This Nursing Handbook may be changed as needed by the Nursing Department
TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Handbook Signature Page</td>
<td>4</td>
</tr>
<tr>
<td>Mission And Philosophy</td>
<td>5</td>
</tr>
<tr>
<td>Nursing Core Competencies</td>
<td>6</td>
</tr>
<tr>
<td>Curriculum Model</td>
<td>7</td>
</tr>
<tr>
<td>Organizing Framework</td>
<td>8-9</td>
</tr>
<tr>
<td>Program Outcomes</td>
<td>9-11</td>
</tr>
<tr>
<td>Student Participation In Nursing Program Development And Evaluation</td>
<td>11</td>
</tr>
<tr>
<td>Standard Skills For Nursing Practice</td>
<td>11-12</td>
</tr>
<tr>
<td>Admissions</td>
<td>12</td>
</tr>
<tr>
<td>Health And Immunization Requirements</td>
<td>12</td>
</tr>
<tr>
<td>Progression In The Nursing Program</td>
<td>13</td>
</tr>
<tr>
<td>Attendance</td>
<td>13</td>
</tr>
<tr>
<td>Course Exemption</td>
<td>13</td>
</tr>
<tr>
<td>Advance Placement</td>
<td>13</td>
</tr>
<tr>
<td>Transfer</td>
<td>13</td>
</tr>
<tr>
<td>Education Mobility</td>
<td>13</td>
</tr>
<tr>
<td>Withdrawals And Course Failure Progression</td>
<td>13-14</td>
</tr>
<tr>
<td>Readmission</td>
<td>14</td>
</tr>
<tr>
<td>Graduation</td>
<td>14</td>
</tr>
<tr>
<td>Student Rights And Grievance</td>
<td>14</td>
</tr>
<tr>
<td>Good Moral Character</td>
<td>14</td>
</tr>
<tr>
<td>CORI/SORI</td>
<td>14-15</td>
</tr>
<tr>
<td>CPR Certification Policy</td>
<td>15</td>
</tr>
<tr>
<td>Liability/Malpractice Insurance</td>
<td>15</td>
</tr>
<tr>
<td>Student Participation in Governance</td>
<td>15</td>
</tr>
<tr>
<td>Faculty References</td>
<td>16</td>
</tr>
<tr>
<td>Nursing Lab</td>
<td>16-17</td>
</tr>
<tr>
<td>Responsibilities Of Nursing Students</td>
<td>17</td>
</tr>
<tr>
<td>Clinical Dress Code</td>
<td>17-19</td>
</tr>
<tr>
<td>Examination &amp; ATI policies</td>
<td>20-27</td>
</tr>
<tr>
<td>Offenses Of An Academic Nature</td>
<td>27-28</td>
</tr>
<tr>
<td>Mobile Devices</td>
<td>28</td>
</tr>
<tr>
<td>Electronic Resources, The Internet, And Social Media</td>
<td>28</td>
</tr>
<tr>
<td>Substance Abuse</td>
<td>28</td>
</tr>
<tr>
<td>Student Record Retention</td>
<td>29</td>
</tr>
<tr>
<td>Accommodations</td>
<td>29</td>
</tr>
<tr>
<td>Statement Of Non-Discrimination</td>
<td>30</td>
</tr>
</tbody>
</table>
BAY STATE COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

I acknowledge receipt of the current Bay State College Nursing Student Handbook which includes descriptions of the Associate Degree Nursing Program and the policies that are specific to that program.

All students of the College receive the Bay State Student Handbook which includes college wide policies that are applicable to nursing students unless there is a particular policy specific to nursing contained herein.

By signing this document I am stating that I have read this Nursing Student Handbook 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 Nursing Student Handbook is updated students currently in the program will be provided access by electronic means and may be required to sign an updated agreement.

_________________________________________  __________________________
Name (Print)                                      Date

_________________________________________
Signature

DO NOT REMOVE THIS PAGE.
BAY STATE COLLEGE
ASSOCIATE DEGREE NURSING PROGRAM

MISSION AND PHILOSOPHY

Mission

The mission of the Associate Degree in Nursing Program at Bay State College is to support its students, the nursing profession, and the health of the people of the City of Boston and surrounding communities. The mission of the School of Nursing is congruent with the mission of Bay State College.

Nursing students will receive a quality education through a supportive, nurturing learning environment leading to eligibility to seek licensure as a registered nurse and the ability to progress to baccalaureate level nursing education.

Graduates will be prepared to sit for the national examination leading to licensure in nursing and for safe, ethical, entry level practice as registered nurses. They will be ready to enter the profession in a diversity of roles and settings to meet current healthcare needs.

