**NCCS/SCC COURSE DESCRIPTION:**
This course is designed to prepare the registered nurse who has been out of nursing for several years to return to work. The main areas of instruction will include: general medical and surgical nursing, new equipment, procedures, charting, documentation, medication, IV therapy, and physician's orders. The course content is derived from the North Carolina Nursing Scope of Practice and the North Carolina Nursing Practice Act. The course hours are equally divided between the classroom and the clinical setting. A textbook is required. Students will be allowed to perform patient care under the direct supervision of the instructor/preceptor. Students are required to carry liability insurance (covered in registration fee).

**COURSE LEVEL STUDENT LEARNING OUTCOMES:** Upon successful completion of this course, the student will be able to:
1. Utilize the nursing process to provide holistic, patient-centered care that reflects an understanding of pathophysiology, pharmacology, medical treatment, and nursing management.
2. Collaborate with members of the health care team to communicate, plan, and deliver care.
3. Utilize evidence-based practices to facilitate communication and collaboration to deliver safe and competent nursing care.
4. Delegate tasks in an appropriate manner.
5. Use ethical reasoning and critical thinking in decision making in providing safe, competent nursing care.
6. Practice within the scope of the NC Nurse Practice Act, NC Scope of Nursing Practice, and the ANA Code of Ethics.
7. Use patient care technologies, information systems, and communication devices to deliver safe, competent nursing care.
8. Utilize safe medication administration practices including applying pharmacology in nursing practice that includes knowledge of dosages, administration guidelines, therapeutic effects, and identifying adverse events.

**MINIMUM TECHNICAL REQUIREMENTS:**
In addition to the textbook, students will need and be able to use an Internet-connected computer (preferably high-speed, broadband) equipped with an Internet browser such as Google Chrome or Mozilla Firefox (Internet Explorer is NOT supported by Moodle), speakers/headphones, software that can display PDF documents and flash-based videos, and word processing software (Microsoft Office 365 is available free to all SCC students).

**PREREQUISITES/ADMISSION CRITERIA:**
1. Must have completed initial licensure in United States
2. Must be eligible for licensure in NC upon completion of program
3. Must have been previously licensed as a RN
4. Individual who has had an inactive license for 5 or more years or whose licenses has lapsed
5. Individuals who have been out of practice and wish to refresh his/her skills
6. Individuals who have been directed by the Board of Nursing to take a refresher course
7. Individuals who have been directly notified by the Board of Nursing to take a refresher course

**TEXTBOOK AND COURSE RESOURCES:**

**Contact Hour(s):** 244
COURSE ORGANIZATION:
This course is 16 weeks long. Portions of the theory content and assignments are delivered through the learning management system called Moodle. Students will attend 10 seated classes on Fridays from 9a-4p (1 HOUR FOR LUNCH) for assessment of competency with basic nursing skills, testing, and further discussion of online theory content. Following the classroom portion of the course, students will complete 120 hours of clinical preceptorship in an assigned medical-surgical nursing unit. Upon successful completion of the course, the program coordinator will submit a verification of completion form to the North Carolina Board of Nursing.

METHODS OF INSTRUCTION AND EVALUATION:

- Lecture/discussion
- Clinical Preceptorship
- Audiovisuals
- Written Assignments
- Case Studies
- Reference Readings
- Online coursework
- Skill competency checklists
- Tests and quizzes
- Discussion Boards
- Project(s)

FACILITIES AND RESOURCES:
The seated portion of the class will be held at Stanly Community College’s Albemarle campus in Eddins Building Room 104. The clinical preceptorship portion of the course will be conducted in an assigned medical-surgical unit. Facilities utilized for the clinical preceptorship include: CMC-Stanly, CMC-Northeast, CMC-Union, CMC-Main, CMC-Pineville, CMC-University, Novant Healthcare facilities, and others as needed and/or requested. Students will be asked to provide their top 3 choices of hospitals in which they would prefer to complete their clinical preceptorship. The instructor and/or program coordinator will do their best to place students in their preferred clinical site, however, due to limited space, this may not always be possible. If there are any issues with clinical site placement, the coordinator can grant an extension of the course to allow completion of the course.

CLINICAL CRITERIA:
The clinical preceptorship is graded on a pass/fail basis. Students must complete all 120 hours of the clinical preceptorship in order to receive a “satisfactory” grade for the course and to pass the clinical portion of the class. Students must achieve a “satisfactory” rating on all clinical objectives performed/listed on the Clinical Evaluation Tool in order to receive a “satisfactory” grade for the course and to pass the clinical portion of the course. Any “unsatisfactory” or “unsafe incident” ratings on the Clinical Evaluation Tool will result in an “Unsatisfactory” for the course grade. Any “unsafe incident” ratings will result in immediate dismissal from the clinical site. If a student is dismissed from the clinical site for any reason, the student will receive an “unsatisfactory” grade for the course and no refund will be given. An “Unsatisfactory” grade prevents Stanly Community College from signing the form sent into the NC Board of Nursing signifying completion of course.
ATTENDANCE:

Students are expected to attend all scheduled classes. Students will be held responsible for any material, tests, quizzes, or skills check offs that were completed during a missed class. If a student misses any of the scheduled classes, he/she must coordinate with the program coordinator a day and time to make up the missed hours. You must complete the full 60 hours of the seated portion and 60 hours of online study in order to get a “satisfactory” rating for the course. Any student who does not communicate or participate in the online course work for 7 consecutive days will receive an “Unsatisfactory” grade for the course. Students should communicate with their assigned clinical preceptor if they are unable to attend an assigned clinical day. Students must work with the preceptor to make up the missed clinical day. Failure to complete 120 hours of clinical preceptorship, will result in an “unsatisfactory” grade for the course. An “Unsatisfactory” grade prevents Stanly Community College from signing the form sent into the NC Board of Nursing signifying completion of course.

