

POLICY and PROCEDURE MANUAL

Effective January 1, 2010

for

Associate Degree Nursing

Respiratory Care

Polysomnography

Practical Nursing

Nursing Assistant

Emergency Medical Technician-B

Phlebotomy / EKG

COAHOMA COMMUNITY COLLEGE – HEALTH SCIENCE PROGRAMS

Mission Statement

It is the mission of the Health Science Division at Coahoma Community College to provide quality educational programs to prepare highly trained, dedicated, and motivated healthcare professionals for the community served by Coahoma Community College.

Goals and Objectives

1. To prepare the graduate with the skills and knowledge needed to successfully complete the credentialing process for the specific specialty area of study
2. To prepare the graduate with the skills and knowledge required to enter the healthcare workforce as a healthcare professional
3. To provide to the community healthcare agencies and facilities quality healthcare professionals

Coahoma Community College does not discriminate on the grounds of race, color, national origin, sex, or disability (Title VI of the Civil Rights Act of 1964, Title IX, Educational Amendments of 1972 of the Higher Educational Act and Section 504 of the Rehabilitation Act of 1973, and American Disability Act of 1990). Contact Evelyn Washington, ADA/504 Coordinator: 3240 Friars Point Road, Clarksdale, MS 38614; (662) 621 – 4148 or ewashington@coahomacc.edu: Office Location: 2nd floor of Whiteside Hall.

Disclaimer Statement

Coahoma Community College's Health Science Division reserves the right to change without notice the rules, policies, fee structure, and curriculum content. It is further stated and understood the Health Science Programs of Coahoma Community College do not in any way guarantee success in the credentialing examinations of any student in any program.

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SECTION I: ADMISSION CRITERIA

- 1.1 All students must be at least 18 years of age prior to entering clinical education
- 1.2 All students must complete a criminal background investigation performed by a healthcare facility authorized by the State of Mississippi Department of Health prior to entering clinical education. No student that has a felony conviction, pled guilty or nolo contendere to a felony for one or more of the following crimes, which has not been reversed on appeal or which a pardon has not been granted, will be permitted to enter clinical education. The felonies include, but are not limited to:
 - Possession or sale of drugs
 - Murder
 - Manslaughter
 - Armed robbery
 - Rape
 - Sexual battery
 - Sex offense listed in Section 45-33-23, Mississippi Code of 1972
 - Child abuse
 - Arson
 - Grand larceny
 - Burglary
 - Gratification of lust
 - Aggravated assault
 - Felonious abuse and / or battery of a vulnerable adultAdditionally, the investigative facility may deny a clearance of background based upon the cumulative weight of misdemeanor convictions or non-prosecuted charges.
- 1.3 Be physically capable, with reasonable accommodations, of performing duties as dictated for laboratory and clinical instruction, consistent with the approved curriculum, and standards of practice for the student's specific area of study.
- 1.4 Pass a drug screen
- 1.5 **Standards may vary between programs.**

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1.6 Health Science Program Performance Standards

The following chart outlines skills and abilities that are required for Health Science students to successfully meet program learning objectives and clinical requirements.

TOPIC	STANDARD	EXAMPLES
Critical Thinking and Action	Critical thinking sufficient to carry out clinical judgment and action.	Competent assessment of a patient in a timely manner, correct interpretation of assessment, readily responds with appropriate interventions, treatment plans, ability to work alone and to make correct independent decisions as needed
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Life and death situations, working with families stressed by the condition of a loved one, working with other health-care providers in stressful situations.
Communication	Communication abilities sufficient for interaction with others in verbal and or written form.	Can follow verbal and/or written instructions. Must communicate patient response to therapy with others, documentation of therapeutic procedures performed on patient, consult with other health care providers in a professional manner.
Mobility	Physical abilities sufficient to move from room to room and walk in hallways and maneuver in small spaces. Includes the strength necessary to lift patients and equipment as needed.	Walking to and from departments to patient rooms, room to room to take care of all patients on a team, assisting in patient transport.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective patient care	Perform vital signs, CPR, transporting patients, physical assessments, manipulating equipment
Hearing	Auditory ability sufficient to monitor and assess health needs	Auscultation of BP, breath sounds, heart sounds, bowel sounds, hearing

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		alarms in units, call bells, telephones, and converse with patients, family, and staff.
Visual	Visual ability sufficient for observation and assessment necessary in patient care.	Reading patient charts/flow sheet/monitors, drawing up and administering medications, assessing patient skin color, reading thermometers.
Tactile	Tactile ability sufficient for physical assessment and to provide patient care intervention.	Perform palpation, giving injections, drawing blood samples, starting IV's, sterile and non-sterile dressing changes, urinary catheterization, and assist patient with daily activities.
<p>Latex advisory: The use of latex/latex based products may exist in health care and in environments such as, but not limited to the Health Sciences' classrooms and training labs, hospitals, nursing care facilities, laboratories, clinical areas, and medical/dental offices. Individuals with latex allergies should seek expert advice from their health care provider so that they may receive information to make informed decisions regarding their exposure to latex in the health care field.</p>		

2.3 Readmission Policy

2.3.1 A student may be considered for readmission to a specific Health Science program **one time only** with the following exception: a student has 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.

2.3.2 A student requesting readmission should write a letter to the specific program director and include the following:

- Specific semester that readmission is requested for
- Reason(s) for unsuccessful completion
- Action plan for success if readmitted

2.3.3 A student requesting readmission to a Health Science program will be reviewed by the Health Science Readmission Committee and considered on an individual basis.

2.3.4 A student requesting readmission to a Health Science associate degree program may be required to repeat courses and/or take tests to assess placement.

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- 2.3.5 A student readmitted to a vocational or certificate program must begin at the start of the program.
- 2.3.6 A student who disagrees with the decision of the Health Science Readmission Committee may follow the Coahoma Community College Student Grievance and Due Process Procedure published in the Coahoma Community College catalog.
- 2.4 Transfer Policy
- 2.4.1 Application must be made to a specific program. Requests to transfer credits from other educational institutions to Health Science associate degree programs are evaluated and decided on by the Program Director and the Coahoma Community College Director of Admissions/Registrar as follows:
- Individual program guidelines and accreditation requirements
 - Ability to meet Coahoma Community College graduation requirements
 - Evaluation of credits earned to determine equity of required courses
 - Evaluation of grades, references, and space available
- 2.4.2 Vocational and certificate program credit is not transferable to Coahoma Community College programs.

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SECTION II: GRADING

2.1 Grading scales for Health Science Programs are based on the 4.0 system. Grading scale variations are based on state-wide requirements and best practices as follows:

Grading Scale for Associate Degree Nursing Program		
Grade	Scale	Quality Points
A – Excellent	93-100	4.0
B – Good	85-92	3.0
C – Average	77-84	2.0
D – Poor	70-76	1.0
F - Failure	69 or below	0.0
I – Incomplete		0.0
W – Withdrawal		0.0
Z – Unassigned Grade		0.0
Associate Degree Nursing Program courses require a letter grade of “C” (minimum 77%) for passing except NUR 1111-Dosage Calculations, which requires a “B” (minimum 85%) for passing. Failure to attain these score will prevent the student from progressing to the next scheduled semester.		

Grading Scale for Polysomnography, Respiratory Care, and Practical Nursing		
Grade	Scale	Quality Points
A – Excellent	95-100	4.0
B – Good	88-94	3.0
C – Average	80-87	2.0
D – Poor	70-79	1.0
F - Failure	69 or below	0.0
I – Incomplete		0.0

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W – Withdrawal		0.0
Z – Unassigned Grade		0.0
Failure to attain a course grade of “C” or 80% will prevent the student from progressing to the next scheduled semester in the Polysomnography, Respiratory Care, and Practical Nursing Programs.		

GRADE DESCRIPTIONS

I: The grade of "I" (Incomplete) indicates that the student has not completed the requirements of the course for some unavoidable reason. This grade may be changed by the instructor and credit allowed when the course requirements have been met, provided the "I" has been removed during the first semester immediately following the semester in which the "I" was received. If the student fails to complete the course within the specified time, the grade of "F" will be recorded by the Office of Admissions and Records. The student has the responsibility of making the necessary arrangements with the instructor concerned. In some cases, an Audit Fee may be charged in order to remove an "I".

F: This grade will be assigned when a student has attended class regularly and completed assignments but whose attendance and work are not of sufficient quality to receive a passing grade.

W: A grade will be recorded if the student officially withdraws before the date listed in Academic Calendar for the final examination. The "W" grade will be calculated in the total hours attempted and will carry 0 hours passed and a quality point value of 0.

Z: This grade will be assigned when a final grade has not been submitted to the Office of Admissions and Records by the instructor at the time that grades are posted. Students who have received a grade of “Z” should request a grade correction from their instructor. A corrected grade will be assigned when received in the Office of Admissions and Records. Grade correction/change must be made by the date indicated in Academic Calendar.

2.2 The following applies to all Health Science Program numerical grade assignments, tests, and course averages:

- A numerical grade with a decimal of .5 or greater rounds up to the next number. A numerical grade with a decimal of .49 or less does not round to the next number.

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SECTION III: ATTENDANCE

3.1 The Absentee Policy for the Associate Degree Nursing, Respiratory Care, Polysomnography, and Practical Nursing programs is as follows:

Theory Courses and Clinical Courses

One semester hour course	one absence
Two semester hour course	two absences
Three semester hour course and higher	three absences

Absences greater than those listed above result in the student being dropped from the class.

