

**WALLACE COMMUNITY COLLEGE SELMA  
REQUIREMENTS FOR COMPLETED GENERIC NURSING APPLICATION  
GENERIC PROGRAM**

All documents, including official transcripts must be on file in the Office of Student Services or included in this packet in sealed official envelopes. Students who have college credit from Wallace Community College Selma do not have to obtain official Wallace Community College Selma transcripts to include in this packet. Reminder! Application will NOT be accepted if transcript(s) is not on file. Students who are transferring from another college are not required to include a high school transcript unless they wish it to be used in the evaluation process. NOTE: If you have applied to the Generic Nursing Program within the last semester and have no other college work with the exception of Wallace Community College Selma Credit, then you are not required to submit official transcripts with your application.

**ONLY COMPLETED GENERIC APPLICATION PACKETS WILL BE ACCEPTED**

**(Initial each requirement and return to Student Services)**

- \_\_\_ Application for Admission to WCCS or Readmission form **MUST** be on file with Student Services
- \_\_\_ Completed Generic Application for Nursing
- \_\_\_ Minimum of 2.5 GPA on the last 24 hours of College work completed; OR
- \_\_\_ Minimum of 2.5 high school GPA for students without prior college work (GED acceptable)
- \_\_\_ Eligible for English 101
- \_\_\_ Eligible for MTH100 or higher
- \_\_\_ Eligible for BIO201 during the first term of associate degree nursing
- \_\_\_ Good standing with WCCS (if attending or previously attended) (2.0 or greater GPA from WCCS)
- \_\_\_ Signed Essential Functions form indicating that you meet the technical standards required in nursing.
- \_\_\_ Reviewed Drug Screen Policy (Drug Screening Fee \$35.00 to be paid by published date) *Fees are subject to change.*
- \_\_\_ Reviewed Background Screening Policy (Background Screening Fee \$45.00 to be paid on-line)  
*Fees are subject to change.*
- \_\_\_ A score from the TEAS (Test of Essential Academic Skills) requirement (Registration Fee \$40.00 to be paid on-line)
- \_\_\_ *Official Transcript(s) from current high school, GED, college or previous college(s) enclosed in sealed envelopes.*

The student must complete the required prerequisites AND is highly recommended to complete the general education courses for the Generic Nursing Program. Meeting minimal requirements does not guarantee acceptance to the Generic Nursing Program. Acceptance in the Generic Nursing Program is **based on a point system**. After meeting the minimum requirements, applicants are ranked-ordered using the point system. See the attachment for details.

**The deadline for Fall Admission is June 1 at 12:00 Noon.**

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

\_\_\_\_\_  
Date

If you are not accepted during this enrollment period, it will be your responsibility to notify the Office of Student Services to retain your application for the next enrollment period and/or complete a new application.

**Please return this copy along with your application.**

**GENERIC NURSING PROGRAM**  
**WALLACE COMMUNITY COLLEGE SELMA**  
**GENERIC APPLICATION PACKET**

*(Read and follow directions very carefully)*  
**COMPLETED APPLICATION PACKETS ACCEDPTED**

Date: \_\_\_\_\_

**I. PERSONAL DATA**

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_ Maiden: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ or Student Number \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Person to Contact in case of emergency \_\_\_\_\_ Emergency Contact Phone Number \_\_\_\_\_

**II. EDUCATION**

High School Graduation Year: \_\_\_\_\_ High School Name: \_\_\_\_\_

GED (if applicable): Yes \_\_\_\_\_ No \_\_\_\_\_ Date Completed: \_\_\_\_\_

Are you currently taking college courses? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, what college \_\_\_\_\_

List all colleges attended and the year (s) attended including degree awarded

College/s	Years	Degree/s

Have you previously been admitted to a Nursing Program? Yes \_\_\_\_\_ No \_\_\_\_\_ **If yes, state reason for withdrawal.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I understand that completion of this application is a component of the student profile and does not in itself grant admission to the nursing program. I understand this application must be updated if I am not selected. I certify that the information given in this application is true and correct. I understand that providing false information may be deemed sufficient reason to dismiss the student and/or refuse admission.**

Minimum admission standards for the generic program include:

1. Wallace Community College Selma application for general admission to the college.
2. Generic Program application.
3. Minimum of a 2.5 GPA for the last 24 semester hours of previous college work; OR
4. Minimum of a 2.5 high school GPA for students without prior college work (GED acceptable).
5. Documentation of a TEAS score within the past 3 years of application deadline date.
6. Unconditional acceptance to Wallace Community College Selma (WCCS).
7. Be in good standing with WCCS (a 2.0 or higher GPA).
8. A signed Essential Functions form indicating that you can meet the technical requirements required in nursing with or without accommodations. The Essential Functions form must be read and signed by you, not your physician, and submitted with your application. 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.
9. Eligibility for BIO201 during the first term of the associate degree nursing program.
10. A signed Student Drug Screen Policy form.
11. A signed Background Screening Policy form.

**NOTE: APPLICATION DEADLINE June 1 at 12:00 Noon for the Fall Generic Nursing Program.** This application, **official copies** of college and/or high school transcripts or GED test results on file in Student Services or sealed official envelopes from college(s), and/or high school, and documentation of a TEAS score (within the past three (3) years of application deadline date).

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Applicant's Signature

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Date

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Printed Name

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Date

Please return **completed** Application packet to:

Wallace Community College Selma  
Office of Student Services  
P.O. Box 2530  
Selma, AL 36702-2530

*If you are not accepted during this enrollment period, it will be your responsibility to notify the Office of Student Services for the next enrollment period and/or complete a new application.*

## Selection of Applicants

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

1. Essential Academic Skills (TEAS) Exam percentage score obtained by the student.
2. Points for grades in **selected** college courses (Maximum points 90).

	A	B	C
BIO 201	30	20	10
BIO 202	30	20	10
BIO 220	30	20	10

or

Points for grades in **selected** high school courses, if student has not attended college.  
(Maximum points 90).

	A	B	C
<b>Highest Level Biology (including A &amp; P)</b>	30	20	10
<b>Algebra II or Higher Level Math</b>	30	20	10
<b>Chemistry</b>	30	20	10

3. Additional points (Maximum 11) - Students may be awarded up to 11 additional points as follows:  
Current enrollment or previously earned credit at WCCS = 6 points. Permanent residence in the WCCS service area (Autauga, Chilton, Dallas, Lowndes, or Perry County) = 5 points.  
A maximum of 200 points can be assigned to an individual in the ranking procedure.

*Notification of program acceptance will be made by mail, prior to the beginning of the fall semester.*

*For additional information, regarding program requirements, please visit the Wallace Community College Selma website at [www.wccs.edu](http://www.wccs.edu) or call the Office of Student Services at 334.876.9286 ( Ms. Anessa Kidd) or 334.876.9251 ( Mr. Lonzy Clifton) and speak with a counselor.*

*In order to increase your chances for successful progression, it is strongly recommended that you complete all academic courses before you enter this program.*

**Admission to the Associate Degree 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. After meeting all requirements, applicants are rank-ordered using a point system based on Compass Reading scores and quality points from selected college or high school curricula.**

Information regarding the Alabama Board of Nursing, the National League for Nursing Accrediting Commission (NLNAC) and other program facts, can be found in the Wallace Community College Catalog. The NLNAC can be contacted at 61 Broadway, New York, New York, 10006, 1-800-669-9656.

The Associate Degree Nursing Program at Wallace Community College has been approved by the Alabama Board of Nursing and is accredited by the National League of Nursing Accrediting Commission (NLNAC).

## **ACADEMIC COURSES REQUIRED FOR THE GENERIC PROGRAM**

*The student must complete the listed prerequisites . Acceptance in the Generic Nursing Program is based on a point system. See page 4 for details.*

BIO 201	Human Anatomy & Physiology I (4 credit hours)
BIO 202	Human Anatomy & Physiology II (4 credit hours)
BIO 220	General Microbiology (4 credit hours)
MTH 100	College Algebra (or higher math, i.e. MTH110, MTH112, etc.) (3 credit hours)
ENG 101	English Composition I (3 credit hours)
PSY 200	General Psychology (3 credit hours)
PSY 210	Human Growth and Development (3 credit hours)
SPH 106	Fundamentals of Oral Communication (3 credit hours)
or	
SPH 107	Fundamentals of Speech (3 credit hours)
	Humanities/Fine Arts Elective (3 credit hours)

