



Bay State College

Where Your Success Matters

**School of Nursing
Policy Manual**

2019-2020

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Student Signature Verification of Understanding

I acknowledge receipt of the current Bay State College School of Nursing Policy Manual which includes descriptions of the policies that are specific to both the RN to Baccalaureate and Associate Degree in Nursing program.

By signing this document, I am stating that I have read this manual and agree to be bound by the policies contained therein. I understand that refusal to sign this agreement will result in my being unable to participate in the nursing program.

This document will be held in my student record and will remain valid for the duration of my participation in the Nursing Program. If the Bay State College School of Nursing Policy Manual is updated, students currently in the program will be provided access by electronic means and may be required to sign an updated agreement.

Print Name

Date

Signature

DO NOT REMOVE THIS PAGE.

Policy Title: Admission Requirements to the Bay State College Nursing Programs

Policy Number: School of Nursing Policy 1

Purpose: The purpose of this policy is to identify the requirements for applicants into the nursing program.

BORN Regulation: **6.04 (3) (a)(1):** The Program shall: require all candidates for admission to provide satisfactory evidence of secondary school graduation, or its equivalent, and compliance with the immunization requirements specified by the Massachusetts Department of Public Health

6.04 (3) (a)(2): The Program shall: publish current policies which describe the specific nondiscriminatory criteria for admission, progression, attendance, course exemption, advanced placement, transfer, educational mobility, withdrawal, re-admission, graduation, and student rights and grievances.

ACEN Criterion: **Criterion 3.1:** Policies for nursing students are congruent with those of the governing organization, publicly accessible, non-discriminatory, and consistently applied; differences are justified by the student learning outcomes and program outcomes.

CCNE Standard: **I-F:** Academic policies of the parent institution and the nursing program are congruent and support achievement of the mission, goals, and expected program outcomes. These policies are: fair and equitable; published and accessible; and reviewed and revised as necessary to foster program improvement.

Scope: Policy applies to all applicants to the Bay State College School of Nursing programs

Responsible Party: School of Nursing Chair, Nursing Faculty; Vice President of Enrollment

Definitions: Wonderlic English: assessment program to determine college placement level of English.
TEAS: Test of Essential Academic Skills

A. Admission to Associates Degree Program

- a. Submit a completed application.
- b. All requirements by the college as stated in the admission criteria.
- c. Interview with and secure the recommendation of a member of the Bay State College Admissions Team.
- d. Achieve a score of 1500 or greater on the Wonderlic English placement test.
- e. Applicants applying as first-time college students, or having attended college with less than 12 credits, must have a high school GPA of 3.0 and at least a grade of C in a Life Science course including a lab. Applicants must submit an official sealed high school transcript showing proof of graduation, an official GED transcript, or HISET transcript.
- f. Applicants with 12 or more college credits must have a college GPA of 2.7 or higher, and a Life Science course including a lab of at least a grade of C. Applicants must submit official transcripts from all colleges/universities attended. The combined total of the GPA from previous college courses must be at least a 2.7.
- g. Achieve results on the TEAS of 65% overall with a sub score of 70% on reading comprehension. The TEAS must have been taken within one year of the submission of a completed application to the nursing program. Applicants may submit results from their first or second attempt taking the TEAS; scores from attempts after the second attempt will NOT be considered.
- h. Sciences for transfer must have been taken within the past five years and have a minimum final grade of B (85). English II for transfer must have a minimum final grade of B (85).
- i. Applicants must submit the Proof of Immunization form. Immunizations must comply with the Massachusetts Department of Public Health's Adult Occupational Immunization Schedule.

A. Admission to the RN to Baccalaureate Nursing Degree Program

- a. Submit a completed application.
- b. Sign and submit the provided CORI Acknowledgement Form.
- c. Sign and submit the provided Program Disclosure Form.
- d. Sign and submit the provided Enrollment Agreement.

- e. Submit an official, sealed college transcript/s (with proof of Associate Degree in nursing or diploma in nursing) with a GPA of 2.6 or higher.
- f. Proof of a Registered Nurse (RN) license will be obtained by Bay State staff. Applicant must hold a current unencumbered RN license. If a student holds active licenses in more than one state/jurisdiction all licenses must be unencumbered.
- g. Applicants must submit the Proof of Immunization form. Immunizations must comply with the Massachusetts Department of Public Health's Adult Occupational Immunization Schedule.
- h. Students who have graduated from a nursing program within three months of application may be admitted if all other admission requirements are met.
- i. Applicants may be granted conditional acceptance pending transcript evaluation and successful completion of any required NLN Achievement exams. (See Policy 24: Exemption by Examination)

Effective: 12/2009

Revised: 5/14/18 AC, CM, RG, LB, RM

7/23/18 CM, RM

12/11/18 CM, LB, RM, SN

12/6/19 CM, JV, KA, SH, BB

Policy Title: **Progression of Students within the Bay State College Nursing Program**

Policy Number: School of Nursing Policy 2

Purpose: The purpose of this policy is to identify the requirements for students to progress through the nursing programs.

BORN Regulations: **6.04 (3) (a) (2):** The program shall: publish current policies which describe the specific nondiscriminatory criteria for admission, progression, attendance, course exemption, advanced placement, transfer, educational mobility, withdrawal, re-admission, graduation, and student rights and grievances.

ACEN Criterion: **Criterion 3.1:** Policies for nursing students are congruent with those of the governing organization as well as the state, when applicable, and are publicly accessible, non-discriminatory, and consistently applied; differences are justified by the end-of-program student learning outcomes and program outcomes.

CCNE Standard: **I-F:** Academic policies of the parent institution and the nursing program are congruent and support achievement of the mission, goals, and expected program outcomes. These policies are: fair and equitable; published and accessible; and reviewed and revised as necessary to foster program improvement.

Scope: Policy applies to all students in the Bay State College School of Nursing

Responsible Party: School of Nursing Chair, Nursing Faculty

Definitions: Grading System-see addendum
Co-requisite-course or other requirement that a student must take at the same time as another course or requirement
Pre-requisite-a course or other requirement that a student must have taken prior to enrolling in a specific course or program

Cross reference: Bay State College School of Nursing Student Handbook

Policy:

Associate Degree Program

- A. In order to progress within the associate degree nursing program, students must:
- a. Pass all nursing co-requisite courses with an 80% or better.
 - b. Pass all general education courses with a 77% or better.
 - c. Pass all science courses with an 85% or better.
 - d. Pass ENG 102 English II with an 85% or better.
 - e. Pass the clinical, lab, and nursing theory component of each course in order to meet the requirements of the course.
 - i. **All nursing courses have a final grade of B- (80) or greater for progression in the program.**
 - ii. There will be no rounding up of final grades. For example, a final grade, in a nursing course, of 79.9 does not qualify as a pass.

RN to Baccalaureate Program

- B. In order to progress within the associate degree nursing program, students must:
- a. Pass all nursing co-requisite courses with an 80% or better.
 - b. Pass all general education courses with a 77% or better.
 - c. Pass the clinical and nursing theory component of each course in order to meet the requirements of the course.
 - i. **All nursing courses have a final grade of B- (80) or greater for progression in the program.**
 - ii. There will be no rounding up of final grades. For example, a final grade, in a nursing course, of 79.9 does not qualify as a pass.

Addendum:

Grading System

The passing grade for all undergraduate nursing courses is "C" or higher. A cumulative GPA of 2.00 or higher is also required for academic progression from one semester to the next. The following scale applies to all Bay State College School of Nursing courses.

PERCENT	GRADE	GRADE POINT EQUIVALENT
95 – 100	A	4.00
90 – 94	A-	3.70
87 – 89	B+	3.30
84 – 86	B	3.00
80 – 83	B-	2.70
77 – 79	C+	2.30 **
74 – 76	C	2.00
70 – 73	C-	1.70
67 – 69	D+	1.30
64 – 66	D	1.00
60 – 63	D-	0.70
Below 60	F	0.00

** NOTE: Although a student may pass all nursing and health science prerequisites at the C+ minimum, the resulting GPA may not meet the 2.0 cumulative GPA requirement.

Effective: 12/2009

Revised: 5/14/18 AC, CM, RG, LB, RM

7/23/18 CM, RM

12/11/18 CM, LB, RM, SN

12/6/19 CM, JV, KA, SH, BB

Policy Title: Attendance and Tardiness**Policy Number:** School of Nursing Policy 3**Purpose:** The purpose of this policy is to identify the requirements related to attendance and tardiness for students in the Bay State College Nursing Programs.**BORN Regulations:** **6.04 (3) (a) (2):** The Program shall: publish current policies which describe the specific nondiscriminatory criteria for admission, progression, attendance, course exemption, advanced placement, transfer, educational mobility, withdrawal, re-admission, graduation, and student rights and grievances.**ACEN Criterion:** **Criterion 3.1:** Policies for nursing students are congruent with those of the governing organization as well as the state, when applicable, and are publicly accessible, non-discriminatory, and consistently applied; differences are justified by the end-of-program student learning outcomes and program outcomes.**CCNE Standard:** **I-F:** Academic policies of the parent institution and the nursing program are congruent and support achievement of the mission, goals, and expected program outcomes. These policies are: fair and equitable; published and accessible; and reviewed and revised as necessary to foster program improvement.**Scope:** Policy applies to all students in the Bay State College Nursing Programs.**Responsible Party:** School of Nursing Chair, Nursing Faculty**Policy:****Associate Degree Program****A. Attendance:**

- a. Student attendance is mandatory for all classes, labs, and clinical experiences. Students will be unable to satisfactorily meet learning outcomes if they do not attend all required sessions. If a student is absent from clinical more than two clinical days in any semester that student will be unable to pass clinical and, therefore, unable to progress to the next nursing course.
- b. To be considered present for class, lab, and clinical, students must complete the following:
 - i. Class:
 1. Complete the assigned quiz on the day of class; quizzes may need to be completed during class or within 30 minutes following the class per instructor directions.
 - ii. Lab:
 1. Attendance is two-fold including pre-lab assignments and post-lab quizzes.
 - a. Pre-lab assignments must be submitted at least 1 hour prior to the scheduled lab to gain access to the lab. Failure to do so will result in an absence for the lab.
 - b. Complete the assigned quiz within 30 minutes following the end of lab.
 - iii. Clinical:
 1. Complete the assigned quiz within the time frame of 1 hour prior to clinical up to 11:59pm of the night of clinical.
 2. Quizzes not completed in the assigned time frames will lead to the student being marked as absent. If the quiz is not completed in the time frame and counts towards an examination grade, the student will receive a "0" for the quiz.
 3. Once attendance is recorded, changes cannot be made.

B. Tardiness:

- a. Students are expected to be on time for classroom, lab, and clinical experiences. Punctuality is a matter of professionalism.
- b. Students arriving late for class may not enter the classroom until mid-session break. A student late to class for the third and subsequent time will be marked absent for that day. Students arriving late for lab will be excluded from the lab for that day and will not be allowed a make-up day. There are NO EXCEPTIONS to this rule.

C. Entering and Leaving the Classroom

- a. Students leaving the classroom for any reason must wait until the mid-session break to return to class. Activity during the class is disruptive to the instructor and other students. Please plan accordingly.

D. Leaving Class Early

- a. Students who need to leave a class early must do so at the mid-session break and inform the instructor of their need to leave class early. Students leaving early in excess of two times will be marked absent for that day.

RN to Baccalaureate program

A. Attendance

- a. Students are expected to be on time for classroom and clinical experiences. Punctuality is a matter of professionalism.
- b. Hybrid Course
 - i. Attendance and engagement are expected.
 - ii. Two consecutive absences will result in administrative withdrawal by the Office of the Registrar due to course abandonment.
 - iii. Attendance must be documented on the day of class meetings though the completion of a quiz or assignment in Canvas. During asynchronous weeks, attendance must be documented though the completion of a quiz or assignment in Canvas for the window of Monday through Wednesday and Thursday through Sunday.
- c. Online Course
 - i. Attendance and engagement are expected.
 - ii. Two consecutive absences will result in administrative withdrawal by the Office of the Registrar due to course abandonment.
 - iii. Online attendance must be documented though the completion of a quiz or assignment in Canvas for the window of Monday through Wednesday and Thursday through Sunday

Effective: 12/2009

Revised: 12/11/18 CM, LB, RM, SN

5/20/19 CM, LB, RM, SH, SN

12/6/19 CM, JV, KA, SH, BB

Policy Title: Course Exemption

Policy Number: School of Nursing Policy 4

Purpose: The purpose of this policy is to identify the requirements related to course exemptions for students in the Bay State College Nursing Programs.

BORN Regulations: **6.04 (3) (a) (2):** The Program shall: publish current policies which describe the specific nondiscriminatory criteria for admission, progression, attendance, course exemption, advanced placement, transfer, educational mobility, withdrawal, re-admission, graduation, and student rights and grievances.

ACEN Criterion: **Criterion 3.1:** Policies for nursing students are congruent with those of the governing organization as well as the state, when applicable, and are publicly accessible, non-discriminatory, and consistently applied; differences are justified by the end-of-program student learning outcomes and program outcomes.

CCNE Standard: **I-F:** Academic policies of the parent institution and the nursing program are congruent and support achievement of the mission, goals, and expected program outcomes. These policies are: fair and equitable; published and accessible; and reviewed and revised as necessary to foster program improvement.

Scope: Policy applies to all students in the Bay State College Nursing Programs.

Responsible Party: School of Nursing Chair, Nursing Faculty

Definitions: NLN: National League of Nursing
Pharmacology in Clinical Nursing: assessment to determine mastery of nursing pharmacology.
Physical Assessment: assessment to determine mastery of nursing physical assessment.

Policy:

The Bay State College School of Nursing Associate Degree program does not recognize nursing program course exemptions. Please refer to the College Catalog for identification of non-nursing course exemption.

The Bay State College School of Nursing RN to Baccalaureate Degree program recognizes the NLN Pharmacology in Clinical Nursing, NLN Physical Assessment, NLN Mental Health Nursing exams to satisfy the requirement of mastery of pharmacology and advanced physical assessment through challenge examination.

See: School of Nursing Policy 24, Exemption by Examination for Admission to Bay State College RN to Baccalaureate Nursing Program.