3.2 Refer to specific program requirements regarding make up for time missed (class and clinical).

3.3 Three tardies will be recorded as an absence.

3.4 Criteria for excused absences: All students must provide documentation immediately upon return to class. An excused absence means that the student is allowed to make up work missed. It does not erase the absence.

Circumstance	Documentation required
Illness	A student may miss no more than two (2) days per semester without a physician's documentation.
Death in the immediate family (spouse, mother, father, siblings, grandparents, and children)	Newspaper obituary, funeral home program, or note from the funeral home director
Legal matters	Statement from the court or police report
Military duty	Official copy of orders
Jury duty	Documentation from the court
School business	Documentation from the sponsor, instructor, or administrator
Other	The instructor reserves the right to grant an excused absence or tardiness for areas that are not specifically listed within this policy.

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3.3. A student must call prior to the beginning of the assigned classroom, laboratory or clinical activities as follows:

- One hour prior to an absence, other than an emergency
- 15 minutes prior to a tardy, other than an emergency
- In the event of an emergency, there must be proper documentation of that emergency, and the student must call as soon as possible after becoming aware of the situation.

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SECTION IV: ASSIGNMENTS

- 4.1 All assigned work must be turned in at the appointed time. No late assignments will be accepted unless by prior arrangement with the instructor.
- 4.2 All written assignments must be typed and double-spaced. **Exceptions are at the discretion of the instructor or program.**
- 4.3 Misspelled words, punctuation, and structural errors will, at the discretion of the instructor, result in points deducted from the overall grade for the assignment.

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SECTION V: HONESTY

- 5.1 Dishonesty in any form is absolutely forbidden. Areas that are considered dishonest include, but are not limited to:
- Giving or receiving examination or quiz answers
 - Copying from another student
 - Talking during examinations and quizzes
 - Plagiarism in any form, includes but are not limited to:
 - Taking other authors work and not crediting the author
 - Cut and paste
 - Making statements not based in fact (lying, gossip, etc.)
 - Failing to inform the instructor of a medical mistake, e.g. medication error, documentation, etc.
 - Falsification of documentation, including but not limited to, date, time, procedures, medication entered into the medical record improperly or with intent to mislead
- 5.2 Students in violation of the honesty policy will be removed from the classroom, laboratory, or clinical affiliate and referred to the Vice President for Health Sciences for disciplinary action. Disciplinary action may be up to and including dismissal from the healthcare programs.

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SECTION VI: DRUG TESTING

- 6.1 Health Science students will be drug tested during their program of study. There will be no notice given prior to a drug test.
- 6.2 Failure to perform a drug test will be considered to be a positive test
- 6.3 In the event of an accident including falls, needlesticks, etc. the student will be asked to submit to a drug screen at the time of the incident. Student refusal will be considered a positive test.
- 6.4 In the event the student is exhibiting abnormal behavior, the odor of alcohol is present, or there are changes in the level of cognition, the student will be asked to submit to a drug screen at the time of the event. Student refusal will be considered a positive test.
- 6.5 In the event the student tests positive for an illegal drug, or a prescription drug he/she does not have a prescription for, or alcohol, the student will be referred to the Vice President for Health Sciences for disciplinary action, including dismissal from the program. Further, the student will be referred to the campus police for any criminal charges that may apply.

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SECTION VII: CLASSROOM DRESS CODE

- 7.1 **Refer to specific program requirements for clinical dress code and additional program-specific requirements**
- 7.2 Slacks
- Must come to the break of the heel
 - Must be secured with either belt or suspenders
 - Must be well pressed, clean, and in good repair
- 7.3 Skirts
- Must not exceed two (2) inches above the knee when standing
 - Must not interfere with freedom of movement (too tight)
 - Must be well pressed, clean, and in good repair
- 7.4 Shoes
- Heels of more than 1½ inches are prohibited
 - Must be polished and in good repair
- 7.5 Shirts, blouses, and jackets
- Revealing shirts or blouses are prohibited
 - “See-Through” material is prohibited
 - The neckline must not exceed three (3) inches below the clavicle
 - Men’s dress shirts must be tucked into the slacks
 - Must be well pressed, clean, and in good repair
 - No “blankets” or “hoodies” can be worn for warmth. Only jackets or sweaters are permitted for use in the classroom
- 7.6 Jewelry
- Wedding sets cannot interfere with the donning or removal of gloves
 - Necklaces and pendants are discouraged, but if worn, must be kept beneath the shirt or blouse
 - Only one earring is permitted in each ear, and may not exceed one inch in diameter
- 7.7 Scrubs
- Scrub uniforms are permitted at the discretion of the instructor
 - Scrub tops must be tucked into the pants unless of the style designed to be worn outside the pants
 - All scrubs must be worn with a clean, white, round-neck, short sleeved tee shirt beneath
 - Must be well pressed, clean, and in good repair
- 7.8.1 Personal Hygiene
- Proper personal hygiene is required at all times

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- Use of perfume and/or cologne in the classroom is discouraged
- Use of perfume and/or cologne in the clinical setting is prohibited
- Scented personal care products such as deodorants, powders and aftershaves are considered perfumes/colognes

7.9 Miscellaneous

- Undergarments must be worn
- Clothing with advertising, artwork, or political statements are prohibited
- Headgear of any kind is prohibited in the classroom, laboratory, and clinical settings
- Tattoos must be covered at all times
- All body piercings and body jewelry other than earrings are prohibited. Those with body piercings must remove all visible jewelry.
- No extreme hair styles and/or colors are allowed

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SECTION VIII: STUDENT CONDUCT

- 8.1 Students failing to adhere to the policies and procedures as set forth in the Coahoma Community College Code of Conduct and the Health Science Policy and Procedure Manual will face a disciplinary process. This process may include any combination of counseling, warning/probation, and dismissal.
- 8.2 Students may be dismissed, at the discretion of the Vice President for Health Sciences for infractions of:
- Falsification of any part of the application
 - Dishonesty of any kind, including lying, cheating on classroom assignments and testing, plagiarism, and performance in clinical practicum
 - Illicit drug usage including prescription drugs without a prescription
 - Alcohol use
 - Violating clinical affiliate policies and procedures
 - Visiting a patient during clinical hours for any reason other than the performance of his/her clinical assignment
 - Violating confidentiality and privacy rules as set forth by Federal, State, Local, and Facility policies, procedures, and standards
 - Failing to report an error to the assigned preceptor, instructor, or supervisor
 - Failure to report for a random or scheduled drug screen
 - Performing procedures the student has not been deemed to be competent in without the supervision and permission of the clinical preceptor/instructor
 - Not being in the assigned area of the clinical affiliate without proper notification of the clinical preceptor/instructor
 - Failure to call, or to call within the allowed time for the clinical assignment
 - Failing to properly carry out the proper instruction of the clinical preceptor/instructor
 - In possession of a weapon including pocketknives and firearms on campus or a clinical affiliate
- 8.3 Any student found to possess or be under the influence of alcohol or drugs, in possession of a weapon, or other possible violation of Federal, State, and Local criminal codes will be referred to the Campus Police for investigation and possible criminal charges
- 8.4 The clinical affiliate may deny access to a student for breaches of conduct or policy/procedure of that particular facility. The Vice President for Health Sciences will make a determination for further placement of the student.

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SECTION IX: SECURITY/SAFETY

- 9.1 Students and faculty are the only persons authorized to be in the parking area to the rear of the building. All visitors must park in the front parking lot designated for visitors. Visitors must enter the front of the building and check in at the faculty offices. This policy is waived for commencement activities or other event authorized by the Vice President for Health Sciences.
- 9.2 All vehicles parked in the parking lot to the rear of the building without a valid parking permit will be ticketed. These tickets are issued by the campus police through the police department. Failure to pay will result in a student being denied graduation until such time as the ticket has been satisfied. Failure to pay tickets issued to vehicles other than students and faculty will be referred to the police department for all applicable charges.
- 9.3 Visitors must sign a visitor's roster, both entering and leaving the facility. At no time is a visitor permitted into the building other than the faculty offices without a visitor's badge. The area(s) to be visited must be clearly stated on the visitor's badge. No visitor may be in an area not authorized.
- 9.4 All students and faculty must undergo annual safety training
- 9.5 Students and employees must wear the appropriate Coahoma Community College ID at all times while on campus
- 9.6 No one should be in the Allied Health Building in the evenings when the Coahoma Community College police security officer is not on duty unless special arrangements have been made with the Vice President for Health Sciences.

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SECTION X: GRIEVANCE/DUE PROCESS

- 10.1 Health Science students may grieve instructional and grading issues according to the Grievance/Due Process Procedures for Instructional Matters (also see Coahoma Community College Catalog).

Grievance/Due Process Procedures for Instructional Matters:

The instructor has authority over all matters affecting conduct of classes, including assignment of grades. Student performance may be evaluated based on written work and/or other performance standards as determined by the instructor. If a student has a complaint about classroom activities or grades, the student may submit a grievance. If circumstances require such process to be sought, students are encouraged to submit complaints or grievances in accordance with the following procedures:

1. The student must first discuss the issue with the faculty/staff member involved and explain the basis for his/her grievance.
2. If the matter is not resolved with the faculty/staff member, the student may appeal to the department chairperson/program coordinator/director within three (3) working days. This appeal must be in writing and should describe the basis for the student's complaint as well as the outcome of the discussion with the faculty/staff member. Within three (3) working days following the receipt of the grievance, the department chairperson/program coordinator/director will make a decision regarding the student complaint and will provide a written response to the student.
3. If the matter is not resolved with the department chairperson/program coordinator/director, the student may appeal in writing to the appropriate instructional vice president (Vice President for Academic Affairs, Vice President for Career-Technical Education or Vice President for Health Sciences) within five (5) working days. The vice president will render a decision or call a meeting of an Instructional Grievance Committee. If an Instructional Grievance Committee is called, then following will apply:
 - a. The Instructional Grievance Committee is composed of the appropriate instructional vice president or designee, who serves as the chair, faculty members, staff members, and/or administrators.
 - b. The student must be present when the grievance is heard. The student may have an advisor present during the hearing. If an advisor will be present, the student must inform the instructional vice president in writing at least two (2) working days prior to the hearing.
 - c. The responsibility of the committee shall be limited to a review of the case to determine if established policies, procedures, or practices were followed and interpreted correctly.