Philosophy

The philosophy of the School of Nursing is congruent with the philosophy of Bay State College. Each individual is a unique and evolving being who possesses dignity and value. As such, each individual should be treated with respect and compassion. Excellence in nursing requires practice to be grounded in science and ethics. Nursing care is provided with compassion, integrity, and competence.

Health is a basic human right and individual perceptions of health are influenced by developmental stages, culture, and beliefs. Nurses should practice with cultural competence and a dedication to health and wellness of the community at all levels. The goals of lifetime care include maintaining and maximizing comfort and quality of life until a dignified death occurs.

Nursing is a unique and dynamic profession requiring a commitment to lifelong learning. A broad based practice is essential to providing safe and competent care, throughout the lifespan, across the health and wellness continuum in a complexity of environments. Nurses must also practice effectively as members of interprofessional healthcare teams.

It is the responsibility of each nurse to practice within the scope of practice as determined by the Commonwealth of Massachusetts’ Nurse Practice Act and to abide by the American Nurses’ Association’s Code of Ethics for Nurses.
Based on: Board of Higher Education Nursing Initiative
Nursing Core Competencies – The Science and Practice of Nursing

Practice

Knowledge

Attitudes

Skills
CURRICULUM MODEL

This curriculum model is based on the Massachusetts Board of Higher Education Nursing Initiative and reflects the Associate Degree level.

Nursing Role includes:

- Nursing Process
- Caring
- Critical Thinking
- Professionalism
- Teamwork and Collaboration
- Leadership

Communication includes:

- Informatics
- Documentation
- Verbal and written communication
- Therapeutic communication
- Teaching and learning

Evidence-Based Practice includes:

- Reading research articles
- Accessing research findings
- Utilizing research findings

Patient-Centered Care includes:

- Safety
- Quality Improvement
- Cultural competence
- Non-judgmental care
ORGANIZING FRAMEWORK

The program’s organizing framework is derived from the Massachusetts Department of Higher Education Nursing Initiative’s model of Nursing Core Competencies©; The Science and Practice of Nursing.

The curriculum is built on the concepts of nursing role, communication, evidence-based practice, and patient centered care with nursing knowledge at the core. Program and course objectives rest on the acquisition of knowledge, attitudes, and skills that will prepare students for successful transition to the entry level practice as a registered nurse.

Nursing Role

Nursing role is about the nurse’s approach to practice including adherence to the legal scope of practice, as defined by the Massachusetts Nurse Practice Act, and the ethical tenets of the ANA’s Code of Ethics for Nurses. It includes nursing process, the systematic approach to nursing care; caring, the behaviors involved in altruism and fulfillment of the needs of others; critical thinking, the intellectual process of determining the best solution to a problem; professionalism, the respectful behaviors that evidence competence; teamwork and collaboration, as members of interdisciplinary healthcare teams; and leadership, the ability to influence others and lead a team to the best outcome.

During the program students will be introduced to the nursing role in a variety of areas including, rehabilitation/transitional care, medication administration, maternal and child health, medical surgical nursing (chronic and acute), mental health nursing, nursing in community settings, leadership at the bedside and in decision making about healthcare policies.

Communication

Communication is defined as the effective sharing and receiving of information. This can be verbal, nonverbal, written, or electronic. In the nursing role, communication includes informatics, therapeutic communication, written documentation, and teaching and learning. Communication is a part of every aspect of nursing and is, therefore, considered an essential skill.

Evidence-Based Practice

Best practices in nursing rely on evidence gained through research in nursing and related fields including science, medicine, and education. There is an abundance of research findings, and publications from around the world and across disciplines. In order to best utilize these findings, nurses must read peer reviewed nursing research and have the capability to assess the quality of the methods before incorporating the findings into their practice. Nurses must be willing to engage in lifelong learning and professional inquiry.
Patient Centered Care

Nursing care is necessarily centered on the needs of the patient. These needs include safe, quality care delivered by culturally competent nurses in a non-judgmental way.

Nursing Knowledge

Nursing knowledge is defined as the body of knowledge, integrated from multidisciplinary sources including nursing, science and philosophy, that forms the foundation of nursing practice and research. It has been built over many generations and is continuously expanded and updated to improve patient outcomes. Nursing’s understanding of best practices and their rationales is constantly being revised leading to improved patient care and outcomes. A sound foundation of nursing knowledge is essential for licensure and nursing practice.

Integration of Concepts into the Curriculum

All of the above concepts are introduced in the first nursing course and built upon throughout subsequent nursing courses. As students progress through the program they will consider these concepts in the context of their relationships to each other and to particular patient populations. In each nursing course students will be evaluated on their use of these concepts in the clinical environment, nursing skills laboratory and through papers, presentations, and theory examinations. By the time students successfully complete the program they will be expected to have sufficient competence in these areas to support a successful transition into licensure and safe entry level practice as a registered nurse.