Effective: 12/6/19 CM, JV, KA, SH, BB

Revised: 12/6/19 CM, JV, KA, SH, BB

Policy Title: Advanced Placement

Policy Number: Nursing Policy 5

Purpose: The purpose of this policy is to identify the requirements related to advanced placement for students in the Bay State College Associate Degree Nursing Program.

BORN Regulations: **6.04 (3) (a) (2):** The Program shall: publish current policies which describe the specific nondiscriminatory criteria for admission, progression, attendance, course exemption, advanced placement, transfer, educational mobility, withdrawal, re-admission, graduation, and student rights and grievances.

ACEN Criterion: **Criterion 3.1:** Policies for nursing students are congruent with those of the governing organization as well as the state, when applicable, and are publicly accessible, non-discriminatory, and consistently applied; differences are justified by the end-of-program student learning outcomes and program outcomes.

CCNE Standard: **I-F:** Academic policies of the parent institution and the nursing program are congruent and support achievement of the mission, goals, and expected program outcomes. These policies are: fair and equitable; published and accessible; and reviewed and revised as necessary to foster program improvement.

Scope: Policy applies to all students in the Bay State College Associate Degree Nursing Program

Responsible Party: School of Nursing Chair, Nursing Faculty

Definitions:

Policy:

The Bay State College Associate Degree in Nursing program allows advanced placement into NUR 210 Medical-Surgical Nursing I for students who have successfully completed a Fundamentals of Nursing course in a MA BORN approved and ACEN accredited program. The course must have a supervised clinical component of 88 or more hours. The student must have achieved a grade of 85% or greater on the first attempt of the course. Students who have repeated the course and achieved an 85% or greater on the second attempt will NOT be considered for advanced placement. In addition, students must take the ATI Proctored Fundamentals exam and achieve a score of 65% or greater to be awarded advanced placement. Students receive advanced placement into NUR 210 Medical-Surgical Nursing I only. Students are still required to take NUR 100 Introduction to Nursing Concepts and NUR 102 Health Assessment.

Effective: 12/2009

Revised: 5/14/18 AC, CM, RG, LB, RM,

7/23/18 CM, RM

12/11/18 CM, LB, RM, SN

12/6/19 CM, JV, KA, SH, BB

Policy Title: Transfer of Credits into the Bay State College Nursing Programs

Policy Number: School of Nursing Policy 6

Purpose: The purpose of this policy is to define the opportunity to transfer previously obtained nursing credits into the Bay State College School of Nursing.

BORN Regulations: **6.04 (3) (a) (2):** The Program shall: publish current policies which describe the specific nondiscriminatory criteria for admission, progression, attendance, course exemption, advanced placement, transfer, educational mobility, withdrawal, re-admission, graduation, and student rights and grievances.

ACEN Criterion: **Criterion 3.1:** Policies for nursing students are congruent with those of the governing organization as well as the state, when applicable, and are publicly accessible, non-discriminatory, and consistently applied; differences are justified by the end-of-program student learning outcomes and program outcomes.

CCNE Standard: **I-F:** Academic policies of the parent institution and the nursing program are congruent and support achievement of the mission, goals, and expected program outcomes. These policies are: fair and equitable; published and accessible; and reviewed and revised as necessary to foster program improvement.

Scope: Policy applies to all students in the Bay State College Nursing Program

Responsible Party: School of Nursing Chair, Nursing Faculty

Definitions:

Policy:

The Bay State College Associate Degree in nursing program allows the transfer of seven credits for NUR 101 Fundamentals of Nursing if an applicant receives advanced placement.

The Bay State College RN to Baccalaureate Degree in nursing program allows the transfer of equivalent associate degree coursework (up to 62 credits), RN license credit equivalent (30 credits) and general education units prior to commencing coursework at Bay State College. Transfer credits will not be accepted after enrollment in Bay State College coursework.

Effective: 12/2009

Revised: 5/14/18 AC, CM, RG, LB, RM

7/23/18 CM, RM

12/11/18 CM, LB, RM, SN

12/6/19 CM, JV, KA, SH, BB

Policy Title: Educational Mobility

Policy Number: School of Nursing Policy 7

Purpose: The purpose of this policy is to identify options for educational mobility within the Nursing Program at Bay State College.

BORN Regulations: **6.04 (3) (a) (2):** The Program shall: publish current policies which describe the specific nondiscriminatory criteria for admission, progression, attendance, course exemption, advanced placement, transfer, educational mobility, withdrawal, re-admission, graduation, and student rights and grievances.

ACEN Criterion: **Criterion 3.1:** Policies for nursing students are congruent with those of the governing organization as well as the state, when applicable, and are publicly accessible, non-discriminatory, and consistently applied; differences are justified by the end-of-program student learning outcomes and program outcomes.

CCNE Standard: **I-F:** Academic policies of the parent institution and the nursing program are congruent and support achievement of the mission, goals, and expected program outcomes. These policies are: fair and equitable; published and accessible; and reviewed and revised as necessary to foster program improvement.

Scope: Policy applies to all students in the Bay State College Nursing Program

Responsible Party: School of Nursing Chair, Nursing Faculty

Definitions:

Policy:

The Bay State College Associate Degree in nursing program prepares graduates to progress into baccalaureate education. The importance of baccalaureate preparation is emphasized throughout the program. The college has an RN to Baccalaureate program which allows graduates of the Bay State College Associate Degree in Nursing program, who have successfully passed NCLEX-RN, to enroll by providing proof of a current RN license.

The Bay State College RN to Baccalaureate Degree in nursing program prepares graduates to progress into master level education. The curriculum is built on a foundation of arts, sciences and humanities.

Effective: 12/2009

Revised: 5/14/18 AC, CM, RG, LB, RM,

7/23/18 CM, RM

12/11/18 CM, LB, RM, SN

12/6/19 CM, JV, KA, SH, BB

Policy Title: Withdrawal from Nursing Courses/Nursing Program

Policy Number: School of Nursing Policy 8

Purpose: The purpose of this policy is to identify the consequences of being withdrawn from nursing courses and from the Bay State College Nursing Program.

BORN Regulations: **6.04 (3) (a) (2):** The Program shall: publish current policies which describe the specific nondiscriminatory criteria for admission, progression, attendance, course exemption, advanced placement, transfer, educational mobility, withdrawal, re-admission, graduation, and student rights and grievances.

ACEN Criterion: **Criterion 3.1:** Policies for nursing students are congruent with those of the governing organization as well as the state, when applicable, and are publicly accessible, non-discriminatory, and consistently applied; differences are justified by the end-of-program student learning outcomes and program outcomes.

CCNE Standard: **I-F:** Academic policies of the parent institution and the nursing program are congruent and support achievement of the mission, goals, and expected program outcomes. These policies are: fair and equitable; published and accessible; and reviewed and revised as necessary to foster program improvement.

Scope: Policy applies to all students in the Bay State College School of Nursing

Responsible Party: School of Nursing Chair, Nursing Faculty

Definitions:
Withdrawal date: Students should refer to the Academic Calendar found on the Bay State College Portal and website for specific withdrawal dates for each semester and term.
Withdrawal: Withdrawing from a course after the Add/Drop period, but before the Last Day to Withdraw, will result in a grade of "W" which will impact the student's percentage of classes completed.
Withdrawal Failing: Withdrawing from a course after the Last Day to Withdraw will result in a punitive grade of "WF" which will impact the student's percentage of classes completed and grade point average.
Reinstatement: Please refer to the Bay State College policy for re-entry guidelines

Policy:

- A. Any student who receives a grade of Withdrawal Failing (WF) or Failing (F) in any required nursing program course will be unable to progress on schedule to the next nursing course and therefore will be withdrawn from the nursing program. For the purposes of this policy, courses with an NUR prefix and MAT 106 Applied Math for Nurses are considered nursing courses.
- B. Students who are withdrawn from the nursing program may request reinstatement to the program by contacting the Dean of Nursing. Upon reinstatement, the student will be required to complete a remediation plan and must meet all components of this plan in order to remain in good standing within the nursing program. The remediation plan may include but is not limited to the need to re-take and/or audit courses in order to progress in the Nursing program.
- C. Students who receive a grade of Withdrawal Failing (WF) or Failing (F) in a nursing program course in a subsequent semester will be withdrawn from the nursing program and will be ineligible for reinstatement.

Effective: 12/6/19 CM, JV, KA, SH, BB

Revised: 12/6/19 CM, JV, KA, SH, BB

Policy Title: Readmission to the Nursing Program

Policy Number: School of Nursing Policy 9

Purpose: The purpose of this policy is to identify the requirements for readmission to the Associate Degree in Nursing and RN to Baccalaureate Degree in Nursing Programs.

BORN Regulations: **6.04 (3) (a) (2):** The Program shall: publish current policies which describe the specific nondiscriminatory criteria for admission, progression, attendance, course exemption, advanced placement, transfer, educational mobility, withdrawal, readmission, graduation, and student rights and grievances.

ACEN Criterion: **Criterion 3.1:** Policies for nursing students are congruent with those of the governing organization as well as the state, when applicable, and are publicly accessible, non-discriminatory, and consistently applied; differences are justified by the end-of-program student learning outcomes and program outcomes.

CCNE Standard: **I-F:** Academic policies of the parent institution and the nursing program are congruent and support achievement of the mission, goals, and expected program outcomes. These policies are: fair and equitable; published and accessible; and reviewed and revised as necessary to foster program improvement.

Scope: Policy applies to all students in the Bay State College School of Nursing

Responsible Party: School of Nursing Chair, Nursing Faculty

Definitions:
 Withdrawal date: Students should refer to the Academic Calendar found on the Bay State College Portal and website for specific withdrawal dates for each semester and term.
 Withdrawal: Withdrawing from a course after the Add/Drop period, but before the Last Day to Withdraw, will result in a grade of "W" which will impact the student's percentage of classes completed.
 Withdrawal Failing: Withdrawing from a course after the Last Day to Withdraw will result in a punitive grade of "WF" which will impact the student's percentage of classes completed and grade point average.
 Reinstatement: Please refer to the Bay State College policy for re-entry guidelines
 Term: Eight (8)-week session

Policy:

Associate Degree:

- A. Students enrolled in the Associate Degree program are encouraged to complete the program in 150% of the recommended time, or 8 semesters, or less. The Associate Degree program must be completed in 150% or less. Students exceeding 5 years will be withdrawn from the program.
- B. If the student wishes to apply for readmission to the Associate Degree program:
 - a. A remediation plan is required to be successfully completed prior to an application being accepted.
 - b. Students will be readmitted on a space available basis.
 - c. The application would be competitive with all other applications.
 - d. In the case of a student re-entering the program after withdrawal/failure from any course component, the student would need to retake the entire course over.

RN to Baccalaureate Degree:

- A. Students enrolled in the RN to Baccalaureate Degree program are encouraged to complete the program in 150% of the recommended time, or 9 terms, or less. The RN to Baccalaureate Degree program must be completed in 5 years or less. Students exceeding 5 years will be withdrawn from the program.
- B. Any student who receives a grade of Withdrawal Failing (WF) or Failing (F) in any required Nursing program course will be unable to progress on schedule to the next nursing course and therefore will be withdrawn from the nursing program. For the purposes of this policy, courses with an NUR prefix and MAT106 are considered nursing courses.
- C. Students who are withdrawn from the nursing program for the reason listed above may request reinstatement to the program by contacting the Dean of Nursing. Upon reinstatement, the student will be required to complete a remediation plan and must

meet all components of this plan in order to remain in good standing within the nursing program. The remediation plan may include but is not limited to the need to re-take and/or audit courses in order to progress in the nursing program.

- D. Students who receive a grade of Withdrawal Failing (WF) or Failing (F) in a nursing program course in a subsequent semester will be withdrawn from the nursing program and will be ineligible for reinstatement.

Effective: 12/2009

Revised: 5/14/18 AC, CM, RG, LB, RM,

7/23/18 CM, RM

12/11/18 CM, LB, RM, SN

12/6/19 CM, JV, KA, SH, BB

Policy Title: Graduation from the Bay State College School of Nursing

Policy Number: School of Nursing Policy 10

Purpose: The purpose of this policy is to identify the requirements for graduation from Bay State College, the Associate Degree in Nursing Program, and the RN to Baccalaureate degree in Nursing Program.

BORN Regulations: **6.04 (3) (a) (2):** The Program shall: publish current policies which describe the specific nondiscriminatory criteria for admission, progression, attendance, course exemption, advanced placement, transfer, educational mobility, withdrawal, readmission, graduation, and student rights and grievances.

ACEN Criterion: **Criterion 3.1:** Policies for nursing students are congruent with those of the governing organization, publicly accessible, non-discriminatory, and consistently applied; differences are justified by the student learning outcomes and program outcomes.

CCNE Standard: **I-F:** Academic policies of the parent institution and the nursing program are congruent and support achievement of the mission, goals, and expected program outcomes. These policies are: fair and equitable; published and accessible; and reviewed and revised as necessary to foster program improvement.

Scope: Policy applies to all students in the Associate Degree Nursing Program.

Responsible Party: School of Nursing Chair, Nursing Faculty

Definitions:

Policy:

Associate Degree in Nursing Program

To fulfill the graduation requirements for the Bay State College Associate Degree in Nursing program, students are expected to complete the following:

- A. Students must pass all course and clinical experiences in the associate degree nursing program curriculum to graduate.
- B. The student must meet the requirements for satisfactory academic progression for the College as outlined in the Student Handbook.
- C. The student must fulfill all graduation requirements of Bay State College as outlined in the Student Handbook.
 - a. Students must achieve 90% or higher on the ATI Capstone Comprehensive Predictor.
 - b. Students achieving less than 90% must perform remediation.
 - c. Remediation will include successful completion of Virtual ATI (receiving the green light from ATI) and meeting weekly with a designated faculty member.
- D. Permission to sit for the NCLEX examination will be granted upon completion of remediation plan.
- E. Assessment Technologies Institute (ATI) Testing: Senior Capstone
 - a. Students are required to obtain 90% or higher on the ATI Capstone Comprehensive Predictor.
 - b. Students receiving below 90% will be required to perform remediation.
 - c. Remediation will include successful completion of Virtual ATI (receiving the green light from ATI) and meeting weekly with a designated faculty member.
 - d. Permission to sit for the NCLEX examination *WILL NOT* be granted until successful completion of remediation.