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- d. The Instructional Grievance Committee will render its decision in writing to the student within (5) working days.
4. If the student is unsatisfied with the decision, he/she may appeal within (2) working days through a signed, written statement to the President of the College. The decision of the President will be final.

See Student Services Section for Grievance/Due Process Procedures for Non-Instructional matters.

- 10.2 If resolution is not reached, students should refer to the Student Grievance and Due Process Policy in the Coahoma Community College.

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SECTION XI: BLOOD BORNE PATHOGEN POLICY

- 11.1 Health Science Students will receive instruction on blood borne pathogen transmission/prevention and confidentiality regulations prior to participation in clinical laboratory.
- 11.2 Blood Borne Pathogen Transmission
- 11.2.1 Students with known blood borne pathogen exposure or infection are encouraged to report exposure status so that clinical laboratory assignments can be most appropriately determined. All actions taken will be guided by the right of confidentiality with notification only to those that must know in order to maintain safety.
- 11.2.2 Students with known health conditions that place them at risk are requested to provide a written statement each semester from their primary health care provider indicating clearance/status and/or recommendations regarding the student's fitness to perform the responsibilities and duties of the program.
- 11.2.3 Reasonable accommodations will be made for students with known health conditions.
- 11.3 Clinical Incident of Exposure
- In the event that a student is exposed to a bodily fluid during clinical laboratory, the following should be followed:
- 11.3.1 The student will immediately report the exposure to their instructor/preceptor.
- 11.3.2 The student will adhere to the guidelines set forth by the clinical institution where the exposure takes place. This may include the completion of an incident and/or exposure report.
- 11.3.3 The student will assume personal responsibility related to the incident such as physician's visits, lab work, vaccines, etc.

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SECTION XI: MISCELLANEOUS

- 11.1 Cell phone use is prohibited in the classroom, laboratory, and clinical areas. Students must keep cell phones on silence and in their purses, lockers, or in faculty/supervisor's office.
- 11.2 Students are not permitted to send or receive phone calls, text messages, or other types of communication during assigned educational time. The one exception is secondary to an emergency situation
- 11.3 All emergency phone calls to students must be called into the departmental office. The message will be relayed to the student. The student may return the call during authorized breaks.
- 11.4 No student may receive visitors during designated classroom, laboratories, or clinical activities without the permission of the instructor.
- 11.5 No student is permitted to sleep in the classroom, laboratory, or clinical areas
- 11.6 Food or drink is not permitted in the laboratory or clinical settings outside designated dining or break areas. Food and drink is permitted in the classroom by permission of the instructor only
- 11.7 It is the responsibility of the student to arrange reliable transportation.
- 11.8 Pregnancy

A Health Science student who is pregnant must present documentation from her physician that clinical practice or certain areas of clinical practice would be detrimental to the health of the student or the fetus. The Health Science Programs will make reasonable accommodation to the student to facilitate the health of the student and fetus within the confines of the requirements of the curriculum.

Following delivery a Postpartal Health Form must be completed and submitted to resume clinical participation. Reasonable accommodation will be made to help the student stay current with the course requirements.

Students that are pregnant are expected to satisfy all the requirements of their specific program. In the event the student cannot complete the requisite classroom, laboratory, or clinical activities the student will be counseled by the Program Director regarding options.

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11.9 Smoking

The Allied Health building is smoke free. Designated containers are located at certain areas of the building. Please do not litter grounds. Make sure all exterior doors are secure after re-entering the building.

11.10 Library Access

Health Science students are encouraged to utilize resources provided by the Coahoma Community College library. The Allied Health Building Resource Room located in the Allied Health Building provides access to a variety of references and online data bases for student use.

11.11 All Health Science Students are to abide by the Coahoma Community College Student Handbook and/or the policies and procedures of the clinical affiliate, when applicable.

11.12 Affiliating Clinical Agencies

11.12.1 All affiliating agencies used by Health Science Programs are evaluated annually to ensure that clinical experiences meet student learning needs.

11.13 Affiliation agreements with clinical agencies are reviewed and updated annually.

APPENDIX A

Associate Degree

Nursing

COAHOMA COMMUNITY COLLEGE – HEALTH SCIENCE PROGRAMS

Coahoma Community College

Associate Degree Nursing Program

Philosophy

The philosophy of the Coahoma Community College Associate Degree Nursing Program is derived from and in harmony with the mission of the college. Designated as one of the country's Historically Black Universities and Colleges, serving students in rural Mississippi, the nursing faculty shares the college's commitment to providing accessible, accredited, affordable, diverse and quality learning opportunities for the development of intellectual skills and personal growth to students desiring to be registered nurses.

The philosophy is based upon the beliefs of the faculty related to six (6) Foundational Concepts: Nursing, Society, Client, Health, Learning, and Roles of the Associate Degree Nurse.

Nursing is an art and a science, is a dynamic, interpersonal discipline which exists to assist clients to maintain or move toward optimal function. The nurse utilizes the nursing process in the performance of the various caring roles of the nurse including leader, teacher, care provider, advocate and researcher. Professional nursing requires specialized intellectual study, highly developed critical thinking skills and knowledge of and adherence to high ethical standards. These ethical components include accountability and responsibility for one's self and for others.

Society is a social system composed of groups of people with unique culture, beliefs and behaviors. Each person in society should be respected as an individual and offered access to quality health care.

Client is a unique, holistic individual who is a biological, psychosocial and spiritual being with the freedom to choose and make decisions. Through dynamic processes of coping, each client strives to maintain equilibrium within the environment. Each client is capable of growth and change over the entire life span. The client is the recipient of nursing care, which can include meeting the human needs of comfort, nutrition, safety, elimination, self-worth, and social interaction.

Health is a dynamic adjustment to stressors in the internal and external environment through optimal uses of resources, in order to achieve a state of physical, emotional, intellectual, social and spiritual well-being. A state of health depends on the goals and potential of the individual, as well as the family, community, and society within the person's environment. Health is a continuum, and is experienced at varying levels throughout the lifespan.

Learning is a process which manifests itself as a change of behavior in a person. It is a dynamic, continuous process which occurs through active participation by the learner and can be facilitated by the teacher, through a variety of instructional interactions. The

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integration of cognitive, affective, and psychomotor experiences is essential to the teaching-learning process and is the means through which the learner discovers innate abilities and maximizes one's potential. The learner should expect to build on experiences brought to the program, experiences exposed to during the course of study, and retention of information as a result of active involvement. This process should be flexible, self-directed and developmental, moving from simple to complex to build higher levels of insight and discernment.

Roles of the Associate Degree Nurse provide the framework for student learning and practice. The graduate of the Coahoma Community College Associate Degree Nursing Program will demonstrate the ability to function in the roles of Provider of Care, Manager of Care and Member of the Profession. These roles are defined as follows:

Provider of Care – The graduate, utilizing a systematic process, assists clients in meeting health care needs in a variety of settings. Clients are defined as the recipients of nursing care and include individuals, families and groups. The student nurse participates in the care of clients within a multidisciplinary environment.

Manager of Care – The graduate optimizes resources to achieve desired outcomes for the promotion of health in clients in a variety of settings. The management process requires organization, to progress from caring for one client to groups of clients.

Member of the Profession – The graduate is accountable for personal behavior related to the ethical, legal and professional dimensions of the practice of nursing.

The faculty is committed to preparing graduates as registered nurse generalists for effective practice in a variety of health care delivery settings through a program of study in nursing science.

The faculty strives to provide graduates with the background necessary for further professional growth by providing an environment conducive to the development of life-long learning and a passion for the practice of nursing as a discipline of science, caring and compassion.

Imbedded within the philosophy's global Foundational Concepts are the Essential Elements of the curriculum. These essential elements, together with the foundational concepts, form the framework on which the curriculum is built. The Essential Elements include nutrition, growth and development, nursing process, pharmacology and safety.

Nutrition – A component of health determined primarily by utilization of the elements of food in its many forms that are essential for growth, healing and health.

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Growth and development – the sequential and predictable process of becoming a person, unfolding in identified stages and including physical, psychosocial, cognitive, emotional and spiritual components.

Nursing process – a methodical problem-solving process designed to assist nurses to identify actual or potential health related problems, determine appropriate interventions and evaluate outcomes, in the promotion of health.

Pharmacology – the study of drugs and their properties and effects upon clients, including appropriate and safe administration.

Safety – the prevention of harm and provision of protection for both clients and students, including physical and emotional components.

The curriculum, formed around the foundational concepts and structured by the essential elements, provides a sequential progression of knowledge and skill development for students from beginner to graduate. Throughout the curriculum, the concepts and elements provide a basis for students learning outcomes, unit objectives, curriculum content, evaluation, graduate competencies and program outcomes.

Definitions:

Foundational Concepts -broad global concepts, common to the education of professional nurses and reflective of faculty beliefs, forming the basis of the philosophy of the nursing program.