## **ASSOCIATE DEGREE NURSING CURRICULUM - GENERIC PROGRAM**

	Credit Hours
<b>Fall Semester</b>	
NUR 102 Fundamentals of Nursing	6
NUR 103 Health Assessment	1
NUR 104 Introduction to Pharmacology	1
BIO 201 Human Anatomy and Physiology I	4
MTH 100 College Algebra	<u>3</u>
	TOTAL 15
<b>Spring Semester</b>	
NUR 105 Adult Nursing	8
NUR 106 Maternal and Child Nursing	5
BIO 202 Human Anatomy & Physiology II	4
ENG 101 English Composition	<u>3</u>
	TOTAL 20
<b>Summer Semester</b>	
NUR 201 Nursing Through the Lifespan I	5
BIO 220 Microbiology	4
PSY 200 General Psychology	<u>3</u>
	TOTAL 12
<b>Fall Semester</b>	
NUR 202 Nursing Through the Lifespan II	6
PSY 210 Human Growth and Development	3
SPH 106 Fundamentals of Oral Communication or SPH107 Fundamentals of Speech	<u>3</u>
	TOTAL 12
<b>Spring Semester</b>	
NUR 203 Nursing Through the Lifespan III	6
NUR 204 Role Transition for the Registered Nurse	4
Humanities/Fine Arts Elective	<u>3</u>
	TOTAL 13
<b>TOTAL CREDIT HOURS</b>	72

# **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:

Sensory Perception

- a) Visual
    - i) Observe and discern subtle changes in physical conditions and the environment Visualize different color spectrums and color changes
    - ii) 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
    - v) Interpret monitoring devices
    - vi) Distinguish muffled sounds heard through a stethoscope
    - vii) Hear and discriminate high and low frequency sounds produced by the body and the environment
    - viii) Effectively hear to communicate with others
  - c) Tactile
    - v) Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics
  - d) Olfactory
    - v) 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 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
  - k) Function effectively in situations of uncertainty and stress inherent in providing nursing care
  - l) Adapt to changing environments and situations
  - m) Remain free of chemical dependency
  - n) Report promptly to clinicals and remain for 6-12 hours on the clinical unit
  - o) Provide nursing care in an appropriate time frame
  - p) responsibility, accountability, and ownership of one's actions
  - q) supervision/consultation in a timely manner

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.

I understand that Wallace Community College Selma (WCCS) 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.

I understand that if my health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, that I may be withdrawn from the nursing program.

## STUDENT VERIFICATION

*Read the declarations below and sign only one option. If you are unable to fully meet any criterion, you will need to direct your request to the ADA Coordinator, Ms. Sheila Theiss.*

\_\_\_\_ I have reviewed the Essential Functions for this program and I certify that to the best of my knowledge, **I currently have the ability to perform these functions.** I understand that a further evaluation of my ability may be required and conducted by the nursing faculty if deemed necessary, to evaluate my ability prior to admission to the program and for retention to the program and for retention and progression through the program.

\_\_\_\_ I have read the Essential Functions for this program and **I currently am unable to fully meet the items indicated without accommodations.** I am requesting the following reasonable accommodations: (use additional sheet if needed)

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Student Signature

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Date

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Printed Name

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Social Security Number/Student Number

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*I understand that if I need accommodations, it is my responsibility to contact the ADA Coordinator, Ms. Sheila Theiss at 334.876.9294.*

**WALLACE STATE COMMUNITY COLLEGE  
NURSING PROGRAMS  
STUDENT DRUG SCREEN POLICY**

In response to requirements of certain external agencies providing clinical experiences for WCCS nursing students, any student who enrolls in the Wallace State Community College Nursing Programs and desires to participate in courses which have a clinical component is required to have an initial pre-clinical drug screening. The student must abide by the College's Drug Screen Policy and Clinical Agency policy for which the student is assigned clinical practice. This policy includes random drug screening and reasonable suspicious screening, should the student exhibit behaviors indicative of substance abuse anytime while enrolled in the nursing program.

