

safe, effective procedures in delivery of health care. Reasonable accommodations will be considered if a student is unable to meet the essential functions.

6. All developmental coursework must be completed prior to entering the medical assisting program and may require additional time to complete the program.
7. Must be able to comply with any additional requirements as outlined by the clinical agencies such as dress code and confidentiality training.

### Progression

Each term, students are allowed to progress in the Medical Assisting Program as they meet the following criteria:

1. Receive a grade of 'C' or above in all MAT courses.
2. Receive a 'satisfactory' rating for all clinical, administrative, and laboratory skills components.
3. Receive a score of 80 percent or higher on any drug calculation exam.

Students are limited to a total of two attempts in any MAT course before advancing in the Medical Assisting Program. Withdrawals are allowed according to College policy. A grade of 'W' will be recorded as a withdrawal. Grades of 'F' and 'D' will be considered unsuccessful attempts

### Readmission

Students who are not enrolled in the Medical Assisting Program for two or more consecutive terms, excluding summer terms, are required to meet current admission criteria and to comply with the current program of study. Previous work is subject to reevaluation under the policies and program requirements in effect at the time of readmission to the Medical Assisting Program.

### Transfer students

Students who have been enrolled in other programs are evaluated individually to determine appropriate placement.

## A.A.S. - Nursing (ADN)

### Associate Degree Nursing Curriculum

The Associate Degree Nursing Program enables the student to complete a 5-semester curriculum leading to an Associate in Applied Science degree in Nursing. In order to graduate from the program, the student must complete a total of 72 semester hours, including 30 hours of general education credit and 42 hours of nursing core courses. Upon successful completion of the curriculum, the student will be qualified to apply to write the National Council Licensure Examination: NCLEX –RN.

The nursing program is approved by the Alabama Board of Nursing. All agencies used as clinical experience for students are approved by their appropriate accrediting organization.

It is important for nursing students to note however, that the review of candidates for eligibility for initial and continuing licensure in Alabama will include questions concerning such matters as whether they have ever been arrested or convicted of a criminal offense and whether they have ever been arrested for or convicted of driving under the influence of alcohol. Application to write the examination may be denied on the basis of the review.

<b>Area I:</b>	<b>Written and Oral Communication.....</b>	<b>6</b>
	ENG 101 English Composition .....	3
	SPH 106 Fundamentals of Oral Communication .....	3
	or SPH 107 Fundamentals of Public Speaking .....	3
<b>Area II:</b>	<b>Humanities and Fine Arts .....</b>	<b>3</b>
	*Humanities/Fine Arts Elective .....	3
<b>Area III:</b>	<b>Natural Science, Mathematics, and Computer Science .....</b>	<b>15</b>
	BIO 201 Human Anatomy and Physiology I .....	4
	BIO 202 Human Anatomy and Physiology II .....	4
	BIO 220 Microbiology .....	4
	MTH 100 Intermediate College Algebra or higher .....	3
<b>Area IV:</b>	<b>History, Social, and Behavioral Sciences. ....</b>	<b>6</b>
	PSY 200 General Psychology .....	3
	PSY 210 Human Growth and Development .....	3
<b>Area V:</b>	<b>Career and Technical Courses.....</b>	<b>44</b>
	Required Field of Concentration Courses	
	NUR 102 Fundamentals of Nursing .....	6
	NUR 103 Health Assessment.....	1
	NUR 104 Introduction to Pharmacology .....	1
	NUR 105 Adult Nursing .....	8
	NUR 106 Maternal and Child Nursing .....	5
	NUR 201 Nursing Through the Lifespan I .....	5
	NUR 202 Nursing Through the Lifespan II .....	6
	NUR 203 Nursing Through the Lifespan III .....	6
	NUR 204 Role Transition for the Registered Nurse .....	4
	<b>Total .....</b>	<b>72</b>

**Suggested Course Sequence**

First Term	Second Term	Third Term
MTH 100	ENG 101	PSY 200
BIO 201	BIO 202	BIO 220
NUR 102	NUR 105	NUR 201
NUR 103	NUR 106	
NUR 104		
Fourth Term	Fifth Term	
SPH 106	Humanities Elective	
or SPH 107	NUR 203	
PSY 210	NUR 204	
NUR 202		

**Minimum admission standards include:**

1. Unconditional admission to the College.
2. Receipt of completed application for the Associate Degree Nursing Program by the published deadline.