Essential Elements - specific components of the curriculum that are imbedded throughout the courses of the program and based on the biological and behavioral sciences, with direct application to the care of clients.

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Graduate Competencies

Upon completion of the Associate Degree Nursing Program at Coahoma Community College, the graduate will be prepared to function in the three nursing roles as outlined by the Mississippi Competency Model as follows:

- I. Provider Role: The graduate, utilizing the nursing process, will assist clients in meeting health care needs in a variety of settings. The graduate coordinates the care of clients using a multidisciplinary approach. The graduate demonstrates this ability by:
 - A. Applying the critical thinking process as the basis for planning, implementing and evaluating client care.
 - B. Utilizing knowledge of basic health care needs to promote health and prevent illness. Designing, implementing and evaluating teaching plans of care of clients.
 - C. Utilizing knowledge from the natural sciences, social sciences, liberal arts, humanities, and nursing science to provide care to clients throughout the life span reflecting different levels of intervention.
 - D. Applying the teaching-learning process to meet the self care needs of clients.
 - E. Utilizing communication to express a caring and therapeutic approach to clients.

- II. Professional Role: The graduate is accountable for the ethical, legal, and professional dimensions of the practice of nursing. The graduate demonstrates this ability by:
 - A. Assuming responsibility and accountability for personal and professional behavior. Contributing to the decision-making process relative to ethical issues for clients.
 - B. Demonstrating professional values through the incorporation of legal and ethical standards in the delivery of health care.
 - C. Assuming responsibility for continued role development by engaging in professional activities and demonstrating practice accountability (such as timely continuing education.)

- III. Manager Role: The graduate optimizes resources to achieve desired outcomes for the promotion of health in diverse client populations. The graduate demonstrates this role by:
 - A. Working with other health care personnel to coordinate care to improve client care outcomes.
 - B. Using knowledge of group dynamics to improve client outcomes.
 - C. Participating in implementing traditional and alternative care delivery systems. Adapting practice to respond to rapid changes in health care.
 - D. Using critical-thinking and problem-solving approaches as a basis for nursing practice.

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SECTION 1: ADMISSION

1.1 The following must be completed by March 31 to be considered for admission to the Associate Degree Nursing Traditional Track or Fast Track:

Traditional Track

1. Complete General Admission Requirements for Coahoma Community College
2. Obtain an associate degree nursing admission packet and complete all required forms
3. Have a minimum composite ACT score of 18
4. Complete all pre-requisite courses by May of the academic year for which applying.
5. Have a minimum cumulative grade point average at least 2.5 on all pre-requisite courses, with a grade of at least a “C” in all course work.
6. Successfully complete a pre-entrance exam
7. Once accepted, show evidence of completion of required immunizations which include
 - a. Positive serology of immunity to varicella (chicken pox) or immunization
 - b. Complete or started Hepatitis B vaccination series
8. Once accepted complete a physical exam signed by a primary care provider.

1.2 Fast Track

1. Complete 1-8 under Traditional Track
2. Present evidence of an unencumbered license to practice as an LPN in Mississippi.
3. Present employer verification of at least one year of continuous employment as an LPN.

1.3 All students enrolled in the Associate Degree Nursing Program must maintain currency for the following in order to participate in clinical:

BLS/CPR (American Heart)
Health Exam
TB Skin Test
MMR/SER
Adult TD
HEP B
Varicella
Criminal Background Check
Malpractice Insurance

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NOTE for Associate Degree Nursing and Practical Nursing: The Mississippi Board of Nursing may deny a license to persons when proof exists that such person has been party to certain acts or conditions. The following is a summary of these acts and conditions that may affect a new graduate seeking initial licensure. For the complete text, please refer to the Mississippi Board of Nursing Practice Law, Section 73-15-29'

1. Fraudulent attempt to obtain a license;
2. A conviction of a crime or moral turpitude'
3. Addiction to or dependence on alcohol or other habit-forming drugs;
4. Evidence of a physical, mental or emotional condition that renders them unable to perform nursing duties with reasonable skill and safety;
5. Been party to conduct that would constitute a crime as defined in Title 97 of the Mississippi Code of 1972;
6. Engagement in conduct likely to deceive, defraud or harm the public;
7. Violation of any provisions of the Mississippi Nursing Law.

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SECTION 2: GRADING

2.1 The Associate Degree Nursing grading scale is as follows:

Grading Scale for Associate Degree Nursing Program		
Grade	Scale	Quality Points
A – Excellent	93-100	4.0
B – Good	85-92	3.0
C – Average	77-84	2.0
D – Poor	70-76	1.0
F - Failure	69 or below	0.0
I – Incomplete		0.0
W – Withdrawal		0.0
Z – Unassigned Grade		0.0

Associate Degree Nursing Program courses require a letter grade of “C” (minimum 77%) for passing except NUR 1111-Dosage Calculations, which requires a “B” (minimum 85%) for passing. Failure to attain these score will prevent the student from progressing to the next scheduled semester.

2.2 Students admitted to the Associate Degree Nursing Program must maintain a “C” or a 77 course average in all nursing courses, pass clinical course requirements, and have a grade of “B” or an 85 course average in NUR 111-Dosage Calculations in order to progress in the program.

2.3 Each syllabus contains a course grade worksheet to be used by the student for personal grade tracking and use during faculty/student meetings.

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SECTION 3: PROGRESSION

- 3.1 A student must earn a final course grade of 77% or “C” to progress to the next course or semester.
- 3.2 Students must earn 85% or a “B” in NUR 1111-Dosage Calculations to progress to the next semester.
- 3.3 In order to progress through the Associate Degree Nursing Program, students must:
 - 3.3.1. Have satisfactory clinical and skills performance as defined on the clinical evaluation tool in each clinical course.
 - 3.3.2. Maintain CPR certification and other annual practice credentials
- 3.4 Satisfactory is considered passing on clinical; care plan grade averages of 3 & 4 are considered passing.
- 3.5 All pre-requisites must be passed to progress to the next course.

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SECTION 4: COST

4.1 Type of Programs:

- Traditional Track Registered Nursing ADN Program
- LPN/RN Fast Track ADN Program

Length of Time:

- Traditional Track Registered Nursing – 3 years (1 summer and 6 academic semesters, including 2 semesters of general education courses)
- LPN/RN Fast Track – (1 summer and 1 academic year of nursing courses)

Credits required for graduation: 67 hours each program

Degree awarded: Associate in Applied Science (AAS)

4.2 Costs/Fees:

Cost is estimated and includes tuition/related fees and nursing program costs such as ATI, books, uniforms, clinical convention fees, pinning, graduation, NCLEX & State Board fees, etc. as appropriate for each semester. If dormitory student - \$1,757.00 additional per semester.

<u>Traditional Track – Year I</u>	<u>Traditional Track – Year 2</u>	<u>LPN/RN Fast Track</u>
Summer -\$210.00	Fall - \$2605.00	Summer – \$706.00
Fall - \$2441.00	Spring - \$2055.00	Fall - \$2950.00
Spring - \$2055.00		Spring - \$2155.00

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SECTION 5: REMEDIATION

5.1 Advisor/Advisee Assignment- Each Associate Degree Nursing student will be assigned an advisor (a nursing faculty member) who will follow them through their progression in the nursing major for the purpose of providing support and academic guidance. Students are expected to communicate with their assigned advisor on a regular basis and to keep all scheduled appointments.

5.2 The purpose of remediation is to ensure the course material or content taught in nursing class is comprehended by the student. It is also to help prepare the theoretical foundation of nursing knowledge needed to critically think and pass NCLEX-RN®.

5.3 Unit Exam Remediation-Questions missed by 30% or greater of the class on a unit exam will be reviewed. In addition, content may be re-introduced during class. Learning resources utilized in this review process are the students' textbooks and resource discs, as well as handouts and critical thinking assignments.

5.4 ATI Remediation-All students will have access to the remediation services and resources offered through the ATI Testing Service and are encouraged to take full advantage of this remediation assistance.

5.5 NCLEX-RN® Readiness

5.5.1 All sophomore students are required to take the ATI Comprehensive RN Predictor exam prior to graduation.

5.5.2 A professional review prior to the ATI RN Comprehensive Predictor Exam is provided by the Associate Degree Nursing Program.

- The benchmark of NCLEX-RN® readiness is a probability score of 90% on the ATI RN Comprehensive Predictor exam.
- In the event the student does not meet the above stated criteria, the student will be referred to participate in a structured remediation plan (ie. ATI Virtual Advisor).

5.5.3 The assigned ATI advisor will monitor student readiness to take the NCLEX-RN®

5.5.4 A statement of readiness shall be issued by the assigned ATI advisor for all program graduates participating in the student virtual educator plan.

5.5.5 Students are encouraged to attain readiness before taking the NCLEX-RN®

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SECTION 6: TESTING

6.1 Most exams are computer generated and graded. Some quizzes and tests may be administered by paper and paper or return demonstration. Each course syllabus designates how a course grade is calculated.

6.2 A Scantron answer sheet will be used as a back-up method in the event that computerized testing is not possible.

6.3 Make up-All students are expected to take all tests on the date scheduled. If a test is missed it must be made up according to the time scheduled by the instructor. Students must bring documentation of the reason for their absence. The make-up test will be a different test but cover the same content. The make-up test may be a paper and pencil test and include essay-type questions.

6.4 Exam questions are reviewed by a faculty committee before and after test administration. Test item analysis results and other statistical methods are used to assist in this evaluative process. Grade adjustments may be made as need is determined by the faculty committee.

