established learning outcomes for clinical learning experience.
4. reporting to the charge nurse and instructor upon completion of assignment. All patient records must be signed according to hospital policy.
5. organizing their time and being prepared to provide safe, quality care for assigned clients.
6. adherence to the clinical dress code. It is strictly enforced.
7. calculating any drug problems necessary and have instructors check the math.



8. notifying the instructor if
  - a. conflicts occur with anyone (nursing staff, physicians, students, etc.).
  - b. anything UNSAFE occurs.
  - c. you are unsure of ANYTHING!
  - d. you injure yourself in any way.

Students may **not**

1. chew gum, use tobacco products or e-cigarettes in any clinical facility.
2. perform any nursing procedures or administer any medications without the authorization of the clinical instructor.
3. leave the floor for any reason without express permission of the clinical instructor.
4. take verbal orders from a doctor.
5. eat, drink, or use electronic devices except in designated areas of the clinical facility.

\*Students will be assigned to clinical agencies by the course leaders.

\*\*The school and clinical facility assume no responsibility for loss of money, books, or personal articles.

### UNIFORM REGULATIONS

1. Uniform consists of black pants, white top, white lab coat, white socks or hose, and white leather shoes. Only the approved manufacturer/style of uniforms will be allowed. Shoes must be acceptable to the clinical instructor.
2. Jewelry is limited to wedding band, watch, and earrings (single stud only).
3. All tattoos or body art must be covered at all times during clinical experiences.
4. Nails should be kept short. No nail polish or artificial nails are allowed.
5. Hair should be pulled back out of the eyes and off the front of the collar. Hair barrettes/combs should be plain, simple, and non-ornamental. Hair should also be clean and worn in a manner that is neat and will not create a health hazard for you or the patient. Extreme hairstyles and accessories are considered unprofessional. This is at the discretion of the faculty.
6. All students must have the following articles at each clinical experience:
  - a. watch with second hand
  - b. pen light
  - c. bandage scissors
  - d. stethoscope
7. Good personal hygiene should be maintained. Perfume cannot be worn during clinical.

\*In addition to items 1-7, students must comply with the dress code of the agency in which they are assigned for clinical.

### CAMPUS REGULATIONS

1. Students must wear MDCC student ID at all times with the name must be clearly visible.
2. No smoking or use of tobacco is allowed in compliance with MDCC policy for a tobacco free campus. This includes electronic cigarettes.
3. Students may be allowed to bring food and drinks into the classroom at the instructor's discretion.
4. Students are not allowed to use the campus lab for lounge purposes, only for planned laboratory experiences.
5. The campus laboratory must be kept clean and neat at all times. Students are responsible for cleaning their unit and returning equipment to its proper place after use.
6. Students can schedule appointments to meet with instructors: however, students **must not** enter an instructor's office if they are not present, on the phone, or have someone in their office.
7. Scheduled evaluations will be planned with each instructor. If the student desires an additional conference, the student may contact the instructor to schedule an appointment.

8. Students should be quiet on breaks, as break times do not always coincide with other classes.
9. The use of cell phones and other electronic devices is not allowed in classrooms, labs, clinical, or other venues where teaching or testing is taking place, unless permitted by the instructor. This includes texting and/or earphone devices. **First offense:** A warning will be issued if the device is used in the course of a teaching session. **Subsequent infractions** during teaching sessions will result in the student receiving appropriate disciplinary action, including but not limited to, being counted absent and possible withdrawal from the course. If such a device is used in the course of graded work, the work will be confiscated, and the instructor has the responsibility of assigning an appropriate penalty in accordance with the instructor's course policy. This may include failure of the assignment, failure of the course, or dismissal from the institution.
10. Students should provide others with the ADN Department phone number (662-246-6407), the Vice President of Student Services Office (662-246-6442), or the Campus Police (662-246-8011). These numbers are for use in the case of an emergency.
11. No caps or hats are allowed to be worn in classroom or campus lab.
12. All students are expected to be well groomed and to dress appropriately, in good taste, so as not to cause a distraction to the educational purposes of this institution. Inappropriate dress includes: no shoes and shirt, sagging pants or shorts, headdress ("do rags"), exposed underwear, short shorts, halter or midriff tops, low cut tops, hats in buildings, unreasonably short dresses, and pajamas.
13. Students are encouraged to participate in on-campus activities. Students are admitted to most campus activities by presenting their student I.D.
14. Students involved in healthcare delivery have a responsibility to protect the privacy of patients at all times. Confidential information should not be discussed with anyone not directly involved in the care of the patient. Any information the student obtains regarding patients is confidential information and protected under HIPAA whether discussed through traditional communication channels or through social media. Students who reveal confidential information or post unprofessional comments (such as offensive or defamatory remarks) in regard to professional and personal relationships will be disciplined and/or dismissed from the program according to program guidelines.
15. Students are required to adhere to the following social media policy:

### **SOCIAL MEDIA**

Social media includes, but is not limited to, blogs (Blogger, Blogspot, Wordpress, etc.), photo and/or video-sharing sites and apps (YouTube, Flickr, Instagram, SnapChat, Vine, etc.), e-zines (digital magazines), wikis (Wikipedia), social networks (Facebook, Twitter, LinkedIn, Pinterest, etc.), video and audio podcasts (posted to the web or hosted by applications (ex.: iTunes), ratings sites and apps (Urbanspoon, Yelp, Rate My Professor, etc.), and discussion sections of web pages or applications (comment section under articles on news or information websites).

While social media is an important and timely means of communication, those who use social media must be aware that posting certain information is illegal. Offenders may be subject to criminal and civil liability, and adverse institutional actions. Students must make every effort to present themselves in a mature, responsible, and professional manner when utilizing social media. Communications must always be civil and respectful.

Please be aware that no privatization measure is perfect and undesigned persons may still gain access to your networking site. Furthermore, posting, sharing, or even "liking" questionable or inappropriate posts publishes them to your newsfeed for circulation in your name. Litigation involving such issues is complex, as the content on social media sites is easily misconstrued, permanent, discoverable by courts, and utilized in these adversarial proceedings. Although posted information can be removed from the original site, exported information cannot. Any digital exposure can "live on" beyond its removal from the original website and continue to circulate in other venues.

Even when you are using your own personal social media account, if MDCC is in your profile or comments other users will naturally associate you with the college. Think carefully before you post.

**For all Health Science students, all social media postings must be made with the program, division, state and national Code of Conduct; Professional Behavior, Professional Ethics and Confidentiality; Safe/Unsafe Clinical/Practicum policies outlined in the program specific student handbook.** Any violations of the above referenced policies through the use of social media platforms or portable electronic communication devices will result in disciplinary action which may include placement on probation, failure in a course and/or dismissal.

Therefore, think carefully before you post any information on a website or application, and consider your goals in participating. The following best practices are encouraged:

### Be Aware of Liability

#### You are personally responsible for the content you publish.

- Do NOT post the personal information or photograph of any patient/client at clinical sites. Removal of an individual's name does not constitute proper de-identification of protected health information. Inclusion of data such as age, gender, race, diagnosis, date of evaluation, types of treatment, or the use of a highly specific medical photograph (such as a before/after photograph of a patient having surgery or a photograph of a patient from one of the medical outreach trips) may still allow the reader to recognize the identity of a specific individual. Posting of patient/client information could violate state or federal laws such as the Health Insurance Portability and Accountability Act (HIPAA).
- Do NOT represent yourself as another person, real or fictitious, or otherwise attempt to obscure your identity as a means to circumvent the prohibitions included in this policy.
- Do NOT share, post, or otherwise disseminate any information, including images of you or others participating in a clinical site experience/practicum unless you obtain written approval
- Maintain professional boundaries in the use of electronic media. Online contact with patients/clients or former patients/clients blurs the distinction between a professional and personal relationship. You should not have any online contact with a current patient/client outside the communication methods allowed within the clinic/program.
- Do NOT post vulgar, false, obscene, harassing statements, or statements disparaging the race, religion, political, age, sex, sexual orientation or disability of any individual with whom you come into contact as a result of your role in an MDCC Health Science program.
- Do not post copyrighted content
- Obtain written permission from faculty and fellow students to videotape or audio tape conversations, lectures or any other communication.
- Obtain permission from fellow students prior to posting any personal information or photographs related to MDCC activities.