\* Students must choose from among the courses listed on page 78.

3. A minimum of 2.50 GPA from the last 24 hours of college credit if prior college coursework exists.
4. A minimum of 2.50 cumulative high school GPA if no prior college coursework exists (GED acceptable in lieu of high school transcript).
5. Eligibility for:
  - a. English 101 and Math 100 as determined by college policy
  - b. BIO 201 during the first term of nursing courses. (as a prerequisite to BIO 201, student must successfully complete BIO 103 or achieve a passing score on the ACCS approved placement exam).
6. Good standing with the College.
7. Meeting the essential functions or technical standards required for nursing.
8. Completion of the Test of Essential Academic Skills (TEAS) must have been taken prior to application.
9. Official transcripts from every college attended must be submitted to the admissions office prior to the published deadline.
10. Unofficial transcripts from every college attended must be submitted with the nursing application prior to the published deadline.

Admission to the Associate Degree in Nursing Program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance.

#### **Calculation of points for students meeting minimum admission standards:**

After meeting all minimum requirements, applicants are rank-ordered using a point system based on:

1. Your score from the Test of Essential Academic Skills (TEAS).
  - a. The TEAS must have been taken within the past three years for consideration. The applicant will be given points according to percentage score equivalent.
2. Points from selected college courses (i.e. BIO 201, BIO 202, BIO 220) or selected high school courses (i.e. Algebra II or higher level math, highest level Biology, Chemistry)
  - a. Points are awarded according to grade earned: A = 30, B = 20, C = 10.
3. Students may be awarded up to 10 points as determined by college policy and procedures.
  - a. Students who have completed BIO 201, BIO 202, BIO 220 at CVCC will earn five (5) additional points.
  - b. Students who have completed ENG 101, MTH 100 (or higher), BIO 201, BIO 202, BIO 220, PSY 200, PSY 210, SPH 106 or SPH 107 and a Humanities Elective at CVCC will earn an additional ten (10) points.
4. A total of 250 points are possible.

**LICENSURE:** Each student is responsible for mailing his/her own application to the Board of Nursing in the state in which he/she is applying for initial licensure, as well as to NCLEX. Each student is also responsible for mailing the application and meeting deadlines that the Board may announce.

## A.A.S - Nursing (Mobility)

The Mobility Program enables the Licensed Practical Nurse (LPN) to complete a one-year curriculum leading to an Associate in Applied Science degree. The program requires 72 semester hours for completion. NUR 200: Nursing Career Mobility Assessment is a course designed to provide LPN mobility students with self-directed opportunities to prepare for placement into the third semester of the ADN program. Emphasis is on assessment and validation of selected theory, process, and skills covered in NUR 102, 103, 104, 105, and 106. Graduates of the approved Alabama College System Practical Nursing standardized curriculum may be eligible to enter the ADN program during the third semester without taking these assessments if graduation occurred within the previous two years. All other Licensed Practical Nurses must successfully complete this course. This course must be taken and completed in the spring semester before entering the program in summer term. The nursing program is approved by the Alabama Board of Nursing.