Dress Code:

Students may wear street clothing to the Friday class meetings. Make sure that the clothing is comfortable, fits appropriately, and does not contain any lewd or offensive language or graphics. For the clinical preceptorship, students must adhere to the dress code policy of the clinical site. Students should ensure that their appearance for clinical is clean, neat, and professional.

Identification Badges:

Students must be clearly identified as such in every clinical setting to distinguish them from clinical site employees and other health profession students.

Photo identification badges will be made and issued by SCC for students to wear in all clinical settings.

Criminal Background Check and Drug Screen:

Clinical affiliates may require all students that participate in clinical activities and patient care at their facility have a criminal background check and drug screening prior to clinical rotations. This mandate is a recommendation from the Joint Commission on Accreditation of Healthcare Organizations. To fulfill contractual agreements with clinical affiliates, RN Refresher Students are required to submit an official criminal record check and drug screening prior to participating in clinical rotations.

Each clinical affiliate has the right to deny any student access for clinical rotations based upon criminal background or drug screen results. This denial would result in the student’s inability to complete the RN Refresher course and subsequently, the student would receive an “Unsatisfactory” grade for the course and no refund will be granted.
GRADING/EVALUATION:

All work is due on Sunday at 11pm. Assignments will be graded, and feedback will be provided by Friday. **Students must receive an overall grade of 80 or higher in order to proceed to the clinical preceptorship portion of the course.** Failure to receive an overall grade of 80 or higher will result in an “unsatisfactory” grade for the course. **An “Unsatisfactory” grade prevents Stanly Community College from signing the form sent into the NC Board of Nursing signifying completion of course.**

Grading is based on a 10-point scale:

- **A = 90-100%**
- **B = 80-89%**
- **C = 70-79%**
- **F = 0-60**

Grades will be earned through the following:

- **Tests (3 total) = 50%**
- **Quizzes = 10%**
- **Project = 10%**
- **Case Studies= 10%**
- **Discussion boards= 10%**
- **Medication Math= 10%**

FINAL GRADES:
In order to receive a “satisfactory” grade for the course students must: (1) receive an overall grade of 80% on theory portion of class (2) pass all skill competency checklists with 80% or higher (3) receive a “satisfactory” rating on all clinical objectives listed/completed on Clinical Evaluation Tool (4) complete all 120 hours of clinical preceptorship portion of class, and (5) attend the 60 hours of seated class time.

CERTIFICATE OF COMPLETION:

Students will now be able to access and print their own certificates of completion for CE courses taken at Stanly Community College. You will no longer receive a copy in the mail. Directions are provided below on how to access the portal to print your certificate of completion. From this portal, you may also access certificates of completion from previous CE courses taken at Stanly Community College.

Stanly Community College
Continuing Education Certificate Portal
[https://certificate.stanly.edu](https://certificate.stanly.edu)

1. Access the above link
2. Click on current student if you know your student ID and password
3. Click on former student if you do not know your student ID and password
4. Enter requested information
5. Click on the CE course that you wish to print certificate for
6. Certificate will download for saving or printing
**STUDENT CONDUCT:**

In order to achieve the best learning environment possible for this class, students are expected to adhere to the highest behavioral standards. No form of disruptive behavior will be tolerated in this course. Disruptive behavior can be defined as behavior that interferes with the teaching and learning process. As such, any disruptive behavior will be addressed by the instructor and/or reported to the college’s administration. Students are expected to adhere to SCC’s Code of Conduct. Please click on the following link to review this policy: [https://www.stanly.edu/future-students/collegecatalog/policies?policyView=66](https://www.stanly.edu/future-students/collegecatalog/policies?policyView=66). Displaying disruptive behavior or violating the SCC Code of Conduct can result in dismissal from the class. There is ZERO tolerance for violating the Code of Conduct!

**Types of Behavior Viewed as Disruptive/Inappropriate in this Class:**

- Talking during lectures
- Academic Dishonesty
- Theft
- Sexual Harassment
- Damage to Property
- Using electronic devices in the classroom inappropriately
- Arguing with other students or the instructor in the class
- Speaking rudely to other students or the instructor in the class
- Sleeping in class
- Attending class under the influence/intoxication
- Use of profanity
- Cyber-bullying (online coursework)
- Verbal abuse
- Verbal threats to harm oneself or others
- Physical violence/abuse to include pushing, grabbing, assaulting, and/or showing weapons

**STUDENT GRIEVANCE:**

If a student is not satisfied with any decision made about their performance, behavior, or grade in the class, they have the right to file an appeal. This should be conducted following the SCC Student Grievance Policy. Please click on the following link to review this policy [https://www.stanly.edu/future-students/college-catalog/policies?policyView=75](https://www.stanly.edu/future-students/college-catalog/policies?policyView=75)
Stanly Community College
RN Refresher Program