**I. PRE-CLINICAL SCREENING**

1. All students will receive notice of the drug screening guidelines prior to admission to the nursing programs.
2. The nursing programs will maintain on file a signed consent to drug screening from each student.
3. Drug screening will be scheduled and conducted by On-Site Drug Collection at the cost of \$35.00 per student. The fee for testing is to be pre-paid by the student.
4. Any student failing to report for screening at the designated time must complete testing with On-Site Drug Collection within 24 hours of that date and/or documentation of extenuating circumstances as approved by the Director of the Nursing Program.
5. Failure to complete drug screening as required by clinical agencies will prohibit the student from completing the clinical component of required nursing courses.
6. Failure to complete drug screening with a negative test result on the 10 Classes of Drugs as required by the College and/or Clinical Agency will prohibit the student from completing the clinical component of the required nursing courses.
7. Positive drug screens will be confirmed by the Medical Review Officer. No sample is reported as positive before it has been tested at least three times. Any sample requiring review by the medical review officer, will result in a \$10.00 additional charge to the student.
8. Results will be sent to the Director of the Nursing Program in which the student is enrolled at Wallace State Community College.
9. Any student who is unable to complete the clinical component of required courses due to a positive drug screen may apply for readmission to the nursing program. The student will be considered for readmission according to the criteria in Section VI of this document.

**II. REASONABLE SUSPICION SCREENING**

Students may also be required to submit to reasonable suspicion testing as stipulated in the drug screen policy of the College and/or Clinical Agency while participating in clinical experiences. Reasonable suspicion is defined as but not limited to the following behaviors:

1. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug; such as, but not limited to, unusual slurred or rapid speech; noticeable change in appearance and hygiene; impaired physical coordination; inappropriate comments, behaviors or responses; trembling hands; persistent diarrhea; flushed face; red eyes; unsteady gait; declining health; irritability; mood swings; isolation; decreased alertness; and/or pupillary changes.
2. Abnormal conduct or erratic behavior on the clinical unit, absenteeism, tardiness or deterioration in performance;
3. Evidence of tampering with a drug test;
4. Information that the individual has caused or contributed to an incident in the clinical agency;
5. Evidence of involvement in the use, possession, sale, solicitation or transfer of drugs while enrolled in the nursing program.
6. Odor of Alcohol.

If a faculty member or clinical agency staff member observes such behavior, the faculty member must dismiss the student from the educational or clinical setting immediately and contact either the Program Director, the Vice President for Instruction, or a designee of the President. The Program Director, the Vice President for Instruction, or a designee of the President will then determine if there is a reasonable suspicion to screen the student.

If the decision is made to screen the student the Program Director, the Vice President for Instruction, or a designee of the President will direct the faculty member to make arrangements to have the screening performed immediately. The student will be responsible for obtaining transportation to the designated lab for screening; the student will not be allowed to drive to the designated lab. A student's failure to consent to the screening will result in immediate termination from the nursing programs.

### **III. STUDENT DRUG SCREEN PROCEDURE**

1. Students must pay the \$35.00 screening fee by the date indicated in the orientation letter, once admitted.
2. Students must submit a photo ID and social security number at the time of specimen collection.
3. The collector will be a licensed medical professional or technician who has been trained for collection in accordance with Chain of Custody and Control procedures. The collector will explain the collection procedure and Chain of Custody form to the student and provide a sealed collection container.
4. Students must remove unnecessary outer garments (coats, sweaters, bags, etc.) and remove items from pockets when entering the collection site.
5. The collector will collect a monitored urine specimen.
6. In the presence of the student, the collector will seal the urine specimen with a tamper proof security seal and affix an identification label with a code number.
7. The student will verify the information on the identification label, initial the security seal, read and sign the Chain of Custody Form.
8. The collector will sign the Chain of Custody Form and give the student the appropriate copy.
9. The collector will forward the sealed urine specimen and Chain of Custody Form to the designated certified testing center/laboratory for testing.
10. Specimens will be screened for ten (10) classes of drugs:
  - a. Amphetamines
  - b. Barbiturates
  - c. Benzodiazepines
  - d. Cocaine
  - e. Cannabinoids
  - f. Metaqualone
  - g. Opiates
  - h. Phencyclidine
  - i. Propoxyphene
  - j. alcohol
11. Positive screens will be confirmed by the Medical Review Officer.
12. Students will be informed of the screening results by the Director of the Nursing Program within two weeks of testing.