<b>Prerequisite Hours</b> .....	<b>14</b>
<b>Area I: Written and Oral Communication</b> .....	<b>3</b>
SPH 106 Fundamentals of Oral Communication or .....	3
SPH 107 Fundamentals of Public Speaking .....	3
<b>Area II: Humanities and Fine Arts</b> .....	<b>3</b>
Humanities/Fine Arts Elective .....	3
<b>Area III: Natural Science, Mathematics, and Computer Science</b> .....	<b>4</b>
BIO 220 Microbiology .....	4
<b>Area IV: History, Social, and Behavioral Sciences</b> .....	<b>6</b>
PSY 200 General Psychology .....	3
PSY 210 Human Growth and Development .....	3
<b>Area V: Career and Technical Courses</b> .....	<b>27</b>
<b>Required Field of Concentration Courses</b>	
*NUR 200 Nursing Career Mobility Assessment .....	6
NUR 201 Nursing Through the Lifespan I .....	5
NUR 202 Nursing Through the Lifespan II.....	6
NUR 203 Nursing Through the Lifespan III .....	6
NUR 204 Role Transition for the Registered Nurse .....	4
<b>Total</b> .....	<b>72</b>

\*Students who successfully complete this course are awarded 15 non-traditional hours.

### Suggested course sequence

<b>First Term</b>	<b>Second Term</b>	<b>Third Term</b>	<b>Fourth Term</b>
NUR 200	PSY 200	SPH 106 or	Humanities Elective
	BIO 220	SPH 207	NUR 203
	NUR 201	PSY 210	NUR 204
		NUR 202	

### Minimum admission standards include:

1. Unconditional admission to the College.
2. Receipt of completed application for the Associate Degree Nursing – Mobility Program by the published deadline.

3. A minimum of 2.50 GPA from the last 24 hours of college credit if prior college course-work exists.
4. Good standing with the College.
5. Meeting the essential functions or technical standards required for nursing.
6. Completion of the Test of Essential Academic Skills (TEAS) must have been taken prior to application.
7. Official transcripts from every college attended must be submitted to the admissions office prior to the published deadline.
8. Unofficial transcripts from every college attended must be submitted with the nursing application prior to the published deadline.
9. Completion of the following prerequisite courses:
  - a. ENG 101 – English Composition
  - b. MTH 100 or higher – Intermediate College Algebra (or higher)
  - c. BIO 201 – Human Anatomy and Physiology I
  - d. BIO 202 – Human Anatomy and Physiology II
  - e. NUR 200 – Students conditionally accepted to the Mobility program will be required to complete this course with a grade of “C” or better. Students are exempt from this course only if they have completed the Alabama Statewide Standardized Curriculum within two years of the published application deadline.
10. Proof of unencumbered Alabama licensure.
11. Employment Verification must be submitted documenting at least 500 clock hours worked within the past 12 months. Hours must be completed prior to the posted deadline.

Admission to the Associate Degree in Nursing – Mobility Program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance.

### **Calculation of points for students meeting minimum admission standards:**

After meeting all minimum requirements, applicants are rank-ordered using a point system based on:

1. Your score from the Test of Essential Academic Skills (TEAS).
2. The TEAS must have been taken within the past three years for consideration. The applicant will be given points according to percentage score equivalent.
3. Points from selected college courses (i.e. BIO 201, BIO 202, BIO 220).
4. Points are awarded according to grade earned: A = 30, B = 20, C = 10.
5. Students may be awarded up to 10 points as determined by college policy and procedures.
6. Students who have completed BIO 201, BIO 202, BIO 220 at CVCC will earn five (5) additional points.
7. Students who have completed ENG 101, MTH 100 (or higher), BIO 201, BIO 202, BIO 220, PSY 200, PSY 210, SPH 106 or SPH 107 and a Humanities Elective at CVCC will earn an additional ten (10) points.
8. A total of 250 points are possible.

**LICENSURE:** Each student is responsible for mailing his/her own application to the Board of Nursing in the state in which he/she is applying for initial licensure, as well as to NCLEX. Each student is also responsible for mailing the application and meeting deadlines that the Board may announce.