Criminal Background Check and Urine Drug Screen

All SCC phlebotomy students who will attend clinicals as part of their program curriculum will be required to complete and pass a state-wide criminal background check and a urine drug screen. Your instructor will provide you with the necessary forms and appropriate deadlines on the first day of class. The drug screen will be conducted on the campus where you are attending class and, to the best of our ability, will be conducted during class hours. Any student unable to make the scheduled screening time, will be required to drive to the office of Jeskri Associates to complete their test within 24 hours after the scheduled testing date. Any student failing to follow this instruction will be dropped from the program. If you have attended a previous class that required you to have a CBC done and it has been 6 months or less, you will not be required to pay for a second CBC for this class. The instructor will have a form for you to complete that will allow Mr. Allen to pull your previous results. Any questions regarding the CBC and/or UDS may be directed to Dana at 704-991-0342.

Cost:

Criminal Background Check: $40 money order if you have lived in NC for the past 7 years; $50 money order if you have lived outside NC at any point in the past 7 years. $10 money order if you have had a CBC completed within the past 6 months at SCC.

***This payment MUST be in a money order format. Personal checks and cash will not be accepted.

Money orders should be made out to Allen’s Professional Investigations.***

Urine Drug Screen: $35 cash, check or separate money order. Must present a photo ID at the time of the screening.

***The CBC and UDS are conducted by two different companies so separate payments are required***

Addresses of Jeskri Associates

Monroe Office
1821 Rocky River Road North
Monroe, NC 28110
(704) 291-9991
Office Hours: 8am-4:30pm

Wadesboro Office
217 Leak Avenue
Wadesboro, NC 28170
(704) 695-9171
Office Hours: 9am-4pm
Student Grievance Policy

Approved By and Date:  
Board of Trustees  12-12-2013
Executive Leadership Team  11-04-2013
ICORE  10-30-2013

Stanly Community College recognizes the importance of a prompt and efficient resolution process for both academic as well as non-academic student grievances. The primary objective is to ensure that students have the opportunity to present grievances to the College regarding a certain action or inaction by a member of the college community and that the College has a consistent way of resolving those grievances in a fair and just manner.

Student Grievance Procedures

Approved By and Date:  
Executive Leadership Team  09-21-2015
ICORE  09-09-2015

This policy will apply to grievances that are not governed by other specific grievance procedures such as but not limited to Title IX.

Informal Resolution. Prior to taking formal action, the student is strongly encouraged, but is not required to discuss his or her grievance with the person alleged to have caused the grievance. The discussion should be held as soon as the student first becomes aware of the act or condition that is the basis of the grievance. As an alternative, the student may wish to present his or her grievance in writing to the person alleged to have caused the grievance. In either case, the person alleged to have caused the grievance must respond to the student within five (5) school days for non-academic grievances or three (3) days for final grade appeals, either verbally or in writing.

Formal Resolution. If a student decides not to present his or her grievance to the person alleged to have caused the grievance or if the student is not satisfied with the response, he or she may present the grievance in writing, by completing the Student Appeals Form, to the administrator of the department or area where the person alleged to have caused the grievance is employed. Any such written grievance must be received by the administrator no later than five (5) school days after the student first became aware of the facts which gave rise to the grievance. Final grade appeals will be subject to a three (3) school day submission period. The student will be assigned a counselor to serve as an advocate and to provide support during the grievance process. The student will be supplied with the counselor’s name and contact information upon submission of the grievance. The administrator will conduct an investigation as warranted to resolve any factual disputes. Based upon the investigation, the administrator shall make a determination and submit his/her decision in writing to the student and to the person alleged to have caused the grievance within five (5) school days of receipt of the written grievance. Final grade appeals will be subject to a three (3) school day response period.
Appeal Procedure. Within three (3) school days of receipt of the administrator’s decision, a student who is not satisfied with the response of the administrator after the initial review may pursue further review by submitting the original written grievance (Student Appeals Form), together with the administrator’s written decision, to the Dean of Students. The Dean of Students may delegate another administrator to act on his/her behalf i.e. the Assistant Dean of Students and Career Placement). The Dean of Students may direct that further facts be gathered or that additional remedial action be taken. Within five (5) school days (5 days for final grade appeals) of receipt of the appeal, the Dean of Students shall submit his/her decision in writing to the student and to the person alleged to have caused the grievance. The written disposition shall include the reasons for the decision. The Dean of Students’ decision will be final.

Time Limits. If the student fails to meet the time limits at any step the grievance is automatically considered dropped. If college personnel, at any step, fail to meet the time limits, the grievance will be automatically advanced to the next step.

Please note that the time associated with the student appeals process may hinder progression into the following semester in certain types of academic programs.

<table>
<thead>
<tr>
<th>STUDENT GRIEVANCE PROCEDURE CHART</th>
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<tbody>
<tr>
<td><strong>Informal Resolution</strong></td>
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<tr>
<td>Non-Academic Grievance</td>
</tr>
<tr>
<td>Final Grade Appeal</td>
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<tr>
<td>Student is encouraged to discuss his or her grievance with the person alleged to have caused the grievance or the student may present his or her grievance in writing to the person alleged to have caused the grievance.</td>
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<td>5 School Days</td>
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<tr>
<td>3 School Days</td>
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<td>3 School Days</td>
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Formal Resolution
Student must submit grievance and use the Student Grievance and Grade Appeals Form.