### **IV. GUIDELINE FOR A POSITIVE DRUG SCREEN**

Student with a positive drug screen are not permitted to participate in the clinical component of a nursing course. The student will receive a zero for each clinical assignment missed as a result of a positive drug screen.

In order to participate in clinical after a positive drug screen, the student must complete the following:

- 1). Complete a substance abuse treatment program approved by the Nursing Program and the Alabama board of Nursing.
- 2). Have the substance abuse treatment program mail the program completion statement directly to the Nursing Program Director.
- 3). Have the treatment program send a copy of each random drug screen report directly to the Nursing Program Director. Failure to do so will result in immediate dismissal from the Nursing Program based on deliberate disregard of the guidelines for a positive drug screen.

Once the student has satisfied the above requirements, the student will be able to resume the program of study according to all guidelines set forth in the current *Nursing Student Handbook*.

The Nursing Program Director reserves the right to randomly screen the student until completion of the Nursing program. A positive screen will result in immediate and permanent dismissal from the Nursing program.

Graduation from the Nursing Programs at WCCS does not guarantee eligibility to take the NCLEX licensure examination. A student with a history of chemical dependency must submit a full explanation of the situation including treatment records, urine screens, doctor's statements, etc. when submitting the application to the Alabama Board of Nursing.

## **V. CONFIDENTIALITY**

The Director of the Nursing Program will receive all test results. Confidentiality of the test results will be maintained with only the Director and the student having access to the results with the exception of legal actions which require access to test results.

## **VI. READMISSION**

To be considered for readmission, students who withdraw from the nursing program due to positive drug screen must:

1. Complete a substance abuse treatment program approved by the Wallace Community College Nursing Program and the Alabama Board of Nursing.
2. Have the approved treatment agency submit a letter to the Program Director verifying completion of a substance abuse treatment program.
3. Submit to an unannounced drug screen at the student's expense prior to readmission. A positive screen will result in ineligibility for readmission.

**VII.** Drug screening policies/programs suggested or required by the Alabama Board of Nursing, Wallace State Community College, and/or various institutions with which the College contracts may vary from time to time in any or all of their aspects. Students will be required to comply with the screening which satisfies the program or requirement established by the Alabama Board of Nursing or any clinical agency with whom the college contracts for clinical experience, whether pre-clinical drug screening, random drug screen, or reasonable suspicious screening.

Some of the ten classes of drugs for which screening will be conducted are available by prescription from health care practitioners. Prescription drugs prescribed to a student by an appropriate health care practitioner may nevertheless be subject to abuse and may give rise to reasonable suspicion testing. The fact that a student has a prescription for one or more of the ten classes of drugs which are legally prescribed by health care practitioner does not necessarily, in and of itself, excuse the student from the effect of this policy.

**VIII.** Each nursing student is required to sign a statement certifying that he or she has received a copy of the drug testing policy and guidelines and consents to provide urine specimen(s) for the purpose of analysis. If the nursing student is under eighteen (18) years of age, the nursing student's parent or legal guardian must sign the drug testing consent form in addition to the nursing student. The Nursing Director shall maintain the original of the signed consent for and may provide a copy of the consent form to the student upon request.

# Wallace Community College Selma

## Background Screening Policy for Students in the Health Sciences

### I. Policy Purpose

- A. Education of Health Science students at Wallace Community College requires extensive collaboration between the institution and its clinical affiliates.
- B. The College and clinical affiliates share an obligation to protect, to the extent reasonably possible, recipients of health care from harm.
- C. The College desires to ensure that the health and safety of students and patients are not compromised and acknowledges that clinical affiliation agreements exist to provide students with quality clinical education experiences.