RN to Baccalaureate Degree in Nursing Program

To fulfill the graduation requirements in any program of study offered at Bay State College, students are expected to complete the following:

- A. Meet all academic requirements for their program of study*.

- B. Complete the Intent to Graduate/Walk Application*. Along with the application, students must include a degree application fee. Names should be printed on the application exactly as they should appear on diplomas and in the commencement brochure. Diplomas are mailed 4-6 weeks after conferral, so students should provide an up-to-date address as well;
- C. Contact the Office of the Bursar to confirm good financial standing with the College*. All student accounts must be settled. This includes the payment of any outstanding balances such as tuition, room and board, library fines, etc.;
- D. Complete the Career Services Exit Survey and electronically sign the Career Services Agreement. Students will be emailed links to both of these documents approximately one month prior to the graduation date;
- E. Schedule an appointment with the Default Prevention Specialist to complete Exit Loan Counseling. Federal regulations require Bay State College to offer exit interviews for students who received any loans during their time at the College;
- F. Contact the Office of Admissions to ensure all required immunization documentation is on file;
- G. International students should schedule a meeting with the Designated School Official regarding their F-1 status; and
- H. Walking candidates should meet with their Academic Advisor to complete a Walker Action Plan.

*Students who fail to meet this requirement will not be able to participate in graduation exercises and will have their diploma/official transcript held until completed.

Pending Graduates

- A. A minimum of 60 earned credit hours is required for the Associate Degree; a minimum of 120 earned credit hours is required for the bachelor's degree, and a minimum of 29 earned credit hours is required for the Certificate.
- B. A student who has withdrawn from the College may transfer no more than 6 credits back to Bay State, with the approval of the Department/Program Chair and Registrar in order to graduate from Bay State College.
- C. A minimum of 73 semester hours is required for the Associate in Science Degree in the Nursing Program. Students must pass all nursing professional courses with a minimum of B- or better.

Walking Candidates

In order to walk in the Graduation Ceremony a student must:

- A. Have 2 courses or less to complete at the end of the Spring term/semester; and
- B. Must be an active student.

*Due to differences in scheduling, students enrolled in the Associate Degree Nursing program are eligible to walk with 3 courses or less to complete at the end of the Spring term/semester.

A diploma or official transcript will not be awarded until all credits are completed. Since students who walk in the May ceremony have not completed all required courses, these students should not expect to officially graduate or receive a diploma until a subsequent conferral date when all graduate requirements have been met.

For more information on graduation requirements and graduation exercises please refer to the Bay State College Student Handbook at: <https://www.baystate.edu/files/resources/2018-2019-student-handbook-v2.pdf>

Effective: 12/2009

Revised: 5/14/18 AC, CM, RG, LB, RM,

7/23/18 CM, RM

12/11/18 CM, LB, RM, SN

12/6/19 CM, JV, KA, SH, BB

Policy Title: **Student Rights and Grievances**

Policy Number: School of Nursing Policy 11

Purpose: The purpose of this policy is to identify student rights and grievances relating to Bay State College and the School of Nursing.

BORN Regulations: **6.04 (3) (a) (2):** The Program shall: publish current policies which describe the specific nondiscriminatory criteria for admission, progression, attendance, course exemption, advanced placement, transfer, educational mobility, withdrawal, readmission, graduation, and student rights and grievances.

ACEN Criterion: **Criterion 3.1:** Policies for nursing students are congruent with those of the governing organization, publicly accessible, non-discriminatory, and consistently applied; differences are justified by the student learning outcomes and program outcomes.

Criterion 3.7: Records reflect that program complaints and grievances receive due process and include evidence of resolution.

CCNE Standard: **I-G:** The program defines and reviews formal complaints according to established policies.

Scope: Policy applies to all students in the Bay State College School of Nursing

Responsible Party: Bay State College

Definitions:

Policy:

The purpose of this policy is to ensure that each student is treated in an equitable manner and that any student complaint will be handled promptly and fairly.

The first attempt at resolution of a conflict will be informal, consisting of the parties involved. It is expected that most grievances can come to an equitable resolution in this manner. However, if the complaint is not resolved, the grievance can be presented in writing with supporting allegations, within 10 days of the incident, to the appropriate personnel.

Academic Issues (instructor methodology, grading, course requirements, classroom behavior, misconduct, academic integrity, etc.)

1st Recourse Course Instructor

2nd Recourse Department/Program Chair (Day Division) or Associate Director of Evening and Online Education (Evening and Online Programs) or Academic Standing and Integrity Committee (for academic integrity issues)

3rd Recourse Vice President of Academic Affairs

Clinical Education Issues All students in the Physical Therapist Assistant, Nursing, and Allied Health programs are subject to program-specific policies which can be found in their respective program handbooks.

Student Violations of Conduct

1st Recourse Assistant Dean of Students

2nd Recourse Vice President of Student Affairs/Dean of Students

Sexual, Racial, or Cultural Discrimination

1st Recourse Assistant Dean of Students

2nd Recourse Vice President of Student Affairs/Dean of Students

Disability Support Services Issues

1st Recourse Disability Support Services Coordinator

2nd Recourse Vice President of Student Affairs/Dean of Students

Financial Issues

1st Recourse Bursar

2nd Recourse Director of Student Financial Services

Security Issues

1st Recourse Assistant Dean of Students

2nd Recourse Vice President of Student Affairs/Dean of Students

The Family Educational Rights and Privacy Act

1st Recourse Registrar

2nd Recourse Vice President of Student Affairs/Dean of Students 67

Title IX (Sexual Violence/Sex Discrimination)

1st Recourse Mental Health Counselor (Confidential) or Assistant Dean of Students (QuasiConfidential)

2nd Recourse Vice President of Student Affairs/Dean of Students (Title IX Coordinator)

International Student Issues

1st Recourse Assistant Dean of Students

2nd Recourse Vice President of Student Affairs/Dean of Students (PDSO)

Maximum effort will be made to maintain confidentiality at every level of recourse. A grievance will be acknowledged within 10 days of receiving it. Decisions concerning student offenses and infractions of college regulations shall be made by the Assistant Dean of Students or a designee. Decisions concerning Academic Integrity will be made by the Academic Standing and Integrity Committee. All decisions will be final, subject to the student's right of appeal.

REPORTING OF INCIDENTS AND CRIMES

Students who have been involved in an incident or crime (theft, assault, etc.) and/or wish to report a security issue, should follow the following procedures:

- Obtain an Incident Report from the Department of Student Affairs.
- Complete the report, including all witness statements and evidence, keeping one copy for yourself. Submit one copy of the report, with supporting documentation, to the Assistant Dean of Students at 31 St. James Avenue.

After the report has been filed with the Assistant Dean, the incident or security issue will be investigated, and all necessary steps will be taken.

Effective: 12/2009

Revised: 5/14/18 AC, CM, RG, LB, RM,

7/23/18 CM, RM

12/11/18 CM, LB, RM, SN

12/6/19 CM, JV, KA, SH, BB

Policy Title: Criminal Offender Record Information (CORI) Checks

Policy Number: School of Nursing Policy 12

Purpose: The purpose of this policy is to define the requirements related to the Criminal Offender Record Information (CORI) checks.

BORN Regulations: **6.04 (3) (a) (2):** The Program shall: publish current policies which describe the specific nondiscriminatory criteria for admission, progression, attendance, course exemption, advanced placement, transfer, educational mobility, withdrawal, readmission, graduation, and student rights and grievances.

ACEN Criterion: **Criterion 3.1:** Policies for nursing students are congruent with those of the governing organization, publicly accessible, non-discriminatory, and consistently applied; differences are justified by the student learning outcomes and program outcomes.

Criterion 3.5: Student educational records are in compliance with the policies of the governing organization and state and federal guidelines.

CCNE Standard: **I-F:** Academic policies of the parent institution and the nursing program are congruent and support achievement of the mission, goals, and expected program outcomes. These policies are: fair and equitable; published and accessible; and reviewed and revised as necessary to foster program improvement.

Scope: Policy applies to all applicants to and enrolled students in the Bay State College Nursing Programs

Responsible Party: School of Nursing Chair, Nursing Faculty

Definitions: CORI: C.O.R.I. is Criminal Offender Record Information, which consists of records and data in any communicable form compiled by a Massachusetts criminal justice agency about an identifiable individual that relate to:

- Nature or disposition of a criminal charge,
- An arrest,
- A pre-trial proceeding,
- Other judicial proceedings,
- Sentencing,
- Incarceration,
- Rehabilitation,
- Release

* Does not include juvenile history, except for charges on which a juvenile was adjudicated as an adult.

Policy:

Nursing students will be involved in the care of vulnerable populations, e.g. children, the disabled, the elderly, during the course of their clinical rotations. As a protection to the patient populations all students are required to undergo a State and Federal Criminal Offender Record Information (CORI) check in the first semester.

The college shall refer to regulations of the Commonwealth's Executive Office of Health and Human Services, 101 Code of Massachusetts Regulations 15.00-15.16, as guidance when assessing student CORI records. Any clinical agency has the right to choose to run CORI checks themselves on students attending their facilities. The results of these checks are strictly confidential. If the results are such that a student cannot attend any/all of our clinical rotations that student will be unable to proceed in the nursing program.

The outcome of the CORI may impact the student's ability to participate in the clinical experience. Since graduation requires completion of concurrent clinical and academic hours, the student would not be able to successfully graduate from the program.

Effective: 12/2009

Revised: 5/14/18 AC, CM, RG, LB, RM,

7/23/18 CM, RM

12/11/18 CM, LB, RM, SN

12/6/19 CM, JV, KA, SH, BB

Policy Title: Cardiopulmonary Resuscitation (CPR)

Policy Number: School of Nursing Policy 13

Purpose: The purpose of this policy is to define the requirements related to cardiopulmonary resuscitation (CPR).

BORN Regulations: **6.04 (3) (a) (2):** The Program shall: publish current policies which describe the specific nondiscriminatory criteria for admission, progression, attendance, course exemption, advanced placement, transfer, educational mobility, withdrawal, readmission, graduation, and student rights and grievances.

Criterion 3.1: Policies for nursing students are congruent with those of the governing organization, publicly accessible, non-discriminatory, and consistently applied; differences are justified by the student learning outcomes and program outcomes.

CCNE Standard: **I-F:** Academic policies of the parent institution and the nursing program are congruent and support achievement of the mission, goals, and expected program outcomes. These policies are: fair and equitable; published and accessible; and reviewed and revised as necessary to foster program improvement.

Scope: Policy applies to all students in the Bay State College School of Nursing.

Responsible Party: School of Nursing Chair, Nursing Faculty

Definitions: CPR: Cardiopulmonary Resuscitation

Policy:

- A. All students must be certified in cardiopulmonary resuscitation (CPR).
 - a. A copy of the CPR card, both front and back, must be given to the nursing program administrative coordinator every fall.
 - b. **Only Health Care Provider Level with AED through the American Heart Association is accepted.** The American Heart Association certification (American Heart Association BLS for the Health Care Provider) lasts for two years.
 - c. Any clinical agency can require a recertification after 12 months.
 - d. Students must be available to take a CPR course given at Bay State College in their first semester.
 - e. Students will not be able to attend clinical without proof of current CPR certification.
 - f. It is the student's responsibility to ensure that their certification does not lapse.

Effective: 12/6/19 CM, JV, KA, SH, BB

Revised: 12/6/19 CM, JV, KA, SH, BB

Policy Title: Liability / Malpractice Insurance

Policy Number: School of Nursing Policy 14

Purpose: The purpose of this policy is to define the requirements related to Liability / Malpractice Insurance.

BORN Regulations: **6.04 (3) (a) 2:** The Program shall: publish current policies which describe the specific nondiscriminatory criteria for admission, progression, attendance, course exemption, advanced placement, transfer, educational mobility, withdrawal, readmission, graduation, and student rights and grievances.

ACEN Criterion: **Criterion 3.1:** Policies for nursing students are congruent with those of the governing organization, publicly accessible, non-discriminatory, and consistently applied; differences are justified by the student learning outcomes and program outcomes.

CCNE Standard: **I-F:** Academic policies of the parent institution and the nursing program are congruent and support achievement of the mission, goals, and expected program outcomes. These policies are: fair and equitable; published and accessible; and reviewed and revised as necessary to foster program improvement.

Scope: Policy applies to all students in the Bay State College School of Nursing Program

Responsible Party: School of Nursing Chair, Nursing Faculty

Definitions: Liability/Malpractice Insurance: Insurance policy which protects you against covered claims arising from real or alleged errors or omissions, including negligence, in the course of your professional duties.

Policy:

- A. Current Liability/Malpractice Insurance is required of all students by the clinical facilities.
 - a. Policy coverage dates must include all clinical rotation dates.
 - b. The minimum coverage is \$1,000,000.00/\$6,000,000.00.
 - c. A copy of student's malpractice/liability policy must be submitted annually to the nursing department administrative coordinator.
 - d. Students may select their own insurance carrier.
 - e. Failure to comply will result in inability to attend clinical.

Effective: 12/6/19 CM, JV, KA, SH, BB

Revised: 12/6/19 CM, JV, KA, SH, BB

Policy Title: Good Moral Character

Policy Number: School of Nursing Policy 15

Purpose: The purpose of this policy is to explain Good Moral Character as it relates to initial RN licensure.

BORN Regulations: **6.04 (3) (a) 2:** The Program shall: publish current policies which describe the specific nondiscriminatory criteria for admission, progression, attendance, course exemption, advanced placement, transfer, educational mobility, withdrawal, readmission, graduation, and student rights and grievances.

Massachusetts General Law chapter 112, sections 74, 74A, and 76: specifies all applicants for initial nursing licensure in Massachusetts must demonstrate compliance with the *Good Moral Character* requirement.

ACEN Criterion: **Criterion 3.1:** Policies for nursing students are congruent with those of the governing organization, publicly accessible, non-discriminatory, and consistently applied; differences are justified by the student learning outcomes and program outcomes.

CCNE Standard: **I-F:** Academic policies of the parent institution and the nursing program are congruent and support achievement of the mission, goals, and expected program outcomes. These policies are: fair and equitable; published and accessible; and reviewed and revised as necessary to foster program improvement.

Scope: Policy applies to all students in the Bay State College School of Nursing.