### Maintain Transparency

Make it clear in your post when sharing your views that you are speaking for yourself and not MDCC or a specific program. Even with this declaration readers will associate you with this institution and the program you are enrolled.

- You may **NOT** represent yourself as an official representative or spokesperson for the college on your personal social media outlet.

### Take the High Ground

- Discuss ideas and situations civilly. Do not pick fights online.
- Make sure post are relevant and accurate.
- Do not display vulgar language.
- When commenting on others individual's post refrain from posting potentially inflammatory or unflattering material.

## Respect Your Audience

Do not use any ethnic slurs, personal insults, obscenity, or engage in any conduct that would violate your professional Code of Conduct. Show proper consideration for others' privacy and for topics that may be considered sensitive, such as politics and religion.

- Do not display language or photographs that imply disrespect for any individual or group.
- Refrain from the presentation of personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.
- Do not verbally attack the college, faculty, staff, or students.
- Do not use social media to harass, threaten, insult, defame or bully another person or entity.
- Do not spread gossip or rumors of other unverified information NOT: everything posted on social media is true.

## Monitor Comments

Respect the view of others even if you disagree. Carefully consider the accuracy, clarity, length and tone of your comments before posting them. Remain in professional tone and in good taste. Remember, your posts may last forever.

## Does it Pass the Publicity Test?

If the content of your message would not be acceptable for a face-to-face conversation then DO NOT post it. You should make every effort to present yourself in a mature, responsible, and professional manner. Note that nothing is perfectly protected and that persons may still gain access to your post including future and/or current employers.

NOTICE: All activities in the Horton building are monitored by video camera.

## **STUDENT SUPPORT SERVICES**

ADN students have access to all MDCC support services as outlined in the MDCC Catalog/Student Handbook. These include, but are not limited to,

1. Financial Aid
2. Academic Advisement
3. Counseling
4. Career Placement
5. Tutoring
6. Disability Services
7. Campus Police
8. Food Service
9. Bookstore
10. Library Services

## **POLICIES & PROCEDURES**

### **Promotion Policies**

The promotion policies for the ADN department are the same as for other college students except: "To be eligible for progression in the nursing program, the student must maintain a grade of "C" in BIO 2513, BIO 2511, BIO2523, BIO 2521, BIO 2923, BIO 2921, FCS 1253, and in each required nursing course."

\*Excerpt from MDCC Catalog/Student Handbook.

## **Test Administration**

1. Unit tests and final exams are taken on computer and are proctored by faculty in person using Respondus LockDown Browser or remotely using Respondus LockDown Browser and Respondus Monitor.
2. Students may have calculators and scratch paper provided by faculty. Students may also bring pencils to the testing area.
3. If a student is tardy for a test, the faculty will determine if the student will be allowed to enter or be required to make up the test at another time.
4. Test instructions are reviewed with students prior to each test.
5. Students are assigned seats when testing.
6. Students are required to have a laptop (no chromebook) with a microphone and webcam for testing purposes.
7. No purses, books, backpacks, or personal items are allowed on the desks when tests are being given.
8. Students are not allowed to have cell phones, smart watches, or other electronic devices at their desk or on their person during testing.
9. No one is allowed to leave the testing area once testing has begun and must remain until all students have finished testing.

## **Test Review**

1. Unit test reviews will be offered at a scheduled date and at the discretion of the course leader.
2. Students who wish to discuss a specific content area of the test must make an appointment with the instructor who taught the content. Specific test questions will not be discussed.
3. Partial credit for alternate style questions (e.g. select all that apply, ordered response) is not given.
4. Final exams will not be reviewed.

## **Grade Policy**

1. Grades on unit tests and final exams are made available to each student in a confidential and timely manner in *Canvas*.
2. A summary of all grades are made available to each student before the final exam and after the final exam. One copy is given to the student and one signed copy is placed in the student's file.
3. Final grades are posted in *My Banner* at the end of each semester. Students access grades in *My Banner* utilizing their student ID and password.

## **MDCC grading scale is as follows:**

A=93-100; B=84-92; C=75-83; D=68-74; F=below 68

## **Complaints, and Appeal Procedures**

The ADN program adheres to the MDCC Student Complaint Procedure as outlined in the MDCC Catalog/Student Handbook. A student with a complaint should follow the ADN department organizational chart, which begins with the faculty member, then the course leader, followed by the Chair of the program.