### II. Standards of Conduct and Enforcement Thereof

- A. Clinical affiliation agreements for programs within the health sciences contain contractual obligations to comply with the requirements set forth by health care facilities.
- B. Student enrolled in a health program at Wallace Community College must conform to the rules, policies, and procedures of the clinical affiliate in order to participate in clinical learning experiences.
- C. Wallace Community College requires background screening of all students choosing to enroll in a program within the Health Sciences.

### III. General Guidelines

- A. Any student accepted into, currently attending, or re-admitting to any program within the Health Sciences at Wallace Community College will be required to undergo an initial background screen.
- B. Types of screening to be conducted
  - 1. Social Security Number Trace / ID Search to verify that the Social Security Administration issued the number provided by the individual and that it is not listed in the files of the deceased. The SSN trace will also locate additional names and addresses that may assist in locating jurisdictions for additional criminal searches.
  - 2. Unlimited County Criminal Record Verifications to identify criminal convictions for all names and addresses revealed on the Social Security Trace.
  - 3. The Alabama Statewide Search includes criminal convictions since 1987. These records contain information submitted to the State by courts from each county to other criminal justice agencies.
  - 4. FACIS (Fraud and Abuse Control Information System) Database Searches to identify adverse actions of individuals and entities in the health care field, including information on disciplinary actions ranging from exclusions and debarments to letters of reprimand and probation. Among others, searches include the OIG, GSA, OFAC and National Terrorist Watch List.
    - a) Office of the Inspector General (OIG) List of Excluded Individuals/Entities identifies those individuals who have committed offenses deeming them ineligible to care for patients receiving Medicare, Medicaid and other Federal health care benefits.
    - b) General Services Administration (GSA) Excluded Parties List Service identifies the List of Parties Excluded (EPLS) that identifies those excluded throughout the US Government from receiving Federal contracts and certain types of Federal financial/non-financial assistance/benefits.
    - c) Office of Foreign Assets Control (OFAC) List of Specially Designated Nationals (SDN) includes individuals associated with terrorism and Narcotics Trafficking.
    - d) National Terrorist Watch List contains names of international terrorism suspects and those of people who aid them.
  - 5. National Sex Offender Public Registry, maintained by the U. S. Department of Justice, returns complete profiles of sex offenders, including their convictions.

#### IV. Student Guidelines

##### A. Consent

1. Submission of all information disclosed in the process of requesting a background screening will be the responsibility of the student.
2. The *Disclosure & Authority to Release Information* form required in on-line creation of an account through the College-approved vendor must be signed by the student.
3. A *Background Screening Consent and Release Form* containing appropriate signatures must be submitted to and a copy kept on file in the applicable health program office student file.
4. An *Acknowledgement of Receipt of the Background Screening Policy for Students in the Health Sciences* form containing appropriate signatures must be submitted and a copy kept on file in the applicable health program student file.

##### B. Procedure Policies

1. Background screens will be scheduled and conducted by a College-designated vendor in accordance with program specific admission deadlines and/or semester start dates. Background screens performed by any other vendor or agency will not be accepted.
2. Students reinstated to a health program after an absence from program coursework of one semester or more, will be required to submit a screening update to the College-approved vendor.
3. All expenses associated with background screening, whether initial screens or updates, are the responsibility of the student.
  - a) Any applications of financial aid resources must follow aid-specific guidelines approved by the provider.
  - b) Any expenses not applicable to financial aid resources must be provided by the student.
4. Failure to complete the background screen by the published deadline and/or refusing to sign the consent, disclosure, and/or release authorization form(s) will prohibit a student from attending health program courses.
  - a) The student will be advised to officially withdraw from registration in any courses within the applicable health program prefix.
  - b) If the student does not officially withdraw, applicable procedures will be followed for administrative withdrawal.
5. A student who experiences extenuating circumstances that prohibit completion of the background screen by the deadline should contact the Director of the nursing program. In the event that a student is allowed to proceed with background screening beyond the designated deadline, he/she will not be allowed to attend any clinical experiences until the full background screen process is completed.