5 School Days  3 School Days

Appropriate administrator will investigate, and send a written decision to the student and person alleged to have caused the grievance.

5 School Days  3 School Days

If unresolved, an appeal will be sent to the Dean of Students. The original Student Grievance and Grade Appeals Form and written decision from appropriate supervisor will be forwarded as well. The Dean of Students may direct that further facts be gathered or additional remedial action be taken.

3 School Days  3 School Days

The Dean of Students may delegate this appeal to another administrator. The administrator will send a written decision to the student and person alleged to have caused the grievance. The written disposition shall include the reasons for the decision and the decision from this level will be final.

5 School Days  5 School Days

Student can access grievance policy by going on [www.stanly.edu](http://www.stanly.edu) then click on current students, policies, and find student grievance policy. There is a link provided there for the student appeals form.
Cell Phone Usage

1. All cell phones will be silenced (not put on vibrate) during class time and will be stored off the student’s desk out of view.

2. Making or receiving phone calls, texting, and/or checking the phone will not be conducted during class times in the classroom.

3. All phone usage will be conducted during break times and outside of the classroom only.

4. In case of a family emergency during class or clinical time, the instructor will be made aware of the situation by the student at the beginning of the class or clinical. At the discretion of the instructor, the student may be allowed to leave the phone on vibrate and respond to the call when it comes by taking the phone call outside of the classroom or clinical area. Students may also give the clinical site’s telephone number as a method of contact in the case of an emergency.

5. Students caught using a cell phone and/or having a cell phone visible during class or clinical hours will be disciplined appropriately.

Signing the Receipt of Handbook form serves as acknowledgement and understanding of this policy and serves as the student’s verbal warning. Further infractions of this policy will result in further disciplinary action, up to and including dismissal from the program.
Viral Hepatitis B Info Sheet

What is Hep B?
Hepatitis B is caused by a virus that attacks the liver. The virus, which is called hepatitis B virus (HBV), can cause lifelong infection, cirrhosis (scarring) of the liver, liver cancer, liver failure, and death.

How is HBV spread?
It is spread when blood from an infected person enters the body of a person who is not infected. For example, HBV is spread through having unprotected sex with an infected person, sharing drugs, needles, toothbrushes, razors, or through needle sticks or sharps exposures on the job, or from an infected mother to her baby during birth.

What are the symptoms?
Sometimes a person with HBV infection has no symptoms at all. The older you are the more apt you are to have symptoms. You might be infected with HBV and not know it but still be contagious.
The symptoms are:
- Yellow skin or yellowing of the whites of your eyes
- Tiredness (Fatigue)
- Loss of appetite
- Nausea
- Abdominal discomfort
- Dark urine
- Clay-colored bowel movement
- Joint pain

Who should get vaccinated?
- All babies at birth
- All children 0-18 years of age who have not been vaccinated
- People of any age whose behavior or job puts them at risk for HBV infection

Are the HepB vaccines safe?
Yes. They have been shown to be safe when administered to both adults and children. Over 4 million adults have been vaccinated in the US, and at least that many children have received hepB vaccine worldwide.

What are the risk factors for HepB?
- Having unprotected sex with an infected person
- Having unprotected sex with more than one partner
- Using IV drugs/sharing needles
- A male having unprotected sex with another male
- Living in the same house with someone who has chronic HBV infection
- Having a job that involves contact with human blood and body fluids
- Having hemophilia
Inclement Weather

During periods of inclement weather, Stanly Community College will close when conditions are hazardous. When the College is closed due to adverse weather, all extracurricular activities will be canceled.

If the College is closed or operating on a delayed schedule due to inclement weather, students can hear a recorded announcement by calling 704-982-0121 (Alb) or 704-888-8848 (CFC).

Students may monitor the college’s website www.stanly.edu

The website’s main page banner will announce closings and/or delayed schedules.

Students may also monitor the media outlets listed below to determine if the college is closed or operating on a delayed schedule.

No announcement means that the college is operating on a normal schedule.

RADIO
WZKY 1580 AM
WSPC 101 AM
WJRM 1390 AM
WBT 1110 AM
WLNK 107.9 FM
WIXE 1190 AM
WLYT 102.9 FM
WKKT 96.9 FM
WRFX 99.7 FM
WMMG 96.1 FM
WEND 106.5 FM
WPEG 97.9 FM
WBAV 101.9 FM
WSAT 1280 AM
WSTP 1490 AM

TELEVISION
WBTV- Channel 3
NEWS 14 CAROLINA- Channel 14
WCCB- Channel 18
WCNC- Channel 36 7 Cable 6
WFMY- Channel 2
WGH PIEDMONT- FOX 8 Greensboro
WSOC –Channel 9
STANLY COMMUNITY COLLEGE  
BLOODBORNE PATHOGEN EXPOSURE and INJURY PROTOCOL

What to do if I receive exposure to blood or body fluids during class exercises or clinical rotations?