6.5 During test time:

- No cell phones/blue tooth allowed
- Students may be directed to a specific seating arrangement during testing by the test monitor.
- Purses are to be left at the designated table.
- No books allowed.

6.6 Writing questions/answers from the test or looking at another student's computer is considered cheating. Any suspicious behavior associated with cheating will cause the student to be removed and a zero given for that test by the faculty monitor. The student will then be subject to the Health Science Policy and Procedure Manual policy on Honesty.

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SECTION 7: CLINICAL PRACTICUM

7.1 Skills Lab

7.1.1 Skills performance-In order to meet the optimal competency level for each required skill, the student will have three (3) opportunities to be checked-off by the completion date assigned. If the student requires the third check-off, a different instructor will be assigned to assess the students' skill competency level.

7.1.2 A skill check off signature sheet will be provided for students to schedule their check off appointment. Students are expected to be punctual and prepared for their appointment.

7.1.3 Any student who is unsuccessful in skills validation will be allowed to attend clinicals, but will not be allowed to perform the skills until competency is demonstrated.

7.1.4 All clinical experiences are necessary and must be made up to meet the course objectives. Absences may put students at risk for unsuccessful completion of a nursing course.

7.2 Students are encouraged to practice skills during the lab's open hours. Students are expected to comply with the practices that provide for personal safety and care of the equipment.

7.3 Safety in the Skills Lab is to be observed at all times:

- No invasive procedures (with the exception of Glucometer checks which will be performed on students)
- The storage closet will be kept locked at all times and its use monitored by instructors.
- Nurse packs will be used for practice unless the skill warrants additional equipment. They should be brought to lab.

- Standard precautions, correct body mechanics and appropriate dress must be maintained by all participating students.
- All students should follow safety procedures when using sharps.
- Broken glass from an ampule should be deposited in the red Sharps container immediately.
- Medications are teaching placebos and are for practice use only.
- Any safety hazard or accident should be reported immediately to the lab instructor and/or the nursing office.
- Students using the lab for practice must inform the instructor when leaving and make sure the lab is left clean, orderly, and secure.
- All lab equipment, furniture, etc. should be left as found.

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7.4 Clinical Agency Dress Code is as follows:

- Coahoma Community College white uniform; top and pants, with student nurse patch on left arm,
- All white shoes (non-porous material) with enclosed toe, white socks/neutral or white hose,
- School pictured name badge with picture ID in plain view at all times.
- Uniforms must be clean and pressed.
- No jewelry will be allowed except for a flat wedding band, wristwatch, and one pair of stud earrings.
- Tattoos need to be covered.
- No fragrances are allowed.
- Hair must be secured in a ponytail or braid with a non-decorative hair clip. Hair can not dangle in the students' face or fall onto the client
- Beards and/or mustaches must be neat and trimmed.
- Nails should be trimmed ¼ inch and clear nail polish is acceptable as long as not chipped.
- Artificial nails or extenders are not allowed.
- Lab jackets should not be worn in the clinical area, only the uniform.
- School patches are required to be worn on the left sleeve of school uniforms and lab jackets.

7.5 Clinical Assignments/Conferences

- The clinical instructor will provide the student with specific information and directions on patient/clinical assignments specific to the clinical setting.
- Assignments for clinical include nursing care plans, clinical notebooks, papers, projects, skills practice and video/computer assignments.
- A care plan rubric is used for grading nursing care plans.
- Assignments must be submitted on time as required by the clinical instructor.
- Pre and post clinical conferences are coordinated by the clinical instructor. This time is utilized for multiple reasons to include discussion of teaching/learning experiences, determination of student preparation, and assessment of skills acquisition. Students are encouraged to be interactive. Pre and post conferences are considered part of the clinical experience.

7.6 Student clinical performance-Any student enrolled in the Associate Degree Nursing Program may be dismissed for unethical, dishonest, or illegal conduct that is inconsistent with professional nursing practice.

7.6.1 The instructor may require a student to leave a campus lab or clinical experience if the student is unprepared, has health problems which may jeopardize the health of others, or if the student's behavior is unacceptable or inappropriate. The instructor will determine unacceptable or inappropriate behavior by observation and/or input from agency staff.

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7.6.2 Critical elements are those aspects of nursing care which affect the safety of the client’s biophysical, psychosocial, and/or spiritual well being. These elements must be adapted for clients who are in a variety of clinical settings. Any action or inaction which does not meet established standards of care and poses a serious threat to the client’s well being is a failure to provide safe nursing care.

7.6.3 Students are responsible for knowing and successfully performing the critical elements specific to each clinical course. In the event of an infraction of Level I critical elements, the student will be counseled about the behavior and the incident will be documented. Repeating the Level I infraction twice will result in the student failing the clinical experience. In the event of three (3) infractions of unrelated critical elements, the student will fail the clinical experience.

7.7 The critical elements are:

	Level I Infractions
Failure to observe universal precautions	X
Failure to report all accidents/errors/omissions to the appropriate person	
Failure to protect the safety of the client	
Failure to prepare adequately for the assigned clinical experience	
Failure to correct administer medication(s)	
Failure to follow established policy and procedures of the institution/agency	X
Failure to report/record client assessment data	
Failure to provide privacy/confidentiality	X
Failure to respect personal values and/or spiritual beliefs of clients	X
Failure to provide correct information to the client or family regarding the client’s situation and/or condition	X
Threatening client by word or action	
Implying disapproval or disgust of client by word	X

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or action	
Inability to complete assignments on time	X

All Level II infractions will be reviewed on an individualized basis depending on severity. If a student has another Level II infraction that requires removal from clinical area, he/she will be dismissed from program.

Level II	Level II dismissal infractions
Failure to protect the safety of the client	X
Failure to correctly administer medication	X
Threatening client with word or action	X
Failure to report all accident/errors/omissions	X
Evidence of behavior that reflect an impaired state	X
Refusal to care for an assigned client based on race, age, culture, belief ore diagnosis	X
Failure to report/record client assessment data	
Failure to follow dress code guidelines	
Willful destruction of nursing property	

In the event of an infraction of a critical element, the following procedure will be followed:

1. After the unsafe act, the student is asked to leave the clinical area and the clinical instructor will write up incident.
2. The student, and department director are notified that this event is being evaluated for possible dismissal from program.
3. The student will be allowed to attend classes but not clinical until the matter is resolved. Clinical absences do not accrue during this process, but will have to be made up.
4. The student is given the opportunity to present in writing their response to the incident.
5. The clinical instructor, student, and one other faculty member will meet to review the incident and the recommendation for dismissal or counseling is made and forwarded to the director.
6. The review must take place in a timely manner.
7. After reviewing all the information, the director has the final decision.

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SECTION 8: MISCELLANEOUS

8.1 Recorders may be used during regular theory class hours and must be kept in full sight.

8.2 Computer Lab Use

- No food or drink allowed in computer lab.
- Hours: Monday-Friday – 8a.m.-5p.m. Special hours may be scheduled at faculty discretion.
- Students are to report computer/printer problem to nursing office.

8.3 Program and Course Evaluations

- Students complete course and instructor evaluations at the end of each nursing course.
- Each graduating sophomore completes an end of program evaluation prior to graduation.

8.4 The Mississippi Organization for Associate Degree Nursing (MOADN) is the voice for associate degree nursing in the state. MOSA is the student chapter for MOADN. Associate Degree Nursing students belong to MOSA and attend the annual convention. Officers from the sophomore class are elected at the beginning of the fall semester by the total ADN student body. Student fees are assessed to cover the cost of attending the annual conference and other MOSA activities.

8.5 All student elections are held by secret ballot. The majority vote is the winner. A student elected must meet the qualifications for the specific office as stated on the ballot.

8.6 Student representatives serve on faculty committees. These representatives are to communicate student concerns/requests to the committee and provide feedback to the students. The representative should contact the faculty committee chair 24 hours prior to a scheduled meeting in order to have an item added to the meeting agenda.

The following are Associate Degree Nursing Program faculty committees:

- *Curriculum/Textbook Committee
 - *Technology/Library/Web Site Committee
 - *Pinning/Graduation Committee
 - *Alumni Representative
 - *Pre-Nursing committee
 - *Student Handbook Committee
- *denotes student representative to serve

8.7 Associate Degree Nursing Faculty members maintain an annual professional development plan and earn a minimum of 10 contact hours of continuing education each year according to state accreditation criteria.

APPENDIX B

Practical Nursing

COAHOMA COMMUNITY COLLEGE – HEALTH SCIENCE PROGRAMS

PRACTICAL NURSING PROGRAM

MISSION STATEMENT

The practical nursing program supports the missions of Coahoma Community College by providing nursing educational opportunities for students from diverse backgrounds. The nurse graduates are prepared to provide competent and efficient nursing care for individuals and families across the lifespan.

GOALS

1. Provide a program that prepares students to meet consumer needs in the changing health care environment.
2. To graduate individuals who are deliberate thinkers that search for creative solutions to make sound decision in collaboration with the client and members of the health care team in an ethical and professional manner.
3. To provide holistic care to clients from diverse multi-cultural backgrounds, experiencing a variety of self-care needs, within the context of the nursing process.
4. Assume accountability for personal and professional growth.
5. Demonstrate critical thinking and perform psycho-motor skills in providing direct nursing care.
6. Provide opportunities that will allow the student to develop a strong work ethic, leadership skills, and team work skills.
7. Be eligible to write the National Council Licensure Examination (NCLEX-PN®).