Responsible Party: School of Nursing Chair, Nursing Faculty

Definitions: “Good Moral Character is defined for practical purposes as the ability to practice nursing in a safe and competent manner and without risk to the public health, safety or welfare. Because it is not scientifically determinable, the Board uses evidence of past and present conduct as described below to assess GMC. Licensed nurses are required by law and regulation to be of Good Moral Character.” (Massachusetts Department of Public Health)

Policy:

- A. Students will not act in a manner which will infringe upon the privacy rights, privileges, health or safety of other persons. Any activity that has a negative impact on another person's ability to be a successful member of the nursing program and the Bay State College community will not be tolerated. Professional behavior is expected in the classroom, the skills and simulation labs, and the clinical site by all students at all times. A student who exhibits unprofessional behavior for the first time, will be required to meet with the instructor to discuss the observed behavior. This is considered a verbal warning.
 - a. A second incident of unprofessional behavior will require a meeting with the Dean and the development of a remediation plan. This is considered a written warning.
 - b. A third incident may result in dismissal from the nursing program.
 - c. The three incidents are cumulative over the entire program.
Written warnings will become part of the student’s nursing program file.
- B. The Massachusetts Board of Registration in Nursing has a Good Moral Character policy.
 - a. Good Moral Character is reviewed in the first semester in NUR 100 Introduction to Nursing Concepts and in the last semester in NUR 217 Nursing Trends.
 - b. A student with concerns is strongly encouraged to meet with the Dean of the School of Nursing at any stage of the program.

Reference:

Mass.Gov (2019). Good Moral Character requirements for nursing licensure. Retrieved from <https://www.mass.gov/service-details/good-moral-character-requirements-for-nursing-licensure>

Effective: 12/6/19 CM, JV, KA, SH, BB

Revised: 12/6/19 CM, JV, KA, SH, BB

Policy Title: Academic Integrity

Policy Number:	School of Nursing Policy 16
Purpose:	The purpose of this policy is to define Academic Integrity as it relates to students in the School of Nursing.
BORN Regulations:	6.04 (3) (a) 2: The Program shall: publish current policies which describe the specific nondiscriminatory criteria for admission, progression, attendance, course exemption, advanced placement, transfer, educational mobility, withdrawal, readmission, graduation, and student rights and grievances.
ACEN Criterion:	Criterion 3.1: Policies for nursing students are congruent with those of the governing organization, publicly accessible, non-discriminatory, and consistently applied; differences are justified by the student learning outcomes and program outcomes.
CCNE Standard:	I-F: Academic policies of the parent institution and the nursing program are congruent and support achievement of the mission, goals, and expected program outcomes. These policies are: fair and equitable; published and accessible; and reviewed and revised as necessary to foster program improvement.
Scope:	Policy applies to all students in the Bay State College School of Nursing
Responsible Party:	School of Nursing Chair, Nursing Faculty
Definitions:	Definitions found within the policy.

Students at Bay State College are fully responsible for ensuring the academic integrity of their coursework. Honesty, integrity and ethical behavior are essential attributes of the professional nurse. Patient safety depends on the nurse behaving with honesty and integrity in an ethical manner. The nursing faculty takes very seriously behaviors demonstrating a lack of these attributes in any nursing student. Students found to be in violation of the college's Academic Integrity Policy **may be dismissed** from the nursing program **for a first offense**.

The following is a list of forms of academic dishonesty: plagiarism, cheating, fabrication, collusion, academic misconduct, and forgery.

Definitions:

- Plagiarism is when one copies another's words, thoughts, ideas, or data without appropriate acknowledgment, such as copying another's work, presenting someone else's opinions and theories as one's own, or working jointly on a project and then submitting it as one's own. This includes papers, presentations, discussion questions, case studies, homework assignments, and any other form of assignment.
- Cheating is defined as being dishonest or deceptive in order to gain academic advantage. This includes, but is not limited to, unauthorized assistance on an exam or quiz, in the classroom or online, from a human, print, or electronic resource; stealing or receiving or using stolen examinations, papers, computer assignments, research, and/or library materials; and the copying of computer software. It also includes misrepresenting work as original when the work has previously been submitted in part or in whole for another assignment in any previous course.
- Fabrication is the intentional misrepresentation or invention of any information, such as falsifying research, inventing or exaggerating data, or listing incorrect or fictitious references.
- Collusion is assisting another to commit an act of academic dishonesty, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, or allowing someone to do these things for one's own benefit.
- Academic misconduct is the intentional violation of college policies, such as tampering with grades, misrepresenting one's identity, or taking part in obtaining or distributing any part of a test or any information about the test.
- Forgery is defined as signing another person's name to examinations, papers, or attendance lists.

- Original work is work that has been created for a singular assignment. All students are expected to create original work for each assignment in each course, regardless of whether that course is being repeated. Any student wishing to use parts of a previously submitted assignment for that or another course at the college must receive approval from the course instructor prior to resubmitting the assignment in part or in its entirety. Students who resubmit an assignment that has previously been submitted in any class, and do not have permission from the current course instructor to do so, will be in violation of the college's policy on cheating.

Nursing faculty will address violations of the college's Academic Integrity Policy by first meeting to discuss the issue with the student concerned. At this meeting the faculty will provide the student with a written description of the perceived violation. The student may choose to supply a written explanation of the behavior and circumstances to be considered by the faculty. In this case, the student would submit the document to the Dean of the School of Nursing and Health Sciences within two school days of the original meeting. Appropriate action will be taken after the matter has been discussed and voted on by the nursing faculty. The student will be notified of the decision via an email sent to their baystate.edu account by the Dean of the School of Nursing and Health Sciences.

Effective: 12/6/19 CM, JV, KA, SH, BB

Revised: 12/6/19 CM, JV, KA, SH, BB

Policy Title: Health and Immunization Requirements

Policy Number: School of Nursing Policy 17

Purpose: The purpose of this policy is to identify requirements related to Health and Immunizations for students in the Bay State College School of Nursing.

BORN Regulations: **6.04 (3) (a) (2):** The Program shall: publish current policies which describe the specific nondiscriminatory criteria for admission, progression, attendance, course exemption, advanced placement, transfer, educational mobility, withdrawal, readmission, graduation, and student rights and grievances.

ACEN Criterion: **Criterion 3.1:** Policies for nursing students are congruent with those of the governing organization, publicly accessible, non-discriminatory, and consistently applied; differences are justified by the student learning outcomes and program outcomes.

CCNE Standard: **I-F:** Academic policies of the parent institution and the nursing program are congruent and support achievement of the mission, goals, and expected program outcomes. These policies are: fair and equitable; published and accessible; and reviewed and revised as necessary to foster program improvement.

Scope: Policy applies to all students in the Bay State College School of Nursing

Responsible Party: School of Nursing Chair, Nursing Faculty

Definitions:

References: Center for Disease Control and Prevention (2011) Immunization of health-care personnel: Recommendations of the Advisory Committee on immunization Practices (ACIP)
<https://www.cdc.gov/mmwr/pdf/rr/rr6007.pdf>

Massachusetts Department of Public Health (2018) Adult Occupational Immunizations: recommended Immunizations for Health Care Personnel (HCP).
<https://www.umass.edu/nursing/sites/default/files/files/MA%20Immunization%20guidelines%202018.pdf>

Policy:

Students matriculating into the nursing program must be compliant with the:

- Bay State College admission’s immunization requirements.
- Massachusetts’ Department of Public Health’s (MDPH) Adult Occupational Immunizations recommendations. Health Clearance and Immunization Forms are provided to individuals upon acceptance to the program and must be completed and returned prior to the scheduled start of the academic year as published in the relevant Academic Calendar. Failure to provide all required documentation may exclude the student from clinical practice.

Recommended Immunizations for Health Care Personnel (HCP)	
Influenza	1 dose of flu vaccine every flu season. All HCP should receive annual flu vaccine. <ul style="list-style-type: none"> • Students admitted/returning in the fall semester must show proof of flu vaccine by November 1st. • Students admitted/returning in the spring semester must show proof of flu vaccine by February 1st.
Tdap/Td (tetanus, diphtheria, pertussis)	1 dose of Tdap as soon as possible, then Td boosters every 10 years. All HCP, regardless of age, should receive a single dose of Tdap as soon as feasible if they have not previously received Tdap, and regardless of the interval since last Td dose.

MMR (Measles, mumps, rubella)	<ul style="list-style-type: none"> • 2 doses of MMR, > 28 days apart <p><i>and</i></p> <ul style="list-style-type: none"> • laboratory evidence of immunity to measles and mumps and rubella.
Varicella	<ul style="list-style-type: none"> • 2 doses of varicella vaccine > 4 weeks apart, or laboratory evidence of immunity, <p><i>or</i></p> <ul style="list-style-type: none"> • laboratory confirmation of disease, <p><i>or</i></p> <ul style="list-style-type: none"> • reliable history of varicella disease (chickenpox or herpes zoster).
Hepatitis B	<p>HCP should receive either:</p> <ul style="list-style-type: none"> • 3 doses of the Engerix-B or Recombivax-HB formulations of the hepatitis B vaccine on a 0, 1, and 6-month schedule <p><i>or</i></p> <ul style="list-style-type: none"> • 2 doses of the Heplisav-B formulation on a 0- and 1-month schedule. <p><i>and</i></p> <ul style="list-style-type: none"> • Laboratory evidence of presence of the hepatitis B surface antibody (anti-HBs) 1–2 months after the final dose in the series to document immunity. <p>If hepatitis B titer does not show immunity, the individual must repeat the vaccine protocol. If at the conclusion of the vaccine series, the titer does not show immunity, the individual must provide documentation from a health care provider stating the individual is a “non-converter”.</p> <p>For guidance about health care providers who received routine hepatitis B (HepB) vaccination during childhood, prevaccination testing, and revaccination, see CDC guidance for Prevention of Hepatitis B Virus Infection in the United States: Recommendations of the Advisory Committee on Immunization Practice https://www.cdc.gov/mmwr/volumes/67/rr/pdfs/rr6701-H.PDF</p>

Effective: 12/6/19 CM, JV, KA, SH, BB

Revised: 12/6/19 CM, JV, KA, SH, BB

Policy Title: Examinations

Policy Number: School of Nursing Policy 18

Purpose: The purpose of this policy is to define the protocols for examinations in the School of Nursing.

BORN Regulations: **6.04 (3) (a) 2:** The Program shall: publish current policies which describe the specific nondiscriminatory criteria for admission, progression, attendance, course exemption, advanced placement, transfer, educational mobility, withdrawal, readmission, graduation, and student rights and grievances.

ACEN Criterion: **Criterion 3.1:** Policies for nursing students are congruent with those of the governing organization, publicly accessible, non-discriminatory, and consistently applied; differences are justified by the student learning outcomes and program outcomes.

CCNE Standard: **I-F:** Academic policies of the parent institution and the nursing program are congruent and support achievement of the mission, goals, and expected program outcomes. These policies are: fair and equitable; published and accessible; and reviewed and revised as necessary to foster program improvement.

Scope: Policy applies to all students in the Bay State College School of Nursing Programs

Responsible Party: School of Nursing Chair; Nursing Faculty

Definitions:

Cross reference: Bay State College School of Nursing Handbook

Policy:

A. Examinations:

- a. Examinations will be administered via computer using systems including ExamSoft, safeMedicate, and Canvas Learning System. Under certain circumstances, the examination may be given as paper/pencil examination. Circumstances include, but are not limited to, computer system issues, make-up examinations, and alternative testing options such as quizzes or practice examinations.
- b. Students are required to provide their own lap top computer for examinations.
- c. For ExamSoft testing, students will be required to download the examination to their laptops 1 hour prior to entering the testing area.
- d. Students requiring assistance with downloading the exam must seek faculty assistance 30 minutes prior to the exam.
- e. During ExamSoft testing, students will not be able to access any other program on the computer.
- f. Routine examinations will consist of up to 50 questions.
- g. Final examinations will consist of up to 100 questions.
- h. Two (2) to four (4) examinations will be given during each course with a final comprehensive examination.
- i. All examinations will include 10% of material from previous semesters.
- j. Examinations will begin and end on time.
- k. Examination grades will be provided to the students within 72 hours, excluding weekends.

B. Examination Attendance:

- a. Students are expected to be present and on time for all examinations, including the final.
- b. Students not arriving on time for exams will earn a zero (0) for the exam.
- c. In the event of illness or emergency, students must contact the course faculty to notify them of the anticipated absence or tardiness if applicable.
- d. Failure to do so will result in a grade of zero and no opportunity to make up the examination.
- e. With notification prior to the examination, providing that the reason for absence at the scheduled examination time is acceptable to the nursing faculty, the student will be given the opportunity to make up the examination.
- f. Student will be required to provide documentation verifying illness or emergency.
- g. Faculty reserves the right to determine date and time for the make-up examination.
- h. The form of the examination will be modified by the instructor.

C. Protocol during the examination:

- a. Prior to the start of the examination, ALL personal items, including electronics, phones, smart watches, etc. must be placed at the front of the room. All electronic items should be turned off so that the focus of students is not interrupted due to a ringing/vibrating cell phone etc.
 - i. For Computerized examinations: There will be nothing on the desk during the examination except the computer, a pencil, scrap paper and calculator if needed. (Scrap paper will be provided by the proctor and collected after exam)
 - ii. For Paper/Pencil examinations: There will be nothing on the desk during the examination except the paper examination, a pencil, scrap paper and calculator if needed. (Scrap paper will be provided by the proctor and collected after exam)
 - iii. For All examinations:
 - 1. No earphones, hats, hoods, or scarves may be worn during the examination.
 - 2. Tissues, if needed, will be provided.
 - 3. No food or drink is allowed on the desk.
 - 4. Calculators will be provided to the student when needed. Cell phone calculators will not be allowed for examinations.
 - 5. Seating for examinations may be assigned.
 - 6. Students will not leave their seats during the examination.
 - 7. If a student has a question, he/she must raise a hand and wait for the proctor to go him/her. No questions related to examination item content may be asked during the examination. Faculty will not define or explain the meaning of terminology for students during an examination.
 - 8. Passing notes or any other items or materials to another student after the examination has been started is prohibited.
 - 9. Loitering in the hallway during examinations is not permitted.
 - 10. Students for whom English is not their first language are not given extra time on their NCLEX-RN examination and the Bay State College Nursing Faculty have adopted this standard for the nursing program.