Please follow the step-by-step procedure outline below if you receive exposure to blood or body fluids or any injury while you are completing the RN Refresher Program requirements:

1) Inform your supervisor immediately
   • At a clinical site: this is your preceptor or whoever is supervising your performance of venipuncture sand skin punctures the day of the incident
   • In the classroom: this is your instructor

2) If you are at a clinical site: follow the guidelines of the medical office or hospital where the incident occurred. This may include filling out that agency’s incident report. Your preceptor should advise you of the medical treatment you need to seek. You may opt to receive this treatment at the clinical site, from your own doctor, or from an emergency care clinic. **Be sure to keep copies of all charges incurred.**

3) Contact the Program Coordinator, Dana Craven to notify her of the incident. You will have to come to campus to fill out a “Record of Student Injuries and Illnesses Occurring at Stanly Community College.

Dana Craven, RN, MSN
Eddins Bldg. RM 108
Stanly Community College
141 College Drive
Albemarle, NC 28001
704-991-0342
dcraven5309@stanly.edu
RN Refresher Code of Conduct

Stanly Community College reserves the right to maintain a safe and orderly educational environment for students and staff. A student’s conduct that disrupts or threatens to disrupt the college community will be met with appropriate disciplinary action as listed below. The purpose of this Code of Conduct is not to restrict the student’s rights but to protect the rights of the individual in their academic pursuits.

The following set forth rules of conduct prohibit certain types of student behavior.

1. Academic Dishonesty: taking or acquiring possession of any academic material from a college employee or fellow student without permission; receiving or giving help during tests; submitting papers or reports as originals that are not the student’s own; plagiarism.

2. Theft of, misuse of or damage to college property, or theft or damage to property of the member of the college facility or unauthorized entry into a college facility or unauthorized presence in a college facility after closing hours.

3. Violation of the Drug and Alcohol Policy which in part reads: Stanly Community College prohibits the unlawful use, possession, distribution, manufacture or dispensation of any controlled substance or alcohol while on campus or facilities leased by the college, or at college supported functions. (Policy may be found in the LRC and in the Faculty/Staff Handbook).

4. Lewd, indecent or offensive conduct or clothing including public physical or verbal action of distribution of obscene or libelous written materials. To include clothing that displays cleavage or a bare midriff.

5. Mental, physical or verbal abuse of any person (employee or student) on campus or at campus sponsored functions.

6. Possession or use of a firearm, incendiary device or explosive except in connection with a college approved activity. This is inclusive of any unauthorized use of any instrument designed to inflict serious bodily injury to any person. Restrictions on the possession of a firearm do not apply to on duty law enforcement personnel.

7. Forgery, alteration or misuse of college documents, records or instruments of identification with intent to deceive.

8. Violation of a local, state or federal criminal law on college premises.

9. Sleeping during class/clinical hours is prohibited. Students caught sleeping during class/clinical time will be sent home and the time missed will be subtracted from the allowed missed time.

10. Social Media/Internet usage: Proper internet and social media usage must be followed. You must not utilize inappropriate websites while on campus. Social media should not be used to contact instructors and should not be used to post anything negative about SCC. NEVER post any pictures of any residents in the clinical setting on any website or social media page.

11. HIPPA (privacy): While a student in the program, you must adhere to confidentiality policies. You must never talk about any clinical experiences outside of class. You must be mindful of talking amongst others in the clinical setting in common areas to prevent violation of confidentiality. Do not visit or take pictures of patients in the clinical setting, even outside clinical hours, while a student in the program.

Signing the Receipt of Handbook form serves as acknowledgement and understanding of this policy and serves as the student’s verbal warning. Further infractions of this policy will result in further disciplinary action, up to and including dismissal from the program.
**Professionalism** and **appearance** are important qualities of the RN Refresher Student. As a student of Stanly Community College, you will represent the college while at the clinical site and will be held to a higher standard than the employees of the facility in which you are a guest.

Dress Code is as follows:

1. Uniform should fit in a manner which does not expose the lower back during bending. Uniform should be neat and clean. Uniforms are based on students’ clinical site placement policy for dress.

2. Socks should be worn with shoes. Sneakers are acceptable. Shoes must be closed toed and non-cloth.

3. White T-shirts, white tank tops, or white undershirts should be worn underneath a white top for modesty.

4. A lab jacket is optional and must adhere to the clinical site’s dress code.

5. The Stanly Community College name badge will be worn at all times **above** the waist and with the face and/or name exposed.

6. Hair will be neat and clean. Longer hair will be pulled back off the face and long ponytails will be secured to the head.

7. Nails will be short and clean. NO artificial nails will be permitted. If nail polish is worn, it must be pastel and solid. No blacks, red, or any dark shade.

8. Very little make up and perfume/cologne should be worn due to it causing irritation to the resident’s respiratory tract.

9. Jewelry should be minimal. Wedding band is permitted but it is recommended that the diamonds and other raised rings be omitted for resident safety. Earrings should be stud earrings. No hoops or dangling earrings are permitted for safety. No necklaces or chains around the neck for the student’s safety. No pins or decorative ornaments should be applied to the uniform for infection control reasons. The student is required to wear a watch with a sweeping second hand for obtaining vital signs. Arriving to clinical without a watch is considered out of dress code.

10. No body piercing should be visible. Clear appliances may be placed in the pierced opening for clinicals. The clinical site has the authority to ask the student to remove even the clear appliance and the student must conform or go home.