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SECTION 1: ADMISSION REQUIREMENTS

- 1.1.1 Coahoma Community College's application for admissions.
- 1.1.2 The applicant must be at least 18 years of age.
- 1.1.3 The applicant must be a high school graduate or have an equivalent score on the G.E.D.
- 1.1.4 The applicant must have a composite score of 17 with 14 in reading and math, or Accuplacer score of 17 with 14 in reading and math
- 1.1.5 Pre-entrance test
- 1.1.6 A health occupation application.
- 1.1.7 A student health report.
- 1.1.8 Each applicant must have a complete physical form, signed by physician, on the Form provided by the college.
- 1.1.9 Hepatitis B immunization is required (at applicant's expense) or a waiver of declination must be signed.
- 1.1.10 A current TB skin test must be provided
- 1.1.11 A current health care provider CPR card, valid for the entire school year, from the American Heart Association on or before the first day of class.
- 1.1.12 A picture I.D and of your signed social security card.
- 1.1.13 Official copies of all high school and previous college transcripts.

1.2 Selection Criteria for Practical Nursing

The Admission Committee will calculate scores using all of the following criteria:

- ACT Composite Score_____ or Accuplacer Composite Score_____
- ACT Reading Score_____ or Accuplacer Reading Score_____
- ACT Math Score_____ or Accuplacer Math Score_____
- Pre-entrance test _____
- Work Experience in the Medical Field_____ (Up to 2 pts)

All scores will be added and applicants with the highest score will be admitted first.

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NOTE for Associate Degree Nursing and Practical Nursing: The Mississippi Board of Nursing may deny a license to persons when proof exists that such person has been party to certain acts or conditions. The following is a summary of these acts and conditions that may affect a new graduate seeking initial licensure. For the complete text, please refer to the Mississippi Board of Nursing Practice Law, Section 73-15-29'

1. Fraudulent attempt to obtain a license;
2. A conviction of a crime or moral turpitude'
3. Addiction to or dependence on alcohol or other habit-forming drugs;
4. Evidence of a physical, mental or emotional condition that renders them unable to perform nursing duties with reasonable skill and safety;
5. Been party to conduct that would constitute a crime as defined in Title 97 of the Mississippi Code of 1972;
6. Engagement in conduct likely to deceive, defraud or harm the public;
7. Violation of any provisions of the Mississippi Nursing Law.

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SECTION 2: GRADING

2.1 A student who is absent on test day will be given an alternate version of the test on the first day of return.

2.2 A student must have at least an 80 average or above in each course. Theory and clinical courses are evaluated separately.

System used for determining final grades:

20% = Quizzes or Daily Grades

50% = Unit Tests

30% = Final Exams

Program Progression-Students admitted to the Practical Nursing Program must maintain a “C” or an 80 course average in all nursing courses and pass all clinical requirements to progress in the program.

The Practical Nursing Grading Scale is as follows:

Grading Scale for Practical Nursing		
Grade	Scale	Quality Points
A – Excellent	95-100	4.0
B – Good	88-94	3.0
C – Average	80-87	2.0
D – Poor	70-79	1.0
F - Failure	69 or below	0.0
I – Incomplete		0.0
W – Withdrawal		0.0
Z – Unassigned Grade		0.0
Failure to attain a course grade of “C” or 80% will prevent the student from progressing to the next scheduled semester in the Polysomnography, Respiratory Care, and Practical Nursing Programs.		

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GRADE DESCRIPTIONS

I: The grade of "I" (Incomplete) indicates that the student has not completed the requirements of the course for some unavoidable reason. This grade may be changed by the instructor and credit allowed when the course requirements have been met, provided the "I" has been removed during the first semester immediately following the semester in which the "I" was received. If the student fails to complete the course within the specified time, the grade of "F" will be recorded by the Office of Admissions and Records. The student has the responsibility of making the necessary arrangements with the instructor concerned. In some cases, an Audit Fee may be charged in order to remove an "I".

F: This grade will be assigned when a student has attended class regularly and completed assignments but whose attendance and work are not of sufficient quality to receive a passing grade.

W: A grade will be recorded if the student officially withdraws before the date listed in Academic Calendar for the final examination. The "W" grade will be calculated in the total hours attempted and will carry 0 hours passed and a quality point value of 0.

Z: This grade will be assigned when a final grade has not been submitted to the Office of Admissions and Records by the instructor at the time that grades are posted. Students who have received a grade of "Z" should request a grade correction from their instructor. A corrected grade will be assigned when received in the Office of Admissions and Records. Grade correction/change must be made by the date indicated in Academic Calendar.

2.3 Clinical Grading:

Evaluations will be completed by instructors, staff nurses, supervisors and/or doctors. The student will read and sign each evaluation form.

2.4 Relationship of Clinical and Theory Grade:

A passing average of 80 or above must be maintained in theory and clinical.

2.5 Any student who fails during any clinical period will be dismissed.

2.6 Skills Lab Evaluation: The application of information learned is vital in preparing the student to be a safe and efficient practitioner. Demonstration, practice, and return demonstrations of procedure takes place in an orderly sequence and with adequate time for mastering the skill. A student is expected to take responsibility for lab check-offs practicing and seeking to satisfactorily perform procedures in a timely and efficient manner. The student who is unsuccessful on the first attempt to check off will be required to practice. A second attempt at this procedure is allowed after all other students have attempted this procedure at least once. A student cannot attempt this procedure again in the same day.

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If the student is unsuccessful for the second attempt, he/she will be required to attend a supervised mandatory practice in the skill lab at a date and time designated by the instructor. The lab grade decreases by ten (10) points with each unsuccessful attempt. Failure to successfully complete required skills may result in termination. When a student

is terminated, readmission may be sought to the program according the Health Science Readmission Policy.

2.7 Clinical Lab Evaluation: As the student progresses from the practical nursing lab to the clinical setting, they are expected to assume responsibility for information previously learned, and apply this in a safe, timely, and efficient manner. The first experience is a clinical, generally scheduled at the end of the first semester. This is a comprehensive and intense experience when students make their first application of knowledge previously learned to the patient care.

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SECTION 3: ASSIGNMENTS

3.1 Make up for classroom:

- 3.1.1 The student is responsible for making arrangements to make up the work following an absence.
- 3.1.2 Assignments may be obtained from a classmate or instructor.
- 3.1.3 Notes should be obtained from a classmate.
- 3.1.4 All assignments must be made up. The student is responsible for getting assignments missed due to absences, tardiness, or leaving early regardless of cause.
- 3.1.5 All assignments are due by 8:00 a.m. on the due date. Assignments turned in after 8:00 a.m. on the due date will have 5 points deducted from the grade. Assignments turned in by 8:00 a.m. the next day will have 10 points deducted if turned in by 8:00 a.m. two day late. No assignment will be accepted more than 2 days late.
- 3.1.6 All tests must be made up. The student is responsible for taking tests missed due to absences on the day they return to school. Five points will be deducted from the test for each day the test is taken late. A zero will be assigned for any missed test not taken the third day after returning to school.

3.2 Clinical limitation: Practical Nursing students are not authorized to do the following:

- 3.2.1 Take doctor's orders.
- 3.2.2 Carry narcotic key.
- 3.2.3 Transcribe orders.
- 3.2.4 Perform procedures for which you have not been supervised.
- 3.2.5 Give medications that someone else prepares.
- 3.2.6 Compute dosages for medication administration except under direction of clinical instructor.
- 3.2.7 Give complete care to an acutely ill patient in complex situation.
- 3.2.8 Be in charge of a nursing unit
- 3.2.9 Administer oxygen by tent or mask or insert catheter for oxygen, except under direction of a clinical instructor

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SECTION 4: DRESS CODE

Clinical Dress

- 4.1 Practical Nursing uniform standards require that the uniform be freshly laundered, pressed, and fitted properly.
- 4.2 A photo ID must be worn in clinical areas at all times (state law).
- 4.3 Uniforms are never to be worn when the students is working for compensation.
- 4.4 The student uniform is to be worn for student clinical experience **ONLY**.
- 4.5 White lab coat and name pins are to be worn in the hospital when obtaining assignments. No jeans, flip flops, “mini” skirts, shorts, or other inappropriate attire may be worn in the hospital or on any field trip. Name badges must also be worn.

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SECTION 5: STUDENT CONDUCT

5.1 Practical Nursing Students can be dismissed for the following:

5.1.1 Failing to follow hospital policies for students.

5.1.2 Visiting a patient after clinical is over.

5.1.3 Performance of nursing care that is below standards of care.

5.1.4 Committing three (3) medication errors.

5.1.5 Repeated dissensions/disruption in the class, lab, or clinical area.

5.1.6 Disclosure of confidential information.

5.1.7 Performing procedure in the clinical area which student has not been supervised nor instructed to do and which might cause harm to themselves and others.

COAHOMA COMMUNITY COLLEGE – HEALTH SCIENCE PROGRAMS

SECTION 6: TRANSPORTATION

6.1 Transportation

Transportation to clinical agencies is not provided for students by Coahoma Community College. Therefore, it is up to the individual student to arrange the student's own transportation. In the past, many students have found that "car-pooling" helps expenses.

6.2 Pregnancy-see Health Science Policy and Procedure Manual

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APPENDIX C

Polysomnography

COAHOMA COMMUNITY COLLEGE – HEALTH SCIENCE PROGRAMS

SECTION I: ADMISSION

1.1 All students must meet the minimum requirements of admission for Coahoma Community College and the Health Sciences Programs. The following must be completed by June 30 to be considered for admission to the Polysomnography Program.