## **Hazardous Weather Policy**

In the event that MDCC classes are canceled, clinical learning experiences are also canceled. If classes are not cancelled, but hazardous weather conditions exist in the area to be traveled, the clinical instructor may cancel clinical. If clinical is not canceled, students are urged to evaluate road conditions carefully and to avoid taking unnecessary risks in traveling to the clinical agency or to the college campus on designated days. Students should follow usual procedures in notifying the clinical instructor prior to absence from clinical.

MDCC Alerts: This is Mississippi Delta Community's College's alert system provided through e2Campus. This service will send you instant alerts and time-sensitive messages, including up-to-date information on emergencies and campus closings. Messages can be sent to your cell phone via text message and to your email account.

Registration is free. It is important that all students register to receive emergency alerts.

## **MOBILE REGISTRATION:**

Text the keyword *MDCCALERTS* to the number 79516 to subscribe (use the exact keyword, no spaces, when sending the text message). You'll receive a text message confirming your registration.

**WEB REGISTRATION:**

Signup from a computer by visiting <http://alerts.msdelta.edu> and creating an account. Need help? Visit <http://alerts.msdelta.edu> and submit a technical support ticket.

**State of Mississippi Law and Rules and Regulations**

All nursing students should be advised that according to the State of Mississippi Law and Rules and Regulations regulating the Practice of Nursing in Mississippi, an individual's application to write the NCLEX-RN® may be refused if the applicant has been convicted of a criminal offense. Any questions regarding a past conviction should be directed to the Mississippi Board of Nursing; 601-957-6300; [www.msbn.state.ms.us](http://www.msbn.state.ms.us).

All nursing students will be required to comply with MS State Laws on criminal background checks, Section 37-29-232, MS Code of 1972. According to the MS State Law, "If the fingerprinting or criminal history record checks disclose a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (f), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, or felonious abuse and/or battery of a vulnerable adult that has not been reversed on appeal or for which a pardon has not been granted, the student shall not be eligible to be admitted to the health care professional/technical academic program of study."

Students may also be required to have additional background checks to comply with clinical agency contracts which may include criminal records check, credit check, driving history check and license check.

**Pregnancy Policy**

A student who is pregnant should immediately notify the Chair of the Nursing Program and obtain the forms to be completed by her physician. One form must be completed and on file as soon as the pregnancy is known to the student. The other is required upon return following the student's pregnancy.

Modifications/accommodations will be made on an individual basis in order to prevent unnecessary exposure of mother and fetus to environmental effects that could be harmful. Confidentiality will be observed

**Policy on Medical Release after Absences Due to Illness, Physical Injury, or Pregnancy**

Any student absent from classroom, campus lab, or clinical setting due to pregnancy, childbirth, surgery, accident, or a medical condition that may limit a student's ability to meet the requirements of the course must bring a medical release from the student's healthcare provider. This release must include a statement indicating that the student is cleared to return to required activities of the nursing program. These activities may include, but are not limited to: walking stairs, physical activities of practicing skills in campus lab, participating in patient care activities, moving and lifting patients, and standing for long periods of time.

Reasonable accommodations will be made on an individual basis by the Dean of Health Sciences.

**LATEX ALLERGY**

Approximately 3 million people in the U.S. are allergic to latex. Latex is used in more than 40,000 industrial, household, and medical products. Exposures to latex may result in skin rashes, hives, flushing, itching; nasal, eye, or sinus symptoms, asthma, and (rarely) shock. Reports of such allergic reactions to latex have increased in recent years—especially among healthcare workers. This statement is provided to notify students of the possible risk of latex allergies. It is important to notify the program if you are or become allergic/sensitive to latex products.

Students who have a latex sensitivity or a latex allergy must have documentation of such from their physician or other health care practitioner. Students should present this documentation to their program adviser the first week of the school term. If an allergic condition develops while in the program, the student must notify his/her instructor immediately. Please be aware that Mississippi Delta Community College cannot provide a latex-free

environment to students in either the clinical practice laboratories on campus or clinical placement sites off campus. Applicants/Students who have a known latex allergy/sensitivity are encouraged to consult their personal health care provider prior to entering a health care profession.