11. No tattoos should be visible. Clothing will be worn in a manner in which to cover any existing tattoos. If unable to cover the tattoo with clothing, a Band-Aid or bandage of appropriate size or an ace wrap may be applied over the tattoo to include any tattoo on the neck, back or hand.

12. No cell phone usage while inside the clinical site. No texting while in the clinical site. Students caught with cell phones during clinical hours will be disciplined appropriately at the instructor’s discretion.

13. Students not meeting Dress Code requirements are subject to disciplinary procedures up to and including dismissal from the program.

**Signing the receipt of handbook signifies the student’s understanding of this policy**
TAKING A HYBRID COURSE:

The HYBRID course is highly dependent upon the student:
* exploring the course website site
* completing ALL assignments on or before due dates
* taking initiative to communicate with the online instructor with questions and/or problems
* managing time wisely

Official Canvas time will be used for any due dates.

*******Information you will need to complete this course is below*******

1. **Online participation:**
   - Online participation is mandatory.
   - All assignments must be completed for you to successfully complete the course.
   - “Check in” to the website at least every other day for assignments, updates, announcements, etc.
   - Check your email at least every other day. Please respond to emails requesting a response within 48 hours.

2. **Checking Assignments:**
   - Unless otherwise posted, assignments will be due at 11:55 p.m. on the Sunday of the week the assignment was due.
   - The online instructor will track online activity to determine whether or not assignments are complete. If you are unable to access the assignments in Moodle or experience any difficulties with an assignment, you must notify the online instructor BEFORE the due date.

3. **Discussion board postings:**
   - Read the assigned material and complete quizzes and assignments first. You should apply information learned when posting your responses.
   - Post your answer to questions posted in the discussion board by the instructor by using the reply button.
   - Please do not wait until the last minute to post your responses in order to allow enough time for other students to respond before the deadline.
   - Responses should be tactful, clear and related to the question. “I agree” is not a posting.
   - Your answer should demonstrate that you are thinking and not simply parroting the
ideas of others or the textbook/notes. You may wish to site websites related to the topic or textbook pages to support your answer as well.

! You are expected to respond to a minimum of 2 of your classmates’ discussion board postings. Failure to do so will result in a deduction of points for the discussion board assignment.

4. **E-mail correspondence:**
   ! There are no security guarantees with email.
   ! Keep messages concise.
   ! If you have not received a reply within 48 hours, you should notify the Program Coordinator via email or telephone.
   ! **Save all your work and email communication.** You may be asked to submit proof of your correspondence.

5. **Technical Difficulties:**
   ! Passwords and correct addresses are inflexible.
   ! Setting up communications with servers may be a problem.
   ! Servers can go down.
   ! Computer hardware can fail or software may be faulty or incompatible.
   ! **It is to your advantage to complete assignments well before due dates in case technical difficulties arise!** This will allow more time to trouble-shoot and hopefully rectify the situation before assignments are due.
Welcome to Stanly Community College!

This document has been sent to you to supply the information you need to:

- Access our online learning system
- Access your e-mail account
- Find help, should the need arise

**Accessing Canvas**

Your online class is delivered through Canvas, our online learning system. You will log into Canvas and your class each time you work in the class. The information you need to log into Moodle is detailed below in step-by-step instructions. Please note that it is imperative you log in immediately after on the start date of your class.

1. Go to [http://www.stanly.edu](http://www.stanly.edu) and click the Canvas link in the upper right of the homepage.
2. On the next page: Enter your SCC User ID and your SCC password in the password box.
   - Your Moodle login and password is the same as it is in Web Advisor.
   - **The ID is set up as follows:**
     - first initial + last name + last four digits of Datatel ID number (all lower case)
     - For example: Donald Duck with the Datatel ID number of 765432 would have a user ID of dduck54323.
     - IF you registered on or before 12/15/11, your default password will follow a format using the first initial of your last name (capitalized) + the second letter of your last name (lower case) + the last four digits of your Datatel ID number.
     - For example: Donald Duck, whose ID number is 765432, would have a default password of Du5432.
     - IF you registered on or after 12/16/11, your default password will follow a format using the first two letters of your last name with the first letter capitalized followed by two digit month, two digit day, two digit year of your birthday.
     - For example: Donald Duck, who was born on 06/09/1934, would have a default password of Du060934.
3. On the next page: you will see a list of your online courses, in addition to the courses in which you are enrolled.

**Finding help:**

If you encounter any problems logging into Canvas OR into you online class, contact the SCC help desk:

- By phone: 704-991-0222
- By e-mail: helpdesk@stanly.edu
- By live chat: [http://helpdesk.stanly.edu](http://helpdesk.stanly.edu) or [www.stanly.edu](http://www.stanly.edu) and click the “Help” link

If you encounter problems related to the class or its content, contact your instructor

- Instructor contact is on the course syllabus, linked from the course homepage
- Please note: The Canvas e-mail link within a course is confined to that course only and **CANNOT** be sent to an outside account
**WebAdvisor**

WebAdvisor will allow you to register and pay for classes, request transcripts, update your personal information, view a summary of your account, and request enrollment verification.