#### V. Results

- C. Results of background screening are confidential and will be released only to the individual student, the approved College designee, and the healthcare agencies upon request.
- D. If required by affiliate contracts, clinical affiliates will be provided with a copy of negative results for students assigned to the specific agency.
- E. Receipt of a positive background screening report will require further review by the College designee and appointed affiliate representatives.
  1. Background screens which could render a student ineligible to obtain clinical learning experiences include, but are not limited to:
    - a) Certain convictions or criminal charges which could jeopardize the health and safety of patients.
      - (1) Crimes against the person, such as battery or assault
      - (2) Crimes based on dishonesty or untruthfulness, such as theft or embezzlement
      - (3) Drug or substance abuse-related crimes, including but not limited to, use, manufacture, distribution, possession, and/or purchase of illegal substances.
    - b) Sanctions or debarment.
    - c) Felony or repeated misdemeanor activity.
    - d) Office of the Inspector General violations including inclusion of ones name on an excluded party list.
    - e) Other crimes as deemed ineligible by appointed affiliate representatives

2. In the event of a positive background screen, the student will be notified of the results by the College designee and the screening vendor.
3. Students will be provided an opportunity to challenge the accuracy of reported findings through the Adverse Action process provided by the College-approved vendor.
4. Students with a positive background screen will not be allowed to participate in clinical assignments pending resolution of the background finding.
5. Students who are unable to resolve positive background findings will not be allowed to continue in a health program at Wallace Community College. The student will be advised by the College designee as to their future eligibility for program re-entry and the mechanisms for readmission application to a health program.
  - (1) The student will be advised to officially withdraw from registration in any courses within the applicable health program prefix.
  - (2) If the student does not officially withdraw, applicable procedures will be followed for administrative withdrawal.

F. Background screening results will be securely filed in the office of the College designee.

G. Any conditions associated with positive background screens, which, upon review by designated clinical affiliate representatives are deemed allowable, may still have licensure implications upon graduation from a health program.

**WALLACE COMMUNITY COLLEGE SELMA**

**Generic Nursing Program**

**TEST OF ESSENTIAL ACADEMIC SKILLS**

**I have read and understand the new TEAS (Test of Essential Academic Skills) requirement. I know that I must be register and pay fees to take the test on-line.**

**I understand that I must bring my ATI username and password to take the online TEAS Test to WCCS the day of testing.**

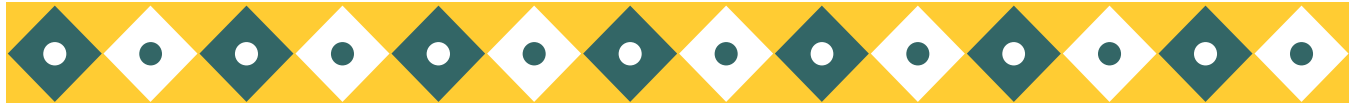
\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**

*If you are not accepted during this enrollment period, it will be your responsibility to notify the Office of Student Services for the next enrollment period and/or complete a new application.*

**Revised 6/23/2010**



# Test of Essential Academic Skills (TEAS)

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The Test of Essential Academic Skills (TEAS) measures basic essential skills in the academic content area of reading, mathematics, science and English and language usage. The test is intended for use primarily with adult nursing program applicants. The objectives assessed on the TEAS exam are those which nurse educators deemed most appropriate and relevant to measure entry level skills and abilities of nursing program applicants.

**Time Limit is 209 minutes. Four-option multiple-choice with 170 total questions.**

Reading is 58 minutes with 48 Questions

Mathematics is 51 minutes with 34 Questions

Science is 66 Minutes with 54 Questions

English and Language Usage is 34 Minutes with 34 Questions

## **Creating an ATI Account**

All individuals preparing to take the TEAS test must create an ATI account. You may create an account by:

1. Going to ATI's website at [www.atitesting.com](http://www.atitesting.com)
2. Click on create a new account then follow the screen prompts. Be sure to complete the registration process.
3. You only need to register once.
4. You will need your ATI username and password to take the online test.
5. Please bring this information with you to the test location at Wallace Community College Health Sciences Building.

**The Cost of the test is \$40.00**

For More Information, please contact the Office of Student Services at (334) 876-9295

The Following items are available for purchase at [www.atitesting.com](http://www.atitesting.com)

- Learning Strategies: Your Guide to Classroom and Test-Taking Success
- TEAS Pre-Test Study Manual
- TEAS Online Practice Assessments
- TEAS Transcripts