1.1.1 All students must achieve:

- A minimum of a 16 cumulative score on the ACT examination,
- A minimum grade of “C” or higher on Anatomy and Physiology I and II,
- A minimum of 10 cumulative on the TABE placement examination.

1.2. Entry into the Polysomnography Program is on a competitive “top-down” selection scale:

- The highest ACT score,
- The highest Anatomy and Physiology grades, and
- The highest Entrance Exam score

1.3 Once accepted, show evidence of completion of the following:

- Positive serology of immunity to Varicella (chicken pox) or immunization
- Completed or started Hepatitis B vaccination series
- Completion of a physical exam signed by a primary care provider.

1.4 Once accepted students may be required to take additional assessment exams.

COAHOMA COMMUNITY COLLEGE – HEALTH SCIENCE PROGRAMS

SECTION II: ATTENDANCE

2.1 Tardiness:

- A student is deemed to be tardy if the student is not seated when the period of instruction is scheduled to begin
- Three incidents of tardiness will be recorded as one absence.

2.2 Absences: An absence is defined as either three incidents of tardiness or missing more than 50% of any given period of instruction.

- A student may receive up to three absences per course each semester.
- If the student exceeds three absences, he/she will be given an official letter in addition to being referred to the Vice President of the Health Science Division for counseling.(see Health Science Policy and Procedure Manual)
- The number of absences affects the overall course grade. The following daily grade is recorded based on the number of absences a student has acquired:
 - 0 = grade of 100% (A)
 - 1 = grade of 88% (B)
 - 2 = grade of 85% (C)
 - 3 = grade of 75% (D)

More than 3 absences = student dropped from program

COAHOMA COMMUNITY COLLEGE – HEALTH SCIENCE PROGRAMS

SECTION III: ASSIGNMENTS/ TESTING

3.1 It is required that all assigned work be turned in at the specified time.

No late papers or assignments will be accepted, for full credit, with the exception of:

- Students that require more time to complete an assignment must make prior arrangements with the instructor.
- In the event of an emergency; family, etc. the student may make prior arrangements with the instructor

All homework assignments must be typed and double-spaced. Students not having access to computers at home will be allowed to make arrangements to use the computers in the resource center.

3.2. Most tests and quizzes will be computerized. Students that have limited computer skills need to make arrangements to familiarize themselves with the computers and the testing processes.

3.2.1. Most tests and quizzes will be in the standardized testing format to prepare the student for the credentialing examination(s)

3.3. Students missing a test or quiz with a valid excuse (Health Science Policy and Procedure Manual-Attendance) and may, **at the discretion of the instructor**, be permitted to make the test up. Those students missing a test or quiz without a valid excuse will be prohibited from making the test up, and will be granted a “0” for that exercise.

3.4 Once a test or quiz has commenced, a student may not arrive late and take the test. The student must reschedule, if notification of being tardy has been called into the Polysomnography office prior to the commencement of class. Those not calling will subsequently be granted a zero for the examination or quiz.

3.5 Dishonesty of any kind is prohibited. Any student caught cheating on a test or quiz will be given a “0” for the exercise and referred to the Vice Presidents Office for further disciplinary action. The disciplinary action could result in termination or dismissal from the program of study (see Health Science Policy and Procedure Manual-Honesty)

3.6 Tests and quizzes may or may not be scheduled in advance by the instructor. Many times an instructor will initiate a test or quiz without notice. Students should be prepared at all times for a test or quiz based on material already covered in the classroom or laboratory.

COAHOMA COMMUNITY COLLEGE – HEALTH SCIENCE PROGRAMS

SECTION IV: DRESS CODE

4.1 Clinical and Laboratory Scrubs:

- Scrub uniforms are permitted at the discretion of the instructor.
- Designated scrubs for the Polysomnography Program.
- Black shoes must be worn with scrubs.
- Lab jacket must be worn with Coahoma Community College logo on the left shoulder.
- School identification must be worn at all times.

4.2 Classroom:

- Business casual will be the uniform unless by permission of the instructor

4.3 Miscellaneous

- Flip flops are prohibited.

COAHOMA COMMUNITY COLLEGE – HEALTH SCIENCE PROGRAMS

SECTION V: COST

5.1 In addition to the tuition and fees charged by Coahoma Community College, there will be a non refundable \$450.00 per semester Laboratory and Technical Fee charged to all students. The “estimated” costs are subject to change without notice. These monies are to provide for, but will not be limited to:

- Two scrub uniforms
- One lab jacket
- One pair of shoes
- Background investigation
- Drug screen
- Lodging fees for clinical sites
- Student Lab Kits
- CPR Certification
- AAST Student Membership

COAHOMA COMMUNITY COLLEGE – HEALTH SCIENCE PROGRAMS

SECTION VI: GRADING SCALE

6.1 The Polysomnography grading scale is as follows:

Grading Scale for Polysomnography		
Grade	Scale	Quality Points
A – Excellent	95-100	4.0
B – Good	88-94	3.0
C – Average	80-87	2.0
D – Poor	70-79	1.0
F - Failure	69 or below	0.0
I – Incomplete		0.0
W – Withdrawal		0.0
Z – Unassigned Grade		0.0
Failure to attain a course grade of “C” or 80% will prevent the student from progressing to the next scheduled semester in the Polysomnography, Respiratory Care, and Practical Nursing Programs.		

GRADE DESCRIPTIONS

I: The grade of "I" (Incomplete) indicates that the student has not completed the requirements of the course for some unavoidable reason. This grade may be changed by the instructor and credit allowed when the course requirements have been met, provided the "I" has been removed during the first semester immediately following the semester in which the "I" was received. If the student fails to complete the course within the specified time, the grade of "F" will be recorded by the Office of Admissions and Records. The student has the responsibility of making the necessary arrangements with the instructor concerned. In some cases, an Audit Fee may be charged in order to remove an "I".

F: This grade will be assigned when a student has attended class regularly and completed assignments but whose attendance and work are not of sufficient quality to receive a passing grade.

W: A grade will be recorded if the student officially withdraws before the date listed in Academic Calendar for the final examination. The "W" grade will be calculated in the total hours attempted and will carry 0 hours passed and a quality point value of 0.

COAHOMA COMMUNITY COLLEGE – HEALTH SCIENCE PROGRAMS

Z: This grade will be assigned when a final grade has not been submitted to the Office of Admissions and Records by the instructor at the time that grades are posted. Students who have received a grade of “Z” should request a grade correction from their instructor. A corrected grade will be assigned when received in the Office of Admissions and Records. Grade correction/change must be made by the date indicated in Academic Calendar.

6.2_Students admitted to the Polysomnography Program must maintain a grade of “C” or an 80 polysomnography course average and pass all clinical requirements to progress in the program.

COAHOMA COMMUNITY COLLEGE – HEALTH SCIENCE PROGRAMS

SECTION VII: PROGRESSION

3.1 Students admitted to the Polysomnography Program must maintain a grade of “C” or 80 course average in all polysomnography courses and pass all clinical requirements to progress to the next level/semester in the program. Those students who do not meet this criteria

3.1.1 May exercise their right to appeal, or;

3.1.2 May withdraw from the Polysomnography Program

APPENDIX D

Respiratory Care

COAHOMA COMMUNITY COLLEGE – HEALTH SCIENCE PROGRAMS

SECTION 1: ADMISSION

- 1.1 All students must meet the minimum requirements of admission for Coahoma Community College and the Health Sciences Programs
- 1.2 All students must achieve a minimum of a 16 cumulative score on the ACT Entry Examination, a minimum of a 2.5 GPA cumulative on Anatomy and Physiology I and II, and a minimum of 10 cumulative on the TABE placement examination
- 1.3 Entry into the Respiratory Therapy Program
- 1.4 is on a competitive “top-down” elimination scale:
 - 1.4.1 The highest ACT score, and;
 - 1.4.2 The highest Anatomy and Physiology grades
 - 1.4.3 The highest TABE placement score

COAHOMA COMMUNITY COLLEGE – HEALTH SCIENCE PROGRAMS

SECTION 2: GRADING

2.1 All students must maintain a minimum grade of a “C” in respiratory care courses.

2.2 The grading scale for the Respiratory Therapy Program is:

Grading Scale for Respiratory Care		
Grade	Scale	Quality Points
A – Excellent	95-100	4.0
B – Good	88-94	3.0
C – Average	80-87	2.0
D – Poor	70-79	1.0
F - Failure	69 or below	0.0
I – Incomplete		0.0
W – Withdrawal		0.0
Z – Unassigned Grade		0.0
Failure to attain a course grade of “C” or 80% will prevent the student from progressing to the next scheduled semester in the Polysomnography, Respiratory Care, and Practical Nursing Programs.		

GRADE DESCRIPTIONS

I: The grade of "I" (Incomplete) indicates that the student has not completed the requirements of the course for some unavoidable reason. This grade may be changed by the instructor and credit allowed when the course requirements have been met, provided the "I" has been removed during the first semester immediately following the semester in which the "I" was received. If the student fails to complete the course within the specified time, the grade of "F" will be recorded by the Office of Admissions and Records. The student has the responsibility of making the necessary arrangements with the instructor concerned. In some cases, an Audit Fee may be charged in order to remove an "I".

E: This grade will be assigned when a student has attended class regularly and completed assignments but whose attendance and work are not of sufficient quality to receive a passing grade.

COAHOMA COMMUNITY COLLEGE – HEALTH SCIENCE PROGRAMS

W: A grade will be recorded if the student officially withdraws before the date listed in Academic Calendar for the final examination. The "W" grade will be calculated in the total hours attempted and will carry 0 hours passed and a quality point value of 0.