D. Leaving the Room during examinations:

- a. If a student leaves the room during the examination, he/she will not be allowed to continue testing. The examination grade will include only what was completed before he/she left the room.

E. Completion of the examination:

- a. Students who complete the examination and leave the room when testing is still in progress are requested to leave the area so that a quiet environment is maintained for test taking students.

F. Test Answer sheet rules:

- a. For Paper/Pencil examinations: Rules for correct answers on Test Answer Sheet:
- b. The answer that the student selects MUST appear on the Test Answer Sheet for the student to receive credit for the answer.
- c. Answers appearing on the test but not appropriately entered on the Test Answer Sheet will NOT be accepted.
- d. The students are strongly encouraged to review the Test Answer Sheet if they have transcribed answers from the actual test to the Test Answer Sheet.
- e. Erased choices on the Test Answer Sheet that do not completely erase must have an “X” placed through the bubble.
- f. Students must sign the Test Answer Sheet.

G. Examination Content:

- a. Examinations will focus on content based on the patient’s needs as determined by the 2019 National Council of State Boards of Nursing (NCSBN) Test Plan 2019. Categories include the following:

Categories	NCSBN recommended percentages	Sub-Categories	NCSBN recommended percentages
Safe and Effective Care Environment	26% - 38%	Management of Care	17% - 23%
		Safety and Infection Control	9% - 15%

Health Promotion and Maintenance	6% - 12%		
Psychosocial Integrity	6% - 12%		
Physiological Integrity	38% - 62%	Basic Care and Comfort	6% - 12%
		Pharmacological and Parenteral Therapies	12% - 18%
		Reduction of Risk Potential	9% - 15%
		Physiological Adaptation	11% - 17%

I. Final Examinations:

- a. Final exams are typically given during the last week of each semester. The final exam schedule is posted on the Student Portal and on the College's website. Final exams will not be given earlier than the scheduled final exam. An "Incomplete" grade will not be given for a missed final. The College reserves the right to reschedule final exams in the event of an emergency.
- b. Finals in all nursing courses will consist of 40% new material and 60% cumulative material.
- c. Finals will be up to 100 questions to be determined by individual faculty.

J. Post-Examination Review:

- a. Faculty will schedule a review session for examinations. This review will be open to all students of the course. This review will be a silent 10-minute review of those questions the student got incorrect. The student should schedule an appointment with the course instructor to do a further review. Faculty reserve the right to terminate review sessions due to incivility. An exam may be reviewed/remediated only once.
- b. For Computerized examinations:
 - i. Faculty will provide students with printouts of examination questions that the student got incorrect. The student may individually review questions they got incorrect and the printouts will be returned to the faculty immediately following the review.
- c. For Paper/Pencil examinations:
 - i. All examinations, Test Answer Sheets, or other materials will be collected at the end of the review and under no circumstances will be allowed to leave the classroom.
- d. Final Examinations:
 - i. There will be NO review with the faculty following the final examinations.

K. Remediation:

- a. Students receiving less than an 80% on any examination must participate in remediation.
- b. Remediation may include but is not limited to tutoring in the learning center; tutoring with the faculty; examination review with the faculty; additional assignments determined by the faculty; ATI practice examinations/quizzes/homework; other to be determined.

M. Cognitive test plan:

- a. Bloom's taxonomy for the cognitive domain is used as a basis for writing examination questions.
- b. Since the practice of nursing requires application of knowledge, skills and abilities, most items in semester 2-5 are written at the application or higher levels of cognitive ability, which requires more complex thought processing.

	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5
Remembering (may include but is not limited to: defining, identifying, describing, listing, and repeating)	20%	10%	10%	0	0
Understanding (may include but is not limited to: summarizing, explaining, comparing, demonstrating, classifying, and interpreting)	60%	40%	20%	20%	10%
Applying (may include but is not limited to: applying, contrasting, calculating, solving, and evaluating)	20%	50%	70%	80%	90%

Total	100%	100%	100%	100%	100%
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N. Use of Standardized Testing:

- a. Bay State Nursing Program utilizes the ATI standardized testing to assess student learning and assist students with preparation for the NCLEX-RN licensure examination.
- b. Content specialty examinations are administered in nursing courses throughout the program.
- c. During the final semester the students will participate in ATI Capstone which will include content specialty examinations and review of all prior work.
- d. ATI standardized tests and quizzes are used as an advising tool and will be counted as a certain percentage of the final grade of each course.

O. Formatting:

- a. Formatting of items may include but are not limited to:
- b. Multiple-response items that require selection of two or more correct responses
- c. Fill-in-the-blank items such as math calculation
- d. Hot Spot identification of one or more areas on a picture or graphic
- e. Chart/exhibit format where candidates will be presented with a problem and will need to read the information in the chart/exhibit to answer the problem
- f. Ordered response items requiring rank ordering
- g. Audio item format involving an audio clip
- h. Graphic options using graphics instead of text for the answer options

Q. ATI Examination and Remediation:

- a. Students in NUR 101 Fundamentals of Nursing, NUR 115 Pharmacology and Pathophysiology in Nursing, NUR 200 Maternal Child Health, NUR 210 Medical Surgical Nursing I, NUR 215 Mental Health Nursing, and NUR 220 Medical Surgical Nursing II are required to take the ATI proctored examination.
- b. Students are required to remediate per the ATI Test Analysis.
- c. Students have 10 days, from the date of the examination, to complete this remediation. Failure to remediate will result in an inability to sit for the course final exam, resulting in failure of the course and inability to progress in the Nursing Program.
- d. All remediation must be handwritten and submitted through Canvas.
- e. Points will be added to student grade after the 80% exam average has been achieved.

R. Accommodations and Examinations:

- S. Please refer to the Accommodations Policy in the Nursing Student Handbook for information on examinations related to students with accommodations.

Effective: 12/6/19 CM, JV, KA, SH, BB

Revised: 12/6/19 CM, JV, KA, SH, BB

Policy Title: Records Maintenance and Retention

Policy Number: School of Nursing Policy 19

Purpose: The purpose of this policy is to define time frames and responsibilities for maintenance and retention of records in the School of Nursing.

BORN Regulations: **6.04(1)(d)** Program faculty shall develop, implement and evaluate policies which are consistent with the policies of the parent institution, or with differences that are justified by the goals of the program.

6.04(1)(g) The program shall have a written policy for the maintenance and retirement of school, faculty, student and graduate records.

6.04 (3) (a) 2: The Program shall: publish current policies which describe the specific nondiscriminatory criteria for admission, progression, attendance, course exemption, advanced placement, transfer, educational mobility, withdrawal, readmission, graduation, and student rights and grievances.

ACEN Criterion: **Criterion 3.1:** Policies for nursing students are congruent with those of the governing organization, publicly accessible, non-discriminatory, and consistently applied; differences are justified by the student learning outcomes and program outcomes.

Criterion 3.5: Student educational records are in compliance with the policies of the governing organization and state and federal guidelines.

CCNE Standard: **I-F:** Academic policies of the parent institution and the nursing program are congruent and support achievement of the mission, goals, and expected program outcomes. These policies are: fair and equitable; published and accessible; and reviewed and revised as necessary to foster program improvement.

Scope: Policy applies to all student, faculty and program records in the Bay State College School of Nursing Programs.

Responsible Party: School of Nursing Chair, Administrative Coordinator; Nursing Faculty

Definitions: FERPA: The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of student records by requiring prior written consent before disclosing personally identifiable information to a third party. It applies to colleges and universities that receive funding from the federal government.

Policy:

Document	Responsibility	Maintenance	Retention
Admission Record: <ul style="list-style-type: none"> Including Initial Immunizations as required by the MA DPH Occupational Immunizations 	Registrar	5 years electronically	Deleted 5 years after graduation or date of last attendance
Clinical Requirements: <ul style="list-style-type: none"> CPR Personal Liability Insurance Documentation of Annual influenza Vaccine CORI 	Nursing Program Administrative Coordinator	3 years electronically	Deleted 1 year after graduation or date of last attendance

	Assistant Dean of Students		
Temporary File: <ul style="list-style-type: none"> • Clinical Evaluations • Letter of Warning • Commendations 	Nursing Program Administrative Coordinator	1 year electronically	Deleted 1 year after graduation or date of last attendance
Grievance Records	Chief Academic Officer	5 years electronically	Deleted after 10 years
Withdrawal Records	Registrar	5 years after date of last attendance electronically	Deleted 5 years after date of last attendance
NCLEX-RN	Program Administrator	5 years electronically	Deleted after 5 years
Student Portfolio	Student (LMS or Canvas)	During Enrollment	Graduation or withdrawal from program
Student Financial Aid Records: <ul style="list-style-type: none"> • Records relating to eligibility and disbursement of Federal student aid funds • Student account • Federal work-study payroll records • Financial aid applications • SARs and ISIRs • Documentation of professional judgment decisions • Documentation relating to a refusal to certify Federal education loans • Financial aid history information (for transfer students) • Cost of attendance information, including documentation relating to any adjustments • Satisfactory Academic Progress (SAP) documentation • Documents used for verification. • Entrance and exit counseling records • Financial records 	Director of Financial Aid	3 years private and secured file in the Student Business Office	Kept 3 years from date of academic term in which aid was awarded and then destroyed

Document	Responsibility	Maintenance	Retention
Annual Reports to Board	Program Administrator	10 years electronically	Deleted after 10 years
Specific correspondence from Board	Program Administrator	10 years electronically	Deleted after 10 years
General correspondence from Board	Program Coordinator	3 years electronically	Deleted after 3 years
Current Curriculum Material: <ul style="list-style-type: none"> • Syllabus 	Nursing Faculty	5 years electronic file	Deleted after 5 years

<ul style="list-style-type: none"> • Course Outlines • Clinical Evaluation Rubric 			
Minutes: <ul style="list-style-type: none"> • Faculty • Advisory 	Nursing Program Administrative Coordinator	5 years electronically Official copies kept in notebooks, stored in locked office until digitized	Deleted after 5 years
ATI Assessment Test Results	Program Administrator	3 years electronically	Deleted after 5 years
Agency Contracts	Program Administrator	5 years electronically	Deleted after 5 years
Other Agency Correspondence: ACEN, MARILN	Program Administrator	5 years electronically	Deleted after 5 years
NCLEX Results	Program Administrator	5 years electronically	Deleted after 5 years
Department Budgets	Program Administrator	3 years electronically	Deleted after 3 years
Purchase Requests	Accounts Payable Director	3 years	Deleted after 3 years
Library Holdings	Program Administrator College Librarian	5 years or established as historical.	5 years or identified as historical
Program Evaluations	Program Administrator	Individual reports 1 year electronically Data compiled at 1 year Aggregate Data kept 5 years electronically	Deleted after 5 years
Employment Rate Records	Career Services Director	Individual copies kept 1 year in file in locked office Data compiled at 1 year Aggregate Data kept 5 years electronically	Shred and discard after 1 year Deleted after 5 years

Document	Responsibility	Maintenance	Retention
Personnel Files: <ul style="list-style-type: none"> • Application • CV • Documentation of Immunizations required by the MA DPH Adult Occupational Immunizations, • Job description, • Initial offer letter • Performance Evaluations, • Benefits • CORI • Retirement Info • Official Transcripts from BSN and MSN programs, doctoral programs as indicated. • Letters of Recommendation, if applicable 	Director of Human Resource	Locked and secured file in Human Resource Department	Permanent

Policy Title: Student to Participation in the Development and Evaluation of the Nursing Program

Policy Number: School of Nursing Policy 20

Purpose: The purpose of this policy is to identify the opportunities for students to participate in the development and evaluation of the Nursing Program

BORN Regulation: **6.04(1)(b)** Program faculty, administrators, and students shall participate in the governance of the parent institution and the program, as appropriate, for the accomplishment of the goals of the parent institution and program.

6.04(3)(a)3 The program shall provide opportunities for students to regularly participate in the development and evaluation of the program.

ACEN Criterion: n/a

CCNE Standard: **I-C** The mission, goals, and expected program outcomes reflect the needs and expectations of the community of interest.

III-J The curriculum and teaching-learning practices are evaluated at regularly scheduled intervals, and evaluation data are used to foster ongoing improvement.

Scope: Policy applies to students in all Bay State School of Nursing programs

Responsible Party: School of Nursing Chair, Nursing Faculty

Definitions:

Cross reference: Bay State College School of Nursing Student Handbook

Policy:

- A. **Course Evaluation:** Every nursing student will have the opportunity to complete an *anonymous* online course evaluation at midterm and at the end of every semester. These evaluations will include questions about instructors, course content, and course materials. Results of the evaluations will be discussed by the nursing faculty, with appropriate action taken to provide continuous quality improvement in program and student outcomes.
- B. **Lab/Clinical Evaluation:** Every nursing student enrolled in a lab or clinical rotation will have the opportunity to complete an anonymous online course evaluation for those experiences. The evaluations will include the quality of instruction, appropriateness of setting for the clinical assignment, and overall impression of the clinical site.
- C. **Student Roundtable:** A Student/Faculty Roundtable will be held at least three times a year (once per semester) to provide an opportunity for relationship building and discussion about student concerns. All nursing students are encouraged to attend these events and share their ideas and opinions.
- D. **Student Handbook:** Students will be members of the Nursing Student Handbook Workgroup. The workgroup will convene annually to review, revise, and approve the Nursing Student Handbook for the upcoming academic year. Any student enrolled in nursing courses during the summer session may volunteer to be a member of the workgroup. A maximum of four students, selected on a first come basis, will be part of the workgroup's deliberations. Student members will have authority to propose amendments, additions, and deletions from the handbook. Students will have a voice but not a vote on the final version. The handbook must also be approved by the full faculty and the Dean.