Latex products are common in the medical environment. Our facility in the College and Health Professions has an open clinic design. Therefore, an individual with latex allergy/sensitivity wearing alternative vinyl or nitrile gloves is still exposed to latex residue of others working in the area or to latex present in the equipment, models, or manikins. No additional accommodations for latex allergy are available.

**MISSISSIPPI DELTA COMMUNITY COLLEGE  
HEALTH SCIENCE PROGRAMS**

**BLOODBORNE PATHOGENS & OTHER COMMUNICABLE DISEASES  
INSTRUCTION VERIFICATION & WAIVER OF LIABILITY**

**HEALTH SCIENCE STUDENTS**

During the course of study as a Health Science student, the student may come in contact with patients who have communicable diseases, including HIV and Hepatitis. The student will also be handling blood or other potentially infectious materials.

Current information concerning communicable diseases, their transmission, and standard (universal) protective precautions to be used while caring for patients or handling potentially infectious materials will be taught.

The risk of an un-vaccinated individual contracting Hepatitis B is greater than the risk of contracting human immunodeficiency virus (HIV). Therefore, recommendations for the control of Hepatitis B infection will also prevent the spread of HIV. The student will be expected to assume the responsibility for using standard precautions to minimize risk of disease transmission. Failure to adhere to safety procedures may result in disease for the student and others. Habitual disregard for safety may result in dismissal from the program.

Because the student is at risk of acquiring hepatitis B virus infection, it is strongly recommended that the student be vaccinated with hepatitis B vaccine prior to contact with patients or body fluids capable of transmitting disease.

**PREGNANT HEALTH SCIENCE STUDENTS**

Pregnant health science students are not known to be at greater risk of contracting HIV than students who are not pregnant. However, if during pregnancy a student becomes infected with HIV, the infant has an increased risk of infection through prenatal or perinatal transmission. Because of this risk, pregnant students should be especially familiar with precautions for preventing the transmission or acquisition of HIV.

**HIV-POSITIVE STUDENTS**

1. Health science students who are HIV-positive who are not involved in invasive procedures need not be restricted from work unless they have some other illness for which any health care worker would be restricted.
2. For health care students who are HIV-positive, there is an increased danger from infection due to diseases they may come in contact with at class or in the workplace. HIV-positive students, who have altered immunity, are at risk of acquiring or experiencing serious complication of such disease. Of particular concern is the risk of severe infection following exposure to patients with infectious disease(s) that are easily transmitted if appropriate precautions are not taken, (e.g. tuberculosis or chicken pox). HIV-positive students should discuss with their physician the risks associated with exposure to or taking care of patients with transmissible infections and should continue to follow infection control to minimize their risk of exposure to other infectious agents.
3. The health science student's physician in conjunction with the appropriate College officials will determine on an individual basis whether the HIV-positive student can adequately and safely perform patient care duties.

I have read and understand the above statement. I understand that I may be caring for patients with communicable diseases and may be exposed to potentially infectious materials.

My signature verifies that my instructor or a designated representative has explained and I understand the expectations relative to the OSHA Bloodborne Pathogen Standard as they relate to occupational exposure in the health care setting. The training I received included:

- an explanation of the epidemiology, modes of transmission, and symptoms of bloodborne diseases
- an explanation of the health care facility's exposure control plan
- discussion of tasks which may include exposure to blood, and methods to reduce exposure through use of engineering controls, work practices ("standard blood and body fluid precautions"), and personal protective



equipment

- information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment
- information on the hepatitis B vaccine, including its efficacy, safety, method of administration, benefits of vaccination, and how to obtain the vaccine

I have been given the opportunity to ask questions and I understand that compliance with the requirements is mandatory and that the failure on my part to comply may result in removal from the program. I assume the risk, including financial responsibility, of infection inherent to the profession I have chosen.

I understand if I choose to not take the Hepatitis B vaccine series, I will sign and submit a declination statement.