## **Academic standards of progress for nursing students**

### ***The Alabama Community College System Nursing Education Program Progression Policy***

Please note that these policies are subject to revision by the Alabama Community College System. In order to continue in the nursing program, the student must:

1. Maintain a grade of C or better in all required general education and nursing courses and maintain a 2.0 cumulative GPA.
2. Unless previously completed, students must complete all required general education courses according to The Alabama Community College System Nursing Education curriculum. Exceptions must be approved by the nursing program director.
3. Be acceptable by clinical agencies for clinical experiences.
4. Maintain ability to meet essential functions for nursing with or without reasonable accommodations.
5. Students must successfully complete the nursing education program:
  - a. Within 48 months from initial enrollment in courses with an NUR prefix for ADN students; or
  - b. Within 24 months from initial enrollment in courses with an NUR prefix for PN students.
  - c. Within 24 months from initial enrollment in NUR201 for Mobility students.
6. Maintain current CPR at the health care provider level.
7. A student that has an unsuccessful attempt in a nursing course (W, D, or F) cannot progress until the course is completed successfully. Course repetition will be based on instructor availability and program resources.
8. Students whose progression through the nursing program is interrupted and who desire to be reinstated in the program must schedule an appointment with a nursing faculty advisor to discuss reinstatement. In order to be eligible for reinstatement, the following criteria must be met:
  - a. Students must apply for the nursing program and readmission to the college if not currently enrolled;
  - b. Requests must be received by published deadline;
  - c. Students must request reinstatement within one year from the term of withdrawal or failure;
  - d. Students must adhere to nursing curriculum and/or program policies and procedures effective at the point of reinstatement.
9. Withdrawal and/or a D or F in one or more nursing courses in a term is considered one unsuccessful attempt.
10. A total of two unsuccessful attempts (D, F, or withdrawal) in the nursing program will result in dismissal.
11. If a student has been unsuccessful in the associate degree nursing program, the student may apply for admission to the practical nursing program. If a student has been unsuccessful in the mobility program, the student may apply for admission to the generic program.
12. Students who have two unsuccessful attempts in a specific program (ADN/PN/Mobility) may apply for admission as a new student to any nursing program within the Alabama Community College system, provided:
  - a. the student meets current entry requirements;

- b. at least two years have elapsed since the student's dismissal from a specific program, and
- c. the student was not dismissed from the previous program for disciplinary reasons or for unsafe/unsatisfactory client care in the clinical area.

### ***Reinstatement policy***

1. Students whose progression through the nursing program is interrupted and who desire reinstatement in the program must schedule an appointment with a nursing faculty advisor to discuss reinstatement. Students must meet the following criteria:
  - a. Students must apply for the nursing program and readmission to the College if not currently enrolled;
  - b. Requests must be received by published deadline;
  - c. Students must request reinstatement within one year from the term of withdrawal or failure;
  - d. Students must adhere to nursing curriculum and/or program policies and procedures effective at the point of reinstatement.
2. Reinstatement to the nursing program is not guaranteed. Selection for reinstatement is based on GPA at the current institution and space availability. Reinstatement will be denied due to, but not limited to, any of the following circumstances:
  - a. Grade point average is less than 2.0 from courses completed at the current institution;
  - b. Refusal by clinical agencies to accept the student for clinical experiences;
  - c. Twelve months have elapsed since the student was enrolled in a nursing course;
  - d. Student has been dismissed from the program.
3. Students dismissed from the previous program for disciplinary reasons and/or unsafe/unsatisfactory client care in the clinical area will not be allowed reinstatement to the nursing program.

### ***Transfer policy***

**Please note that these policies are subject to revision by the Alabama Community College System.**

The transfer policy applies only to students desiring to transfer between Alabama Community College System institutions. It does not apply to students wishing to transfer from other institutions.

#### **Must meet minimum admission standards for the nursing program.**

1. Must possess a grade of C or better in all general education taken at another institution and possess a minimum of a 2.5 cumulative GPA at time of transfer.
2. Students must successfully complete the program:
  - a. Within 48 months from initial semester for ADN students or;
  - b. Within 24 months from initial semester for PN and Mobility students.
3. Must be a student in good standing and eligible to return to the previous nursing program.
4. Provide a letter of recommendation from the Dean/Director of the previous program.
5. Complete at least 25 percent of the total program at the accepting institution.
6. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.