- E. **Advisory Board Membership:** Students will elect annually in June (subject to volunteers) two student representatives to the Program Advisory Board. Student representatives will be members of the program's Advisory Board which meets at least once a year; and will have advisory voting privileges. The student representatives will attend a minimum of two scheduled nursing faculty meetings per semester. The student representatives will each have an advisory vote, in all instances, allowing for student input into the nursing program. Information regarding position responsibilities, nominations, and elections will be posted on Vital Signs, the nursing program's communication board, located in the Canvas, the Bay State College learning management system.
- F. **Student Nursing Council:** Students will elect annually in June (subject to volunteers coming forward) officers and representatives to the Student Nursing Council. The SNC will organize activities and events as well as act as a liaison between students and faculty. Information regarding position responsibilities, nominations, and elections will be posted on Vital Signs.
- G. **Vital Signs:** Associate Degree students may post questions, suggestions, and concerns on the nursing program's communication board, *Vital Signs*. The Dean and faculty members regularly answer posts and post information in *Vital Signs*.
- H. **Pulse Points:** RN to Baccalaureate Degree students may post questions, suggestions, and concerns on the nursing program's communication board, *Pulse Points*. The Dean and faculty members regularly answer posts and post information in *Pulse Points*.
- I. **Private Meetings:** Any nursing student may bring a concern relating to the program to the attention of their advisor, any nursing faculty member, or the Dean of the School of Nursing.
- J. **Student Governing Body:** Every Bay State College student will have the opportunity to stand for election to Bay State College's Student Governing Body who work with the Student Affairs Department and meet with the college President periodically to express the voice of the student body. (See Bay State College Student Handbook.)

Effective: 12/11/18 CM, LB, SN, RM

Revised: 12/11/18 CM, LB, SN, RM

12/6/19 CM, JV, KA, SH, BB

Policy Title: Lab and Clinical Policies

Policy Number: School of Nursing Policy 21

Purpose: The purpose of this policy is to identify the policies related to nursing lab and clinical.

BORN Regulation: **6.04(4)(b)2** The curriculum shall: be based on an organized pattern of instruction consistent with principles of learning and educational practice;

6.04(4)(b)3 The curriculum shall: provide instruction in the discipline of nursing, appropriate to the Registered Nurse or Practical Nurse level, across the lifespan and include content relevant to national and local health care needs;

ACEN Criterion: **Criterion 3.1:** Policies for nursing students are congruent with those of the governing organization, publicly accessible, non-discriminatory, and consistently applied; differences are justified by the student learning outcomes and program outcomes.

CCNE Standard: **I-F:** Academic policies of the parent institution and the nursing program are congruent and support achievement of the mission, goals, and expected program outcomes. These policies are: fair and equitable; published and accessible; and reviewed and revised as necessary to foster program improvement.

III-G: Teaching-learning practices: support the achievement of expected student outcomes; consider the needs and expectations of the identified community of interest; and expose students to individuals with diverse life experiences, perspectives, and backgrounds.

III-H: The curriculum includes planned clinical practice experiences that: enable students to integrate new knowledge and demonstrate attainment of program outcomes; foster interprofessional collaborative practice; and are evaluated by faculty.

Scope: Policy applies to all students in the Bay State College Nursing Program

Responsible Party: School of Nursing Chair, Nursing Faculty

Policy:

Lab: Nursing lab represents a simulated clinical environment that focuses on skill development (skills lab) and scheduled simulation care episodes (sim lab). It is a place where students learn, practice, and refine their nursing skills in a safe environment prior to providing care in the clinical setting. All labs will be supervised for students to support their learning needs.

A. Grading and Preparation

- a. The lab grade will be pass/fail based on skills validations; simulations; attendance; and lab assignments. Failure to pass lab will result in a failure of the course and the inability to progress in the program.
- b. The clinical grade will be pass/fail based on meeting clinical objectives; clinical assignments; and attendance. Failure to pass clinical will result in a failure of the course and the inability to progress in the program.
- c. Nursing Skills & Simulation Lab Sessions are mandatory for all nursing students.
- d. Mastery components (ex. simulations, head-to-toe pass offs, etc.) require at least a 90% or remediation is required.
- e. Each course has a designated lab grading rubric that will be posted with Course Syllabus.
- f. Pre-lab assignments must be submitted at least 1 hour prior to the scheduled lab to gain access to the lab. Failure to do so will result in an absence for the lab.
- g. Students are expected to complete any assigned lab preparation work prior to reporting to scheduled skills or sim labs. All ATI, vSim, Shadow Health or other online work will be assigned prior to lab session.
- h. Supervised skills lab sessions are available to all levels of nursing students weekly.

- i. Skills lab hours will be posted by the instructor(s) in the Canvas and at the lab.
- j. Students may be referred by clinical instructors to practice specific skills during skills lab sessions. These remediation sessions **MUST** be accomplished within one week prior to returning to the clinical setting.
- k. A minimum of four hours of skills lab time is required by each student per semester.
 - i. Two hours prior to midterm
 - ii. Two hours after midterm are required.
- l. Students are required to sign up for available time slots.
- m. There will be designated skills that students will be expected to practice during the sessions, but additional skills may be requested in advance by the student.
- n. Student will lose 2% of final course grade if 2 hours skills lab hours not completed by midterm and will lose 2% if 2 hours not completed by final week.
- o. If a student requires skill practice outside of skills lab scheduled sessions, a request must be emailed to the Director of Experiential Learning.

B. Attendance and Tardiness

- a. To support optimal learning opportunities for students the following behaviors are expected during lab sessions:
 - i. Students must arrive, be prepared, and remain present in lab for the entire session.
 - ii. Students are expected to remain in lab for the full lab session. (*During Skills Lab times students may leave once they have completed their skill work and checked out with the instructor*).
 - iii. Students will complete a Canvas quiz/attestation for every scheduled lab to meet attendance requirements. The quiz/attestation must be taken within 30 minutes after the end of lab. The quiz/attestation should not be completed during lab time but must be completed on campus.
 - iv. NO student will be allowed into lab once the lab has started and the door is closed. Student will be marked absent.
 - v. If student is to be absent, the lab instructor must be notified prior to start of lab.
 - vi. Any missed labs must be made up, during designated make-up sessions, prior to your next scheduled lab session. Student must contact the Director of Experiential Learning to arrange a make-up session.
 - vii. Absence from a second lab, will result in a decrease of nursing course grade point average of 5% (ex. course final grade of 82% would = 77% after 5% deducted which would result in failure of the course).
 - viii. A third absence will result in a failing grade for lab, therefore, a failing grade for the nursing course.
 - ix. A student failing a nursing course will not be allowed to progress in the program.
 - x. If a student is absent for a lab session the week of an exam or the week before final exams, the student will be required to provide proof of medical illness from a healthcare provider.

C. Attire

- a. Lab attire consists of cleaned and pressed scrub top and bottom. A long sleeve white undershirt may be worn. Nothing may be worn over the scrubs (ex. sweatshirts, hoodies, etc.). Non-porous closed-toe shoes in white or black must be worn.
- b. Underclothing should not be visible through the uniform.
- c. Shoes (per the uniform list) should be clean, polished and in good repair.
- d. Smoking is prohibited while in uniform.

D. Grooming

- a. Standards of hygiene should be such that there is no noticeable body odor or breath odor.
- b. Scented products such as hair spray, perfume, and deodorant can trigger reactions such as respiratory distress and headaches. Bay State College School of Nursing is a scent-free environment. Please do not use scented products such as lotions, perfume or cologne while in class, skills lab, SIM lab or at the clinical agencies. Tobacco residue odors on body, clothing and or other items may be offense. Students who smell strongly of scented products and/or tobacco smoke may not be allowed in theory, lab/SIM, or clinical. If dismissed from the classroom, lab, sim or clinical setting for strong sent odors, including tobacco, will be counted as an absence according to the attendance policy
- c. No artificial or gel fingernails and no embellishments.

- d. Fingernails should be trimmed short and clean. If nail polish is worn, it must be unchipped.
- e. Hair should be clean and neat, pulled back and above the collar. The style and color of hair should be appropriate to the professional role. Hair must be a natural color. No vibrant colors.
- f. Facial hair should be trimmed, clean, and neat.
- g. Make up, if worn, should be modest and appropriate to the setting.

E. Equipment

- a. Includes:
 - i. Stethoscope
 - ii. writing utensils
 - iii. any specific equipment requested for lab session.

F. Personal Belongings

- a. Student personal belongings, if brought into lab, may be placed in seating area but are not allowed in patient care areas.
- b. No food or drink in the lab areas.
- c. Use of all electronic devices is not allowed except as required for specified lab activities. Cell phones, laptops, etc. must be stored in the front of the lab in the designated bin, no exceptions (ex. no updating parking while in the lab).
 - i. Verbal, electronic and written communication will be professionally appropriate and courteous.

G. Professional Behavior

- a. Professional behavior is expected of all students at all times. Unprofessional behavior includes distracting students and/or instructors by talking, eye rolling, interrupting, or other disrespectful actions towards another student(s) and/or faculty member. Unprofessional behavior also includes disregarding the stated policies and procedures for the lab. Instances of unprofessional behavior in the class, lab, and clinical will be referred to the Dean. Consequences may be up to and including dismissal from the program.

H. Skills Performance and Validation

- a. All skills will be validated in lab prior to being performed in the clinical setting.
- b. Students may not perform skills in the clinical setting until successfully validated in the lab.
- c. Students will have two (2) attempts to successfully pass each skill's validation.
- d. If a second attempt is needed:
 - i. The student must complete at least one (1) hour of remediation prior to the second attempt.
 - ii. The student must schedule a second attempt to be completed prior to the student's next scheduled lab.
 - iii. Two faculty members will participate in the second pass off.
 - iv. If the student fails both pass-offs the student will fail the course.

Clinical: The Bay State College student nurse in a clinical setting represents the School of Nursing and the College to patients, staff, and the public. The role of the professional nurse requires attention to personal hygiene and grooming. Students will be provided information on purchasing BSC School of Nursing uniforms in their first semester.

A. Attire

- a. Clinical attire is defined as the uniform, including ID, or in the case of some clinical placements, business attire with a lab coat (per the clinical attire list.)
- b. Students not in compliance with the clinical dress code will be given a verbal warning for the first offense.
 - i. A second or subsequent offense will result in the student be dismissed from clinical for the day as an unexcused absence. An unexcused absence may not be made up and may result in insufficient clinical hours to pass the course.
- c. A long sleeve white undershirt may be worn. Nothing may be worn over the scrubs (ex. sweatshirts, hoodies, etc.).
- d. Students must wear white or black shoes that are made of a non-absorbent, non-porous material.
- e. Sneakers may NOT be worn in the clinical setting.
- f. Shoes must have a closed toe and back.
- g. Shoes (per the uniform list) should be clean, polished and in good repair.

- h. Underclothing should not be visible through the uniform.

B. Grooming

- a. Standards of hygiene should be such that there is no noticeable body odor or breath odor.
- b. Scented products such as hair spray, perfume, and deodorant can trigger reactions such as respiratory distress and headaches. Bay State College School of Nursing is a scent-free environment. Please do not use scented products such as lotions, perfume or cologne while in class, skills lab, SIM lab or at the clinical agencies. Tobacco residue odors on body, clothing and or other items may be offense. Students who smell strongly of scented products and/or tobacco smoke may not be allowed in theory, lab/SIM, or clinical. If dismissed from the classroom, lab, sim or clinical setting for strong sent odors, including tobacco, will be counted as an absence according to the attendance policy
- c. Hair should be clean and neat, pulled back and above the collar. The style and color of hair should be appropriate to the professional role. Hair must be a natural color. No vibrant colors.
- d. Facial hair should be trimmed, clean, and neat.
- e. Make up, if worn, should be modest and appropriate to the setting.
- f. Fingernails should be trimmed short and clean. If nail polish is worn, it must be unchipped. No artificial or gel fingernails and no embellishments.
- g. Tattoos must be covered by clothing for the duration of the clinical day.
- h. When in clinical attire no jewelry may be worn except:
 - i. modest stud earrings (max. one per ear)
 - ii. a wedding band
 - iii. a watch with a second hand that allows for medical asepsis (expandable strap preferred.)
 - iv. Face and tongue piercings must be removed for the duration of the clinical day.
 - v. If a student wears any other jewelry to clinical, the instructor will require that it be removed prior to commencing the clinical day.
- i. Equipment includes:
 - i. Stethoscope
 - ii. writing utensils

C. Safety in the Clinical Setting

- a. A student may not take it upon themselves to perform a procedure without approval of the clinical instructor.
- b. All nursing skills performed in the clinical setting for the first time must be performed with an instructor present. Thereafter the instructor will communicate to the student when such close supervision is no longer required.
- c. Administration of medications will always require the presence of the instructor.
- d. The student will notify the clinical instructor when leaving the clinical unit and upon return.
- e. In each clinical setting, students will document their nursing care in accordance with the instructions given during clinical orientation.
- f. For reasons of patient safety and educational integrity a clinical instructor will not, knowingly, permit a student to attend the clinical day (starting at 7am – 9am) who has worked the previous night shift.

D. Clinical Attendance Policy

- a. Attendance and punctuality in the clinical setting is mandatory. In case of extenuating circumstances, a student will notify the clinical instructor, prior to the start of the clinical day, through the Bay State College email.
- b. An excused clinical absence is to be made up by arrangement with the clinical instructor and Director of Experiential Learning.
- c. A second clinical absence requires clinical make up in a patient care setting.
- d. If a student is absent from clinical more than two clinical days in any semester, for any reason, the student will fail the clinical component of the course which will result in failure of the associated nursing course.
- e. If a student is absent for clinical the week of an exam or the week before final exams, the student will be required to provide proof of medical illness from a healthcare provider.

E. Clinical Snow Days

- a. If the college is closed because of inclement weather or there is a delayed opening at the college, clinical experiences will automatically be cancelled for that day.

- b. In the case of evening clinical, the Dean of the School of Nursing and Health Sciences or Director of Experiential Learning, with input from the clinical instructor, may initiate cancellation of clinical days for safety concerns.
- c. Each clinical instructor will prepare a telephone tree for their group.
- d. If the clinical day is cancelled, by the College or the Dean, it will not count as a clinical absence.
- e. Any student who feels that it is unsafe to drive to the clinical site due to inclement weather must contact the clinical instructor. If unable to attend clinical due to weather, it may be considered an absence from clinical.