Z: This grade will be assigned when a final grade has not been submitted to the Office of Admissions and Records by the instructor at the time that grades are posted. Students who have received a grade of "Z" should request a grade correction from their instructor. A corrected grade will be assigned when received in the Office of Admissions and Records. Grade correction/change must be made by the date indicated in Academic Calendar.

COAHOMA COMMUNITY COLLEGE – HEALTH SCIENCE PROGRAMS

SECTION 3: PROGRESSION

3.1 Students admitted to the Respiratory Care Program must maintain a grade of “C” or an 80 course average in all respiratory care courses and pass all clinical requirements to progress to the next level/semester in the program. Those students who do not meet this criteria

3.1.1 May exercise their right to appeal, or;

3.1.2 May withdraw from the Respiratory Care Program

COAHOMA COMMUNITY COLLEGE – HEALTH SCIENCE PROGRAMS

SECTION 4: COST

- 4.1 In addition to the tuition and fees charged by Coahoma Community College, there will be a \$450.00 per semester non refundable Laboratory and Technical Fee charged to all students. These monies are to provide for, but will not be limited to:
- Two scrub uniforms
 - One lab jacket
 - Background investigation
 - Drug screen
 - Lodging fees for clinical sites

COAHOMA COMMUNITY COLLEGE – HEALTH SCIENCE PROGRAMS

SECTION 5: REMEDIATION

- 5.1 Students deemed to be “at-risk” will be referred for remediation.
- 5.2 At-Risk students will include, but not be limited to:
- Those lacking test-taking skills
 - Those lacking adequate reading and mathematic

COAHOMA COMMUNITY COLLEGE – HEALTH SCIENCE PROGRAMS

SECTION 6: CLINICAL PRACTICUM

1.1 Dress Code:

- 1.1.1 All students must adhere to the dress code of scrub uniform, lab jacket, and black leather shoes.
- 1.1.2 All uniforms and lab jacket must be starched and pressed, the scrub trousers must be pressed front to back
- 1.1.3 No rings or other jewelry is permitted in the clinical setting with the exception of wedding/engagement sets. Wedding or engagement rings must not interfere with the donning or removal of exam and / or sterile gloves

1.2 Time and Attendance:

- 1.2.1 All students must report to the clinical site at least ten (10) minutes prior to the scheduled shift
- 1.2.2 In the event a student is going to be absent or tardy, the student must notify both the clinical affiliate and the Director of Clinical Education as soon as the student is aware he/she will be tardy or absent.
- 1.2.3 Tardiness and absences will impact the Clinical Practicum GPA
 - 1.2.3.1 Students may miss two scheduled shifts without penalty
 - 1.2.3.2 Each five (5) minutes of tardiness will count of one incident
 - 1.2.3.3 Three incidences of tardiness will count as one absence for the purpose of GPA only
 - 1.2.3.4 No tardiness or absences may be made up

1.3 Grading:

- 1.3.1 Time and attendance will equal up to 25% of the total GPA for Clinical Practicum

1.4 Clinical incidents:

- 1.4.1 Accidental needle sticks and other accidents/injuries/medical errors must be reported to the Director of Clinical Education and the Departmental Supervisor or Manager. All applicable clinical affiliate policies and procedures will be followed.
- 1.4.2 All students will be sent for mandatory drug and alcohol testing
- 1.4.3 An incident report will be completed to include, but not be limited to; date and time, physical area surrounding the place of the incident, assigned duties of the student

COAHOMA COMMUNITY COLLEGE – HEALTH SCIENCE PROGRAMS

SECTION 7: CLASSROOM ASSIGNMENTS

- 7.1 No late assignments will be accepted unless by prior arrangement with the instructor
- 7.2 All assignments must be typed and double-spaced unless by prior instruction by the Instructor

COAHOMA COMMUNITY COLLEGE – HEALTH SCIENCE PROGRAMS

SECTION 8: DRESS CODE

- 8.1 The dress code for the classroom is business casual unless otherwise granted by the Instructor.
- 8.1.1 The instructor may permit the use of scrub uniform on classroom days when Laboratory activities are planned
- 8.2 The dress code for laboratory activities may be either business casual or scrub uniforms at the discretion of the instructor
- 8.2 The following are absolutely forbidden:
- Denim of any type or style
 - Shoes with open toes and heels
 - Earrings that exceed one inch in diameter

APPENDIX E

EMT-B

COAHOMA COMMUNITY COLLEGE – HEALTH SCIENCE PROGRAMS

SECTION 1: ADMISSION

- 1.1 To qualify for admission into the EMT-B program each student must:
 - 1.1.1 Complete the TABE placement examination with a minimum of a 10 in reading and mathematic skills
 - 1.1.2 Have a high-school diploma or GED

COAHOMA COMMUNITY COLLEGE – HEALTH SCIENCE PROGRAMS

SECTION 2: GRADING

2.1. Students must maintain a minimum grade of a “C” in EMT-B courses.

2.2 The grading scale for the EMT - B Program is:

A = 95 – 100

B = 88 – 94

C = 80 – 87

D = 74 – 79

F = 73 and below

I = Incomplete

W = Withdraw

COAHOMA COMMUNITY COLLEGE – HEALTH SCIENCE PROGRAMS

SECTION 3: PROGRESSION

- 3.1 The EMT –B Program is modular based. The student must successfully complete each module as a requisite for advancing to the next.
- 3.2 Each student must pass a final examination equal to the national credentialing examination for EMT-B Practitioners as a condition of graduation.
- 3.3 Students will be given two (2) attempts to successfully complete this examination with a minimum of 75%

COAHOMA COMMUNITY COLLEGE – HEALTH SCIENCE PROGRAMS

SECTION 4: COST

3.2 The cost of the EMT-B is \$1,200. The fees include, but are not limited to:

- Tuition
- Books
- Uniforms, including one pair of shoes
- Drug screening
- Criminal background investigation

COAHOMA COMMUNITY COLLEGE – HEALTH SCIENCE PROGRAMS

SECTION 5: DRESS CODE

- 5.1 The dress code for the classroom is business casual or, at the discretion of the instructor;
Lab/clinical uniform

APPENDIX F

Nursing Assistant

COAHOMA COMMUNITY COLLEGE – HEALTH SCIENCE PROGRAMS

SECTION 1: ADMISSION

- 1.1 Students must be 18 years of age to apply.
- 1.2 Students must have a high school diploma or GED.
- 1.3 All students must pass a mandatory and random drug screen if applicable.
- 1.4 Must score a TABE score of 8 or higher, or an ACT of 16.
- 1.5 Must pass a criminal background investigation
- 1.6 The following immunization/screening are required:
 - 1.6.1 TB skin test or present evidence of previous positive skin with a clear chest x-ray.
 - 1.6.2 MMR.
 - 1.6.3 Hepatitis B series (1st injection before clinical) or a waiver of liability.

COAHOMA COMMUNITY COLLEGE – HEALTH SCIENCE PROGRAMS

SECTION 2: GRADING

2.1 Students will receive three (3) attempts to pass a clinical skill in the lab. If unsuccessful after the third (3) attempt, a failing grade will be given.

2.2 Tests will be given at the discretion of the instructor.

2.3 Students must maintain at least a C to pass.

A = 92 -100

B = 83 – 91

C = 74 - 82

D = 65 - 73

F = Below 65

COAHOMA COMMUNITY COLLEGE – HEALTH SCIENCE PROGRAMS

SECTION 3: DRESS CODE AT CLINICAL SITE

3.1 Students will wear nursing assistant uniforms with pin and Coahoma Community College.

3.2 Students will wear only wedding ring if applicable.

3.3 Students will not wear bracelets, or necklaces that are visible.

3.4 Students will not wear perfume or cologne.

APPENDIX G

Phlebotomy / EKG

Technology

COAHOMA COMMUNITY COLLEGE – HEALTH SCIENCE PROGRAMS

SECTION 1: ADMISSION

- 2.2 To qualify for admission into the Phlebotomy / EKG program each student must:
- 2.2.1 Complete the TABE placement examination with a minimum of a 10 in reading and mathematic skills
 - 2.2.2 Have a high-school diploma or GED

COAHOMA COMMUNITY COLLEGE – HEALTH SCIENCE PROGRAMS

SECTION 2: GRADING

2.1 All students must maintain a minimum of a “C” GPA as listed within this Appendix

2.2 The grading scale for the Phlebotomy/EKG Program is:

A = 95 – 100

B = 88 – 94

C = 80 – 87

D = 74 – 79

F = 73 and below

I = Incomplete

W = Withdraw

COAHOMA COMMUNITY COLLEGE – HEALTH SCIENCE PROGRAMS

SECTION 3: PROGRESSION

3.1 Each student must pass a final examination equal to the national credentialing examination for Phlebotomy/EKG Practitioners as a condition of graduation.

3.2.1 Students will be given two (2) attempts to successfully complete this examination with a minimum of 75%.

COAHOMA COMMUNITY COLLEGE – HEALTH SCIENCE PROGRAMS

SECTION 4: COST

4.1 The cost of the Phlebotomy/EKG program is \$1,200. The fees include, but are not limited to:

- Tuition
- Books
- Uniforms, including one pair of shoes
- Drug screening
- Criminal background investigation

COAHOMA COMMUNITY COLLEGE – HEALTH SCIENCE PROGRAMS

SECTION 5: DRESS CODE

- 5.1 The dress code for the classroom is business casual or, at the discretion of the instructor; scrub uniform