Here’s how to access WebAdvisor:

1. Go to the Stanly Community College website (http://www.stanly.edu). Click on the link for WebAdvisor.
2. Click on the link to login. Enter your User Name and Password and click “Submit”. This will take you to the WebAdvisor Main Menu. The username (User ID) is the same as it is for Canvas and Email.

**E-Mail**

Since you are a student in at least one of our programs, we automatically created an email address for you.

Here’s how to access yours:

1. Go to the Stanly Community College website (http://www.stanly.edu). Click on the link for Email/Student Email. This will take you to a login page. Enter your User Name and Password and click “Submit” This will now take you to your inbox. The username (User ID) is the same as it is for WebAdvisor and Canvas.
2. The first time you login to your email account you will be asked to create your account. Simply type the special characters you will see on your screen and read over the Google Terms of Service. When you are ready to proceed click the “I accept Create my account” button. You should only have to perform this step the first time you login.

**Additional Information:** When using any computer on the Stanly Community College campus, you will be required to use your username and password. Your username will be the same for Canvas, Student Email, Google Apps, campus computer login, and WebAdvisor. All these services share the same password. If you change your password in WebAdvisor, for example, then this also changes the password for Canvas, Student Email, computer login, etc.
LABORATORY SAFETY REGULATIONS—ALBEMARLE CAMPUS

EDDINS BUILDING ROOM 104

All students enrolled in courses that utilize the biohazard laboratories at the Albemarle Campus are required to adhere to the guidelines outlined below. The consistent application of these guidelines is necessary to ensure the safety of all students engaged in laboratory work. Adherence to these guidelines is obligatory, as they represent the minimum expectation for all laboratory users. Instructors may impose additional requirements for specific courses or individual laboratories as they see fit.

1. Eating, drinking, use of tobacco products, application of cosmetics, and handling of eye contacts is prohibited.
2. Personal protective equipment (minimally gloves and appropriate eye protection) must be worn during all dissections as well as in the presence of hazardous chemicals, open flames, cultures, bodily fluids, other regulated fluids/wastes, or as required by your instructor.
3. Closed-toe shoes must be worn at all times.
4. Long hair must be confined to avoid injury from flames or contamination from hazardous chemicals or regulated waste.
5. All students must know the location of the fire extinguisher, safety showers, eye baths, and First Aid Kits.
6. All students must obtain instruction for the proper handling and disposal of regulated waste and/or hazardous or toxic chemicals.
7. All broken glassware must be reported to the instructor immediately. All clean broken glassware must be disposed of in broken glass containers. All glassware that is known to have contained hazardous chemicals or regulated medical wastes should be placed in the appropriate "sharps" container.
8. All spills must be reported to the instructor immediately. Students should never attempt to clean chemical spills or body fluids without the instructor’s consent.
9. Students must report all injuries (cuts, burns, inhalation, etc.) to the instructor immediately.
10. Any experiment or other use of laboratory facilities not expressly authorized by the instructor is prohibited.
11. Standard precautions must be exercised when applicable.

Failure to adhere to the above safety regulations, as well as any additional regulations required by your instructor, could result in laboratory expulsion, grade reduction, or course termination.
LABORATORY SAFETY REGULATIONS—CONTINUING EDUCATION

EDDINS BUILDING ROOM 104

STUDENT ACKNOWLEDGEMENT FORM

I hereby acknowledge that my laboratory instructor provided me a copy of the Laboratory Safety Regulations governing the use of Eddins Building Room 104 biohazard lab, as well as an opportunity to ask questions related to those regulations. By signing below, I further acknowledge that my failure to adhere to these safety regulations (and any additional regulations imposed by my instructor) could result in laboratory expulsion, grade reduction, or course termination.

__________________________  __________________________
(Print name legibly above)   (Signature)

__________________________  __________________________
(Course and section number) (Today’s date)
Criminal Background/Drug Screen Consent

By signing the signature space below, I acknowledge that I understand and will comply with all of the following statements concerning the criminal background checks and drug screens associated with the Stanly Community College RN Refresher Program:

1. This course consists of lecture/lab and clinical experience. Clinical sites require recent criminal background checks and drug screens.
2. Phlebotomy Technician Program students will purchase a state criminal background check from API Investigations. The cost is $40.00 if the student has lived only in North Carolina (NC) in the last 7 years. The cost is $50.00 if the student has lived outside of NC in the last 7 years.
3. Students who have purchased a criminal background check from API Investigations within the last 6 months will have a reduced rate of $10.00.
4. Phlebotomy Technician Program students will purchase a drug screen from Jeskri Associates at a cost of $35.00 during the first weeks of class.
5. Based on criminal background check and drug screen results, a clinical site may refuse to allow a student to study in its facility, which may result in an inability to complete all requirements for this course.
6. Stanly Community College is not responsible for the decisions made by clinical sites as a result of criminal background checks and drug screens.
7. If a student cannot complete the requirements for this course, the student will receive neither a “Satisfactory” grade nor a Certificate of Completion, and Stanly Community College will not approve the student’s application for national certification exams.
8. I have considered the possible consequences of any previous criminal activities and/or drug use before registering for this course. I will not hold Stanly Community College responsible if I am not allowed to complete my clinical requirements due to the results of my criminal background check and/or drug screen.