In addition, I HEREBY RELEASE the Mississippi Delta Community College, the Clinical Affiliates, their administration, and instructional staff from any and all liability resulting therefrom.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature (STUDENTS UNDER 18)  
MUST BE NOTARIZED

\_\_\_\_\_  
Date

**\*\*\*\*\* PLACED IN THE STUDENT'S PERMANENT FILE \*\*\*\*\***

MISSISSIPPI DELTA COMMUNITY COLLEGE  
DIVISION OF HEALTH SCIENCE

**STUDENT INCIDENT/EXPOSURE REPORT**

**Complete as soon as there is a known incident, even with no injury, and return to the instructor.**

1. Name of Student: \_\_\_\_\_
2. Class \_\_\_\_\_
3. Date of injury, illness or exposure \_\_\_\_\_ Time \_\_\_\_\_
4. Date report completed \_\_\_\_\_

5. Check appropriate category:

- \_\_\_\_ A. **INJURY** – Any incident that results in harm, wound or impairment.
- \_\_\_\_ B. **EXPOSURE** – Any undesirable exposure that causes injury or may cause harm or loss to you.
- a. Needle stick with contaminated needle to \_\_\_\_\_
  - b. Piercing of skin with contaminated sharp to \_\_\_\_\_
  - c. Splashing/spraying of blood or other potentially infectious material to \_\_\_\_\_
  - d. Other (describe) \_\_\_\_\_
- \_\_\_\_ C. **OTHER**

6. Description of the student's duties relating to the exposure incident:

\_\_\_\_\_

\_\_\_\_\_

7. Describe circumstances of incident and be specific: (Name objects, substances, equipment, what you were doing when injured or exposed.)

\_\_\_\_\_

8. Have you had the Hepatitis B vaccine? Yes \_\_\_\_\_ No \_\_\_\_\_

9. Names of witnesses: \_\_\_\_\_

10. Student was advised to see:

- \_\_\_\_ 1. Dean of Students
- \_\_\_\_ 2. Personal Physician
- \_\_\_\_ 3. Public Health
- \_\_\_\_ 4. Other \_\_\_\_\_

**If you have any complications or problems from this incident, notify your physician.**

11. Immunizations recommended:

ISG ( ) HBIG ( ) Hepatitis ( ) Diphtheria/Tetanus ( ) Tdap ( )

Other \_\_\_\_\_

12. Follow-Up:      Contact source known ( )      Contact source unknown ( )  
 Date of follow-up: \_\_\_\_\_ Procedure: \_\_\_\_\_  
 Date of follow-up: \_\_\_\_\_ Procedure: \_\_\_\_\_

13. The following remedial action may minimize the likelihood of future exposure.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### SAFETY

14. If equipment was involved, was it removed from service and/or sent for repair?

Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

15. Identify equipment: \_\_\_\_\_

16. Follow-up needed for:

Training \_\_\_\_\_ In-service \_\_\_\_\_ Equipment modification \_\_\_\_\_

Policy Change \_\_\_\_\_ Personal Protection \_\_\_\_\_ Technique Change \_\_\_\_\_

17. General Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

18. Student's Signature: \_\_\_\_\_

19. Action was instituted (Date): \_\_\_\_\_

20. Report completed by: \_\_\_\_\_

21. Reviewed with instructor (Date): \_\_\_\_\_

22. Instructor's Signature: \_\_\_\_\_

**Medical Services:** If medical attention is required, appropriate care will be recommended. If laboratory tests (Anti-HBs and HIV screen) are required following a blood/body fluid exposure incident, the request must include the signature of a Physician or Nurse Practitioner. Obtaining follow-up testing at three (3) months and at six (6) months is the Student's responsibility.

**Financial Responsibility:** Primary financial responsibility rests with the student. If the student is covered by medical insurance, a claim is filed on the student's insurance. Mississippi Delta Community College provides a secondary policy that covers any expenses not covered by the student's primary policy. A claim form may be obtained in the Office of the Assistant to the President in the Administration Building. Alternately, the following insurance company information may be given to the health care provider: Company Name, Address, Phone Number, & Policy Number.