### **The Alabama Community College System Nursing programs essential functions**

The Alabama Community College System endorses the Americans' with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective nursing care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the nursing programs with or without reasonable accommodations. The nursing programs and/or its affiliated clinical agencies may identify additional essential functions. The nursing programs reserve the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the nursing program one must possess a functional level of ability to perform the duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary the Alabama Community College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers.

The essential functions delineated below are necessary for nursing program admission, progression and graduation and for the provision of safe and effective nursing care. The essential functions include but are not limited to the ability to:

## **1. Sensory Perception**

### **a. Visual**

- i. Observe and discern subtle changes in physical conditions and the environment ii. Visualize different color spectrums and color changes
- iii. Read fine print in varying levels of light
- iv. Read for prolonged periods of time
- v. Read cursive writing
- vi. Read at varying distances
- vii. Read data/information displayed on monitors/equipment b.

### **Auditory**

- i. Interpret monitoring devices
- ii. Distinguish muffled sounds heard through a stethoscope
- iii. Hear and discriminate high and low frequency sounds produced by the body and the environment
- iv. Effectively hear to communicate with others

### **c. Tactile**

- i. Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location, and other physical characteristics

### **d. Olfactory**

- i. Detect body odors and odors in the environment

## **2. Communication/Interpersonal Relationships**

- a. Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural, and intellectual backgrounds
- b. Work effectively in groups
- c. Work effectively independently
- d. Discern and interpret nonverbal communication e. Express one's ideas and feelings clearly
- f. Communicate with others accurately in a timely manner



g. Obtain communications from a computer

### **3. Cognitive/Critical Thinking**

- a. Effectively read, write and comprehend the English language
- b. Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings
- c. Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
- d. Satisfactorily achieve the program objectives

### **4. Motor Function**

- a. Handle small delicate equipment/objects without extraneous movement, contamination or destruction
- b. Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others
- c. Maintain balance from any position
- d. Stand on both legs
- e. Coordinate hand/eye movements
- f. Push/pull heavy objects without injury to client, self or others
- g. Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self or others
- h. Walk without a cane, walker or crutches
- i. Function with hands free for nursing care and transporting items
- j. Transport self and client without the use of electrical devices
- k. Flex, abduct and rotate all joints freely
- l. Respond rapidly to emergency situations
- m. Maneuver in small areas
- n. Perform daily care functions for the client
- o. Coordinate fine and gross motor hand movements to provide safe effective nursing care
- p. Calibrate/use equipment
- q. Execute movement required to provide nursing care in all health care settings
- r. Perform CPR and physical assessment
- s. Operate a computer

### **5. Professional Behavior**

- a. Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
- b. Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
- c. Handle multiple tasks concurrently
- d. Perform safe, effective nursing care for clients in a caring context
- e. Understand and follow the policies and procedures of the College and clinical agencies
- f. Understand the consequences of violating the student code of conduct
- g. Understand that posing a direct threat to others is unacceptable and subjects one to discipline
- h. Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
- i. Not to pose a threat to self or others
- j. Function effectively in situations of uncertainty and stress inherent in providing nursing care

- k. Adapt to changing environments and situations l.  
Remain free of chemical dependency
- m. Report promptly to clinicals and remain for 6-12 hours on the clinical unit
- n. Provide nursing care in an appropriate time frame
- o. Accepts responsibility, accountability, and ownership of one's actions
- p. Seek supervision/consultation in a timely manner
- q. Examine and modify one's own behavior when it interferes with nursing care or learning

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective College. In order to be admitted one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions.

Requests for reasonable accommodations should be directed to:

Vickie Williams, Student ADA Coordinator  
334-214-4803  
vickie.williams@cv.edu  
CVCC  
2602 College Drive  
Phenix City, AL 36869