____________________  ____________________  ________________
Student Signature     Student Printed Name     Date
Per Stanly Community College’s Use of Human Subjects Policy, students must be made aware of the possibility that throughout this course of study, it may become necessary to utilize their person for the purpose of skill demonstration and/or skill practice.

At no time will the student be asked to disrobe nor will they be subjected to any type of needle stick, whether for simulating IV’s or for checking blood sugars. Nor will they be the subject of any other invasive skills while enrolled in this program such as catheter insertion, ostomy care, or impaction checks.

While students will always have the right to refuse to participate as human subjects, it is the written policy of the North Carolina Board of Nursing that in order to be considered for course completion all students are required to perform all assigned tasks in a proficient manner both in the lab setting and in the clinical setting.

Students may be the subject for:
- obtaining blood pressure, pulse, and temperature,
- demonstration of other tasks associated with the specific class in which the student is enrolled

**Student’s Statement:**
I have been made aware of the possibility of being used as a human subject in the course of the Nurse Aide Level Two Program. I am aware that I have the right to refuse to participate but that refusing will hinder my ability to complete this course. I have had an opportunity to have my questions answered and agree to participate in skill demonstrations as needed and within reason.

Name_____________________________________________   Date_______________
I, ____________________________________________, agree that information having names, diagnosis, treatment, or personal behavior that is learned or given during the Phlebotomy program will not be discussed with anyone outside of the class or clinical area.

I agree that I will not post anything related to confidential information, including pictures, on any website or social media page.

I agree that this is a serious breach of the Health Insurance Portability and Accountability Act (HIPAA) and could result in my removal from this course.

Student Signature__________________________________________

Date________________________
This is to verify that I have received information regarding the risks and benefits of the Hepatitis B vaccine (HBV) to healthcare workers and have had an opportunity to have my questions answered.

I understand that all approved clinicals sites used by Stanly Community College require the RN REFRESHER student to receive, or provide proof of having previously received, at least the first shot in a series of three for the HB vaccine.

I hereby release Stanly Community College from any responsibility as a result of consequences that may occur due to receiving the vaccine.

Student Signature____________________________________

Date_____________
STANLY COMMUNITY COLLEGE
RN REFRESHER PROGRAM
STUDENT INFORMATION RELEASE

I,____________________________________, hereby release any and all information regarding my training and performance as a RN Refresher Student to prospective employers (i.e. Director of Nursing, Human Resource Personnel). In addition, I agree to release my complete student record in regard to Nurse Aide Training to accrediting agencies for college and for licensing boards approving SCC program standards.

Student Signature_______________________

Date__________________________
STANLY COMMUNITY COLLEGE
RN REFRESHER PROGRAM
RECEIPT OF HANDBOOK and SYLLABUS

Printed Name ________________________________________________

I have received, read, and understand the RN Refresher Handbook, including policies, and have had a chance to have all my questions answered.

I have received, read, and understand the RN Refresher course syllabus and have had a chance to have all my questions answered.

Student Signature__________________________________________

Instructor Signature________________________________________

SIGNING THIS ACKNOWLEDGES STUDENTS UNDERSTANDING OF POLICIES, PROCEDURES, AND EXPECTATIONS. THIS HANDBOOK SERVES AS A VERBAL WARNING FOR ALL POLICIES AND PROCEDURES. ANY INFRACTION OF THESE POLICIES AND PROCEDURES WILL RESULT IN FURTHER DISCIPLINARY ACTION UP TO AND INCLUDING DISMISSAL FROM THE PROGRAM.

SCC/2013
Authorization for Release of Information

I hereby authorize and request any former employer, school, law enforcement agency, medical institution, financial institution or other persons having personal knowledge about me, to furnish to Allen’s Professional Investigations, Inc and/or its agents any and all information in their possession regarding me in connection with an application for clinical assignment with Stanly Community College. I understand that an investigative background inquiry is to be made on my behalf including consumer, criminal, credit, driving records and other reports. These reports will include information as to my character, work habits, performance and experience along with any reasons for termination from previous employers. Furthermore, I understand that Allen’s Professional Investigations, Inc will be requesting information from various federal, state, local and other agencies which maintain record concerning my past activities relating to my driving, criminal, civil, credit and other experiences as well as claims involving me in the files of insurance companies. Furthermore, I understand that the results of such inquiries will not be submitted to officials of Stanly Community College. I further understand that I will not be provided with a copy of any of my records from this investigation. I authorize that a photocopy of this authorization be accepted with the same authority as the original.

PLEASE PRINT CLEARLY

Print Full Name: ______________________________________ Race: ___________ Sex: ______

Social Security Number ___________________________ DOB: ______________

Driver’s License Number and State: _____________________________________________

Current Address: ________________________________________________________________

City/State/Zip: ___________________________ Phone: _____________________________

Previous Address (if lived outside NC at any time in the past 7 years).

___________________________________________________________________________

School Name: Stanly Community College Program Name: ______ NA I

Instructor’s Name: _____________________________________________________________

Applicant Signature: ___________________________ Date: ________________________

**You are not required to list your social security number as of December 1, 2005 pursuant to GS 132-1.8(b). To obtain accurate records on your behalf we are requesting it. **

Fee: $40 money order if lived in NC for the past 7 years; or $50 money order if lived outside NC at any time in the past 7 years. Money orders are made out to A. P. I.