F. Clinical Warnings

- a. Bay State College School of Nursing students are expected to demonstrate safe, competent, professional, and ethical practice. A student who is not meeting these expectations will receive a clinical warning.
- b. Students may expect a clinical warning for the following:
 - i. Patient safety
 - ii. Professional behavior (attendance, tardiness, meeting deadlines, respectful interactions)
 - iii. Unsatisfactory clinical evaluation (skill performance, evaluation tool expectations)
- c. The clinical instructor will provide the student with a verbal then a written clinical warning (Appendix A). Both the verbal and written are documented on the written clinical warning form. The student and the clinical instructor may discuss the concern at this time. A copy of the clinical warning will be sent to Director of Experiential Learning. The director of Experiential Learning may contact the clinical instructor and/or the student for further information/clarification about the incident. The written clinical warning will be stored in the student's digital file.
- d. A student receiving a clinical warning must meet with Director of Experiential Learning before returning to the clinical setting. A remediation plan will be developed by the student and Director of Experiential Learning. A written copy of the remediation plan will be given to the student. Failure to meet the remediation plan will result in failure to pass the clinical practicum and, thereby, failure to pass the nursing course.
- e. A student receiving two clinical warnings, for the same concern or other concerns, during a semester will receive a failure for the clinical component of the nursing course and a failure for the nursing course.
- f. Clinical warnings given for issues related to patient safety will be considered cumulative therefore, two clinical warnings related to patient safety at any time in the program will result in failure of the current course.
- g. Clinical warnings will be maintained within the student's academic file as outlined in the records retention policy.

Effective: 5/20/2019 CM, LB, SH, SN, RM

Revised: 5/20/2019 CM, LB, SH, SN, RM

12/6/19 CM, JV, KA, SH, BB

Policy Title: Procuring Clinical Preceptors

Policy Number: School of Nursing Policy 22

Purpose: The purpose of this policy is to identify the process of identifying clinical preceptors for Nursing 327, Community and Public Health Nursing and Nursing 451 Nursing Leadership, Management and Policy.

BORN Regulation: **6.04 (5)(f)** The allocation of resources shall be appropriate in meeting the goals and outcomes of the program by: developing written agreements with cooperating agencies utilized as clinical learning sites. Agreements shall be developed and reviewed annually by both program and agency personnel. Agreements shall be current and specific in defining parameters of activities and the responsibilities of the program, the student and the cooperating agency.

ACEN Criterion: **Criterion 2.3** Non-nurse faculty teaching nursing courses hold educational qualifications and experience as required by the governing organization, the state, and the governing organization's accrediting agency, and are qualified to teach the assigned nursing courses.

Criterion 2.4 Preceptors, when utilized, are academically and experientially qualified, oriented, mentored, and monitored, and have clearly documented roles and responsibilities.

CCNE Standard: **II-E:** Faculty are: sufficient in number to accomplish the mission, goals, and expected program outcomes; academically prepared for the areas in which they teach; and experientially prepared for the areas in which they teach.

II-F: Preceptors (e.g., mentors, guides, coaches), if used by the program as an extension of faculty, are academically and experientially qualified for their role.

Scope: Policy applies to all students in the Bay State College RN to Baccalaureate Nursing Program

Responsible Party: School of Nursing Chair, Nursing Faculty

Policy:

The School of Nursing at Bay State College adheres to the Massachusetts Board of Registration in Nursing: Guidelines for Clinical Education Experiences. According to 244 CMR 6.04 (5)(f) "A preceptor is required to have a baccalaureate degree in nursing, master's in nursing preferred and expertise in the clinical area being precepted."

"In addition, program faculty selected to use a preceptorial learning experience should have:

1. a designated faculty member who is responsible for the coordination of the experience;
2. a preceptor who would lead, guide and advise students in a dynamic relationship that facilitates synthesis of skills, promotes independence, autonomy and self-actualization. As a direct supervisor, a preceptor provides guidance for the accomplishment of a nursing task or activity with initial direction of the task or activity and periodic inspection of the actual act of accomplishing the task or activity;
3. a preceptor who is responsible for directly facilitating learning activities of no more than two (2) students at one time; and
4. a written agreement with the cooperating agency, which includes specific responsibilities of program, student, preceptor and faculty. Such agreement shall be current and reviewed annually."

Procedure: To prepare baccalaureate candidate students for their clinical preceptorship, the following procedure will be utilized in procuring clinical preceptors for each student in baccalaureate degree program.

1. The School of Nursing designee will discuss the position of clinical preceptor with potential candidates having earned the baccalaureate degree in nursing.
2. The School of Nursing designee provides the preceptor candidate a Clinical Preceptor Verification Form (Appendix A) and Clinical Preceptor Agreement (Appendix A).
3. The preceptor candidate returns a completed Clinical Preceptor Verification Form, Clinical Preceptor Agreement and current resume to the School of Nursing designee.
4. The Clinical Preceptor Verification Form will be reviewed, licensure verified, and written approval/disapproval given.
 - a. Upon approval, a formal letter will be sent to the preceptor, the student, and filed in the preceptor personnel file.
 - b. If disapproved, potential candidate and student will be notified in writing.
5. Evaluation of the preceptor by the course faculty, clinical coordinator, or School of Nursing designee is submitted to the program chair within 15 days of the completion of the course.

Effective: 9/20/2019

Revised: 9/20/2019 CM, JV

12/6/19 CM, JV, KA, SH, BB

Policy Title: Process for New Clinical Affiliation Agreement

Policy Number: School of Nursing Policy 23

Purpose: The purpose of this policy is to identify the process of identifying and securing new clinical agreements.

BORN Regulation: **6.04 (5) (f)** The allocation of resources shall be appropriate in meeting the goals and outcomes of the program by: developing written agreements with cooperating agencies utilized as clinical learning sites. Agreements shall be developed and reviewed annually by both program and agency personnel. Agreements shall be current and specific in defining parameters of activities and the responsibilities of the program, the student and the cooperating agency.

ACEN Criterion: **Criterion 4.10** Written agreements for clinical practice agencies are current, specify expectations for all parties, and ensure the protection of students.

CCNE Standard: **II-B:** Physical resources and clinical sites enable the program to fulfill its mission, goals, and expected outcomes. Adequacy of physical resources and clinical sites is reviewed periodically, and resources are modified as needed.

III-G: Teaching-learning practices: support the achievement of expected student outcomes; consider the needs and expectations of the identified community of interest; and expose students to individuals with diverse life experiences, perspectives, and backgrounds.

III-H: The curriculum includes planned clinical practice experiences that: enable students to integrate new knowledge and demonstrate attainment of program outcomes; foster interprofessional collaborative practice; and are evaluated by faculty.

Scope: Policy applies to all students in the Bay State College Nursing Program

Responsible Party: School of Nursing Chair, Nursing Faculty

Policy:

The following is the process for a student to identify and approve a clinical preceptor for the RN to Baccalaureate practicum experience:

- A. Student completes a Nursing Clinical Site Affiliation agreement (Appendix A) and submits to the clinical coordinator, program chair or School of Nursing designee
- B. For most efficient use of resources of both Bay State College School of Nursing and the agencies, students should not initiate contracts until formally admitted to the nursing program
- C. Request for new clinical affiliation agreement is received by the clinical coordinator, program chair or School of Nursing designee.
- D. Agency is contacted by the clinical coordinator, program chair or School of Nursing designee to verify willingness to serve as a clinical site.
- E. Standard agreement is sent to Agency for signatures or standard agreement for the Agency is sent to Bay State College School of Nursing.
- F. Agreement is sent back to Bay State College School of Nursing from Agency, with signatures if Bay State College's standard agreement is used
- G. Time frame: 2 weeks - 1 month.*
- H. All contracts must be reviewed / approved by the Dean of Health Sciences or the program designee.
- I. Time frame: 1 week - 2 weeks.
- J. Upon receipt of standard agreement from facility it is then routed to the Dean of College of Health Sciences or designee for final signature.
- K. Fully executed agreement is returned to the clinical coordinator, program chair or School of Nursing designee.
 - i. One copy of fully executed agreement is kept by the clinical coordinator, program chair or School of Nursing designee and another is sent to the Agency.
 - ii. Some steps may be completed more quickly or more slowly depending on the circumstances.

- iii. Time frame: depending upon requested contract revisions most contracts can be executed from two (2) to six (6) weeks.
- L. Average times for the entire process of setting up a new agreement can take up to two (2) months but may take longer.

Effective: 12/6/19 CM, JV, KA, SH, BB

Revised: 12/6/19 CM, JV, KA, SH, BB

Policy Title: Exemption by Examination

Policy Number: School of Nursing Policy 24

Purpose: The purpose of this policy is to identify the process for applicants to RN to Baccalaureate degree program who wish to challenge Pharmacology, Health Assessment and/or Mental Health courses by exam exemption.

BORN Regulation: **6.04(1)(d)** Program faculty shall develop, implement and evaluate policies which are consistent with the policies of the parent institution, or with differences that are justified by the goals of the program.

6.04(4)(b)(4) The curriculum shall: be designed in accordance with generally accepted academic standards and credit hours for Registered Nursing programs, and include a minimum of 1080 hours of theory, laboratory and clinical practice for Practical Nursing programs. A minimum of 945 hours shall be allocated to nursing courses in Practical Nursing programs, of which a minimum of 540 hours shall be for clinical experiences; and

ACEN Criterion: **Criterion 1.10** Policies for nursing faculty and staff are comprehensive, provide for the welfare of faculty and staff, and are consistent with those of the governing organization; differences are justified by the purpose and outcomes of the nursing program.

Criterion 3.1 Policies for nursing students are congruent with those of the governing organization as well as the state, when applicable, and are publicly accessible, non-discriminatory, and consistently applied; differences are justified by the end-of-program student learning outcomes and program outcomes.

CCNE Standard: **I-F:** Academic policies of the parent institution and the nursing program are congruent and support achievement of the mission, goals, and expected program outcomes. These policies are: fair and equitable; published and accessible; and reviewed and revised as necessary to foster program improvement.

III-B: Baccalaureate curricula are developed, implemented, and revised to reflect relevant professional nursing standards and guidelines, which are clearly evident within the curriculum and within the expected student outcomes (individual and aggregate). Baccalaureate program curricula incorporate *The Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008).

Scope: Policy applies to all applicants to the Bay State College RN to Baccalaureate Nursing Program

Responsible Party: School of Nursing Chair, Nursing Faculty; Vice President of Enrollment

Definitions:

- NLN: National League of Nursing
- Pharmacology in Clinical Nursing: assessment to determine mastery of nursing pharmacology.
- Physical Assessment: assessment to determine mastery of nursing physical assessment.
- Mental Health Nursing: assessment to understanding of concepts related to mental health nursing

Policy:

- A. The Bay State School of Nursing recognizes the NLN Pharmacology in Clinical Nursing and NLN Physical Assessment exams to satisfy the requirement of mastery through challenge examination.
 - a. The NLN Pharmacology in Clinical Nursing assessment examination evaluates the understanding of pharmacological properties of medications, and ability to practice safely in medication administration. Specific topics include dosage calculation, principles of medication administration, pharmacological actions, and therapeutic

and adverse effects of medications. Includes questions on the medications commonly prescribed in adult, children's, women's, and mental health practice areas.

- b. The NLN Physical Assessment examination evaluates understanding of the general health assessment and physical examination techniques used to evaluate a patient's health status. Reflects nurse-client encounters in a variety of health care settings using a body systems approach for evaluating physical data-gathering techniques. Includes items on interviewing, obtaining a health history, general screening, documentation and considers health status and developmental stages of clients.
- c. The NLN Mental Health Nursing examination assesses understanding of concepts related to mental health nursing. Principles of therapeutic communication and psychopharmacology are included. All questions are framed in the context of the nursing process.
- d. The Bay State College School of Nursing will consider applicants achieving the 50th percentile on these achievement exams. The 50th percentile is associated with the mean scores and are published in the NLN Technical Manual: Achievement Exams Series. Applicants who do not successfully demonstrate the 50th percentile may retake the examination a second time. If unsuccessful on the second attempt, the applicant does not meet the application criteria and will not be admitted.

A. Procedure for scheduling/taking the exams:

- a. The Bay State School of Nursing will determine testing dates/times and register those with the National League for Nursing (NLN).
- b. Students seeking admission will create an account with the NLN, register for the desired exam and pay the appropriate fee.
- c. The students will then either:
 - i. test at the time and location determined by the Bay State College School of Nursing; or
 - ii. locate their own local proctor and seek approval from the Bay State College School of Nursing.
- d. Upon arrival to the testing location, the student will be required to provide proof of identity with either a driver's license, state issued ID or passport.
- e. The students may not have the following items within their reach during testing procedures: food, drink, cell phones, tablet computers, laptop computers, or any digital device not listed here.
- f. Students may use a simple calculator; use of cellphone calculators is prohibited. The testing center may provide scrap paper which must be collected by the proctor and disposed of at the conclusion of the exam.
- g. Students arriving more than 15 minutes late for the scheduled exam date/time will forfeit their testing opportunity for that testing session. Proctors may use their own discretion based upon their ongoing availability for the testing session.
- h. Students are prohibited from opening additional web browsers during testing. If a student is found to be accessing outside resources, the testing session will be terminated, the exam results may be disqualified, and the student may forfeit consideration for admission to the Bay State College School of Nursing.
- i. Any efforts to bypass the procedure set forth in this policy may result in disqualification of exam results and admission consideration to Bay State College School of Nursing.

A. Procedure for identifying and using a remote proctor:

- a. Student applicant will contact a local school of nursing or university library/testing center and identify a proctor.
- b. The student will provide the Bay State College School of Nursing the name and contact information for the proctor.
- c. The Bay State College School of Nursing will verify testing site, proctor, and date/time availability. A copy of this policy will be provided to the remote proctor.
- d. On the day of the exam, the student will present to the local proctor and follow the testing procedures outlined above.
- e. The Bay State College School of Nursing will release the live exam upon successful identification of the student by the remote proctor.

PHARMACOLOGY IN CLINICAL NURSING

Description of the test

The purpose of this test is to measure students' ability to apply safe practice with drug therapy in a variety of health care settings. Items related to medications that are prescribed in adult health, woman's health, child health, and mental health practice areas are included. The 75 individual item test is designed to measure students' understanding of pharmacology as well as their ability to apply and analyze safe nursing practice for medication administration. Items related to the principles of administration, pharmacological actions, therapeutic and undesired effects, and dosage calculations of specific medications are included. The content and the number of items in each area are detailed in the chart below.