MISSISSIPPI DELTA COMMUNITY COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM

DATA SHEET                      Date \_\_\_\_\_

1. Name \_\_\_\_\_ Fresh \_\_\_\_\_ Soph \_\_\_\_\_
2. Complete Mailing Address \_\_\_\_\_  
MDCC E-Mail Address \_\_\_\_\_
3. Telephone Number \_\_\_\_\_ Cell Number \_\_\_\_\_
4. MDCC Student I.D. Number: \_\_\_\_\_
5. Age \_\_\_\_\_ Sex: M \_\_\_ F \_\_\_ Marital Status: S \_\_\_ M \_\_\_ W \_\_\_ D \_\_\_
6. Children Yes \_\_\_ No \_\_\_ Ages \_\_\_\_\_
7. Dorm \_\_\_\_\_ Commute \_\_\_\_\_ Average number of miles traveled to campus \_\_\_\_\_
8. LPN: \_\_\_ EMT: \_\_\_ CNA: \_\_\_
9. Previous College Degree Earned \_\_\_\_\_
10. Financial Assistance for Education: Check in the spaces which apply to your situation.
  - a. No assistance needed \_\_\_\_\_
  - b. Pell Grant \_\_\_\_\_ (Check even if applied but not received final approval)
  - c. Hospital or Nursing Home Sponsored Loan/Scholarship \_\_\_\_\_  
Name of Agency \_\_\_\_\_ Location \_\_\_\_\_
  - d. WIA (Workforce Investment Act) \_\_\_\_\_ Location \_\_\_\_\_
  - e. Other scholarship(s) or Loan(s): Please list \_\_\_\_\_  
\_\_\_\_\_
  - f. Will work while in college \_\_\_\_\_ Hours/week \_\_\_\_\_
  - g. Is it necessary to work in order to meet financial obligations or is working optional?  
Necessary \_\_\_\_\_ Optional \_\_\_\_\_

## Required Courses for Graduation from the ADN Program

In the space to the right of each course write:

“C” if you have completed the course

“Fall ‘20” if you plan to take a course with nursing

“Spring ‘21” if you plan to take a course with nursing

“Summer ‘21” if you plan to take a course next summer

“Fall ‘21” if you plan to take a course with nursing

“Spring ‘22” if you plan to take a course with nursing

### Pre-requisite courses

BIO 2513/2511 Anatomy and Physiology 4 hours \_\_\_\_\_

BIO 2523/2521 Anatomy and Physiology 4 hours \_\_\_\_\_

### Completion required before advancing to the second year of the program

FCS 1253 Nutrition 3 hours \_\_\_\_\_

BIO 2923/2921 Microbiology 4 hours \_\_\_\_\_

**\*No more than 9 hours of co-requisite courses can be left to take during the second year of the program.**

### Completion required for graduation

ENG 1113 English Composition I 3 hours \_\_\_\_\_

\*\*ENG 1123 English Composition II 3 hours \_\_\_\_\_

\*\*PSY 1513 General Psychology 3 hours \_\_\_\_\_

SPT 1113 Public Speaking I 3 hours \_\_\_\_\_

EPY 2533 Human Growth and Development 3 hours \_\_\_\_\_

\*\*Humanities/Fine Arts Elective 3 hours \_\_\_\_\_

*(History, Literature, Art Appreciation, or Music Appreciation)*

**\*\*Recommended courses if you must take course(s) during the second year of the program.**

**It is the student’s responsibility to be sure that the Admissions Office has all courses on file, especially those taken from another college or university.**

**A minimum grade of “C” or above is required on A & P I & II, Microbiology, and Nutrition.**

I have read and understand the above requirements for graduation.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

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**“C” if you have completed the course**

**“Fall ‘20”** if you plan to take a course with nursing

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\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

STUDENT COPY

MISSISSIPPI DELTA COMMUNITY COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM

2020-2021

I have read and do understand all materials provided in the Associate Degree Nursing Program Student Handbook at Mississippi Delta Community College. These materials include the following:

1. Overview Statement
2. ADN Mission Statement and Philosophy
3. ADN Educational Objectives and Program Objectives
4. ADN Conceptual Framework
5. Required Course Listing
6. Policy on Readmission and Policy on Transfer
7. Core Performance Standards for Admission and Progression
8. Code of Ethics
9. Substance Use Policy
10. Confidentiality Guidelines
11. MDCC Student/Patron Use Agreement
12. Information Release Permit
13. Standardized Achievement Test Requirement
14. General Information for Nursing Students
15. Student Incident/Exposure Report
16. Data Sheet

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Printed Name of Student

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Signature of Student

---

Date of Signature

**\*To be completed after reading the handbook completely.**