Test Blueprint	
Content Area (Sub-score)	Number of Items
1. Calculations	25
2. Principles of Medication Administration	25
3. Effects of Medications	25
Total	75

The overall objective of the test is to measure students' ability with the following.

Objectives of the Test	
I.	Accurately calculates medication dosages related to clinical situations.
II.	Identifies application of accepted principles of medication administration.
III.	Selects approaches to patient care which reflect an understanding of the therapeutic and adverse effects of medications.

Scoring Information Norms are provided based on the 2014-2015 performance of 1,924 students in all programs preparing for registered nurse practice.

Pharmacology in Clinical Nursing Scale Statistics	
Statistic	Total
Mean Score	79.44
Standard Deviation	16.36
Reliability	.926
Standard Error of Measurement	4.46

The following tables display the total test scores for the common percentile rank levels used to assess student performance on the RN and PN Achievement series. These are provided as a convenience for SONs who have used NLN percentiles ranks in the past. These rankings are based on the 2014-2015 normative subject pool.

Pharmacology in Clinical Nursing	
Percentile Rank	% Score Correct
95 th	96
90 th	95
85 th	94

80 th	93
75 th	92
70 th	89
65 th	85
60 th	83
55 th	81
50 th	80
45 th	76

PHYSICAL ASSESSMENT

Description of the test

The purpose of this test is to assess students' understanding of general health assessment and physical examination techniques used to evaluate the health status of adults and children. The 75 individual items address general health assessment in the areas of interviewing, health history taking, general surveying, and documentation. A body systems approach is used to evaluate physical data-gathering techniques. Health status and developmental stage of patients are also considered. The test reflects nurse-patient encounters in a variety of primary, secondary, and tertiary health care settings and requires students to use their knowledge of the nursing process. Nursing Achievement Exam Series 2016 27 Rev. 08/16 The content and the number of items in each area are detailed in the chart below.

Test Blueprint	
Content Area (Sub-score)	Number of Items
1. General Health Assessment	38
2. Physical Examination	37
Total	75

The overall objective of the test is to measure students' ability with the following.

Objectives of the Test
I. General health assessment parameters in the areas of interviewing, health history taking, general surveying, and documentation.
II. Physical data-gathering techniques utilizing a body systems and developmental approach.

Scoring Information

Norms have been computed so that faculty can compare the performance of their students with that of students in other RN programs throughout the country. The norms are based on the 2014- 2015 performance of 1,045 students in RN programs. Physical Assessment Scale Statistics Statistic Total Mean Score 70.53 Standard Deviation 15.94 Reliability .908 Standard Error of Measurement 4.835

Physical Assessment Scale Statistics

Statistic	Total
Mean Score	70.53
Standard Deviation	15.94
Reliability	.908
Standard Error of Measurement	4.835

The following tables display the total test scores for the common percentile rank levels used to assess student performance on the RN and PN Achievement series. These are provided as a convenience for SONs who have used NLN percentiles ranks in the past. These rankings are based on the 2014-2015 normative subject pool.

Physical Assessment	
Percentile Rank	% Score Correct
95 th	93
90 th	92
85 th	88
80 th	85
75 th	86
70 th	83
65 th	79
60 th	77
55 th	76
50 th	71
45 th	67

MENTAL HEALTH NURSING

Description of test

The purpose of this test is to assess the baccalaureate student’s understanding of mental health concepts and care of patients who have mental health disorders. The items address theoretical frameworks of practice, behavioral adaptation, therapeutic modalities, and application of mental health and mental illness concepts. Relevant items are incorporated on nutrition and pharmacology.

The content and the number of items in each area are detailed in the chart below.

Test Blueprint	
Content Area (Sub-score)	Number of Items
1. Knowledge and Concepts	25
2. Assessing, Analyzing, and Evaluating	25
3. Planning and Implementing	25
Total	75

The overall objective of the test is to measure students' ability with the following.

Objectives of the Test	
I.	Identifies relevant concepts related to psychiatric nursing care; including confidentiality, legal aspects, and principles of psychiatric care.
II.	Assesses, analyzes and evaluates data related to psychiatric patients; including performing a mental status examination, selecting appropriate nursing diagnoses, and determining the effectiveness of interventions.
III.	Plans and implements appropriate nursing care for psychiatric patients; including selecting therapeutic modalities, and administering psychotropic medications

Scoring Information

Norms have been computed so that faculty can compare the performance of their students with that of students in other RN programs throughout the country. The norms are based on the 2014- 2015 performance of 1,278 students in baccalaureate nursing programs.

Physical Assessment Scale Statistics	
Statistic	Total
Mean Score	59.23
Standard Deviation	8.269
Reliability	0.728
Standard Error of Measurement	4.316

The following tables display the total test scores for the common percentile rank levels used to assess student performance on the RN and PN Achievement series. These are provided as a convenience for SONs who have used NLN percentiles ranks in the past. These rankings are based on the 2014-2015 normative subject pool.

Physical Assessment	
Percentile Rank	% Score Correct
95 th	88
90 th	83
85 th	81
80 th	80
75 th	77
70 th	75
65 th	73
60 th	67
55 th	64
50 th	60
45 th	54



Effective: 9/20/2019

Revised: 11/25/20019 CM, JV

12/6/19 CM, JV, KA, SH, BB

Policy Title: Use of Social Media

Policy Number: School of Nursing Policy 25

Purpose: The purpose of this policy is to address the use of social media while a student in the Bay State College School of Nursing

BORN Regulation: **6.04(1)(d)** Program faculty shall develop, implement and evaluate policies which are consistent with the policies of the parent institution, or with differences that are justified by the goals of the program.

ACEN Criterion: **Criterion 3.1** Policies for nursing students are congruent with those of the governing organization as well as the state, when applicable, and are publicly accessible, non-discriminatory, and consistently applied; differences are justified by the end-of-program student learning outcomes and program outcomes.

CCNE Standard: **I-F:** Academic policies of the parent institution and the nursing program are congruent and support achievement of the mission, goals, and expected program outcomes. These policies are: fair and equitable; published and accessible; and reviewed and revised as necessary to foster program improvement.

Scope: Policy applies to all students in the Bay State College Nursing Programs

Responsible Party: School of Nursing Chair, Nursing Faculty; Vice President of Enrollment

Definitions: Social Media: websites and applications that enable users to create and share content or to participate in social networking.

Policy:

All policies related to HIPAA, patient confidentiality, and harassment contained within the Bay State College School of Nursing student handbook and the Bay State College student handbook also apply to all social networking sites. The taking of photographs or capturing digital images of any kind on a clinical patient care unit or within a clinical facility in the presence of clinical staff, patients, or visitors is strictly prohibited in the classroom. Information posted on a social networking site or transmitted via email that leads to the identification of patients or reveals confidential patient information is a serious breach of professional conduct and may result in disciplinary action up to and including dismissal from the nursing program.

The taking of photographs or capturing digital images of any kind in a classroom or lab setting is allowed only with the express written permission of the classroom facilitator and program director. Students must be aware that social network privacy settings can be breached which could result in the printing and distributing of personal postings. Any references to patient care could result in identification of specific patients even though an outright HIPAA violation has not occurred. Students must be aware that upon entering a profession of trust they must maintain the standards of the profession. Potential employers, patients, families, coworkers, fellow students and faculty may gain access to postings without the student's knowledge or permission.

Effective: 12/6/19 CM, JV, KA, SH, BB

Revised: 12/6/19 CM, JV, KA, SH, BB

Appendix A Forms

Preceptor Verification Form (reference p. 44)

Nursing Clinical Site Affiliation Agreement (reference p. 45)

Written Clinical Warning (reference p. 42)

Clinical Preceptor Agreement (reference p. 44)

Clinical Preceptor Verification Form

CCNE Standard II-F: Preceptors (e.g., mentors, guides, coaches), if used by the program as an extension of faculty, are academically and experientially qualified for their role.

Student Name: _____ Course: _____

Student Email: _____ Term: _____

Preceptor: Please complete all sections of this form and return it to the Bay State College designee with a current resume. Your signature verifies the accuracy of the information.

I. General Information

Legal Name	
Clinical Agency	
Agency Address	
Position/Title	
Clinical Unit/Specialty	
Work email address	

II. Education and Credentials

(list highest level of education first)

Institution	Institution Address	Degree	Year of Degree

III. Current state(s) of licensure

State	License Number	Expiration Date

IV. I verify all information in the application template is correct. If completed electronically and returned by email, the email will be printed to serve as verification of signature and date.

Signature

Date

Nursing Clinical Site Affiliation Agreement

NURSING CLINICAL SITE AFFILIATION AGREEMENT

between

Bay State College

and

(INSERT CLINICAL AFFILIATE)

THIS AGREEMENT made this ____ day of _____ 20__ by and between BAY STATE COLLEGE, an educational institution having its place of business at 31 St. James Avenue, Boston MA, referred to as the “College”, and _____ having its place of business at _____ in the city of _____ in the State of _____ hereinafter referred to as the “AGENCY”.

It being the intent of the College and the Agency to cooperate for the education of nurses, it is agreed as follows:

1. The College will assume full responsibility for planning and execution of the educational program in nursing, including programming, administration, curriculum content, faculty appointments, faculty administration, and the requirements for matriculation, promotion and graduation.
2. The College will provide instructors for teaching and supervision of students assigned to the Agency for clinical experience, depending on the course assignment. All faculty, instructors and supervisors provided are licensed by the State of Massachusetts.
3. The College will have responsibility for planning the schedule of student experiences and for making individual assignments. The College will notify the Agency in advance of its planned schedule of student assignments to clinical areas including the dates, number of students and instructors and type of experience. This schedule shall require approval by the Agency.
4. The College will withdraw any student from the clinical area when the student is unacceptable to the College or the Agency for reasons of health, unacceptable practices or performance.
5. The College will keep all records and reports on students’ clinical experience.
6. The College will provide orientation for the Agency staff regarding the educational program.
7. The College shall direct students and instructors to comply with the rules and regulations of the Agency, of which the Agency has advised the College in writing, insofar as they may pertain to the activities of both while in the Agency.
8. The College shall direct students and instructors to respect the confidential nature of all medical or personnel information relating to the Agency. The College shall advise all students and faculty of the importance of complying with all relevant state and federal confidentiality laws, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA), to the extent applicable.
9. The College shall ensure that students and faculty have professional malpractice insurance in effect.

10. The College shall ensure that students have had a health clearance prior to the start of the educational experience. The students have an ongoing obligation to update the health clearance form if there is a change in his/her medical condition.
11. The Agency will make available the clinical areas for student experience.
12. The Agency will make available space and facilities for clinical instruction, conferences, and locker facilities necessary for the conduct of the clinical educational program.
13. The Agency will provide orientation to participating students and College faculty relative to its facilities, and its rules, regulations and procedures, including with respect to its Bloodborne Pathogen Exposure Control plan.
14. The Agency will assist with emergency health care to students and instructors who may become ill or who may be injured while at the Agency. Students and instructors will provide their own health care except in emergencies.
15. The Agency will retain full responsibility for the care of clients and will maintain administrative and professional supervision of students insofar as their presence affects the operation of the Agency and/or the direct or indirect care of clients.
16. Vendor and its contractors, employees and agents shall comply with all pertinent federal, state and local statutes, codes and regulations, including, the Family Educational Rights and Privacy Act of 1974 (“Buckley Amendment”) with respect to personally identifiable student education records, the Gramm-Leach-Bliley Act with respect to student financial information, Health Insurance Portability and Accountability Act of 1996 (HIPAA) with respect to medical records and applicable provisions of paragraphs (1) through (7) of section 202 of Executive Order 11246 relating to Equal Employment Opportunity, section 402 of the Vietnam Era Veterans Readjustment Act of 1974, as amended and section 503 of the Rehabilitation Act of 1973.
17. Each party agrees to cooperate with each other in connection with any internal investigations by Pace or Agency of possible violation of their respective policies and procedures and any third party litigation, except that Pace shall not be required to have any contact with any Union or Union representatives of Agency’s employees or subcontractors or participate in any Union grievance or other proceedings relative to Agency’s employees or subcontractors except as a fact witness.
18. This initial period of this Agreement covers the period _____ through _____ and shall be deemed automatically renewed on an annual basis thereafter upon the same terms and conditions unless terminated by any party hereto upon at least sixty (60) days written notice prior to the annual renewal date. In the event of termination, students enrolled shall not be prejudiced with respect to the completion of their clinical clerkship.

Bay State College

By: _____

Cheryl McInerney

Dean

Bay State College Nursing and Health Sciences

Date _____

By: _____

Date _____

Clinical Preceptor Agreement

Dear Prospective Preceptor,

The Bay State College School of Nursing offers a choice of two courses to fulfill the clinical graduation requirements for the baccalaureate degree in nursing: Nursing 327, Community and Public Health Nursing and Nursing 451 Nursing Leadership, Management and Policy. As a practicing nurse, you know how important clinical experiences are to the growth and development of the professional nurse. Thank you, in advance, for your willingness to share your time and expertise with the Bay State College nursing students. These partnerships strengthen the profession and our ability to serve the public to which we are all committed.

Please read the following and send, fax or email a signed copy of the agreement to Bay State College School of designee at:

Bay State College-School of Nursing
Program Chair
31 St. James Avenue
Boston MA 02116
617-217-9500
BSNChair@Baystate.edu

*****Agreement*****

(student name) _____ has shared the syllabus and course expectations of (name of course) _____ with me. I am a registered nurse with a baccalaureate degree (or higher) in nursing. I agree to act as this student's preceptor for this course and the anticipated total preceptor time commitment to this student for the semester will be approximately 45 hours.

I understand that the student will provide me with an updated copy of the complete syllabus and any related assignments once the semester has commenced.

I understand that the student is expected to complete her/his readings and assignments required for this experience. I also know that I may withdraw my offer to precept this student for any reason.

Signature

Date

Print Name

Clinical Warning

Verbal Warning

Written Warning

Faculty to complete and give form to student			
Student		Course	
Clinical Faculty		Course Faculty	
Date Issued		To be Completed By	
Student to schedule appointment within 48 hours of receipt - Remediation to occur within one week of receipt			
Area Needing Improvement:			
Faculty recommendation for lab practice:			
Section to be completed by Nursing Skill Lab Instructor			
Skill Lab Instructor comments:			
Signature _____		Date: _____	
Student comments:			
Signature: _____		Date: _____	