PROGRAM OUTCOMES

Graduates of the Bay State College Associate Degree in nursing program will possess the knowledge, skills and attitudes necessary to provide safe and effective care to their patients and participate in improving the quality and safety of healthcare. The outcome measures are informed by the Nurse of the Future Core Competencies as developed by Massachusetts Department of Higher Education Nursing Initiative (2010).

Students demonstrate achievement of program outcomes by satisfactory completion of a comprehensive portfolio addressing each program outcome in NUR217 Nursing Trends; and by achieving a final grade of 80 or higher in NUR220 Medical-Surgical Nursing II. The portfolio will be evaluated by nursing faculty using a rubric provided to students.

1. Patient-centered Care

Recognizes the patient, or designee, as a full partner in providing safe and effective care in a compassionate and culturally appropriate manner conveying respect for the patient’s preferences, values, and needs.

- Provides priority-based nursing care to individuals, families, and groups through independent and collaborative application of the nursing process
- Engages in ongoing assessment, implementation and evaluation of a plan of care that is
consistent with the patient’s values, preferences, decisional capacity, and expressed needs
- Provides holistic care that addresses the needs of diverse populations across the life span

2. **Teamwork and Collaboration**

Functions effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision making to achieve quality patient care.
- Acts with integrity, consistency, and respect for differing views
- Functions competently within scope of practice as a member of the health care team
- Integrates the contributions of others in assisting patient/family to achieve health goals

3. **Evidence-based Practice**

Integrates best current evidence with clinical expertise and patient/family preferences and values for the delivery of optimal health care.
- Bases care on best current evidence, patient values, and clinical expertise
- Values the need for continuous improvement in clinical practice based on new knowledge
- Differentiates clinical opinion from research and evidence summaries

4. **Quality Improvement**

Recognizes that quality improvement is an essential part of nursing.
- Utilizes a standardized approach to support quality patient care
- Describes approaches for improving processes and outcomes of care
- Seeks information about quality improvement from regulatory and local/national sources to inform nursing practice

5. **Safety**

Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.
- Demonstrates effective use of technology and standardized practices that support safe practice
- Exhibits strategies at the individual and systems levels to reduce risk of harm to self and others
- Follows communication practices to minimize risks associated with transfers between providers during transitions in care delivery.

6. **Informatics**

Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.
- Evaluates information and its sources critically and incorporates selected information into his/her own professional knowledge base
• Applies technology and information management tools to support safe processes of care and evaluate impact on patient outcomes
• Uses sources of data that relate to contemporary standards of practice and patient care
• Utilizes appropriate technologies in the process of assessing and monitoring patients

STUDENT PARTICIPATION IN NURSING PROGRAM DEVELOPMENT AND EVALUATION

1. Nursing students will participate in continuous quality improvement of the nursing program through a variety of means.

2. Every student will have the opportunity to complete an anonymous course evaluation at the end of every nursing course. All responses will be carefully considered and discussed by the nursing faculty with a view to constantly improving the program and student outcomes.

3. There will be student representative(s) (subject to volunteers coming forward) at a minimum of one scheduled nursing faculty meeting per semester, allowing for student input into the nursing program.

4. There will be a student representative (subject to volunteers coming forward) at all scheduled Nursing Advisory Board meetings, allowing for student input.

5. 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.

STANDARD SKILLS FOR NURSING PRACTICE

With or without accommodation, the student must be able to accomplish the following safely, efficiently, and competently:

Physical Demands

Lift a minimum of 50 pounds.
Transfer patients to and from wheelchairs, stretchers, beds or x-ray tables.
Move/operate patient conveyance devices and equipment such as stretchers, wheel chairs, and monitors.
Respond appropriately to sounds; for example, vocal sounds at a normal conversational volume, patient movements, and audible equipment signals.
Manipulate dials, levers, keyboard devices, and other switches and devices associated with nursing/medical equipment.
Perform duties for a prolonged period, which involves walking, standing, stooping and bending for an eight hour shift.
Possess visual acuity sufficient to perform tasks safely and accurately and monitor patients and equipment under low light conditions.
Reach up to a height of six feet from the floor or safely use an adaptive device.
Discriminate and respond appropriately to various types of patient responses and distress behaviors.
Manipulate syringes, needles and other invasive devices.

**Behavioral Standards**
Initiate and use clear, concise oral English communication within a conversational setting:
Comprehend and clearly and effectively communicate instructions and information in written and oral form.
Exhibit appropriate professional behavior in all interactions.
Function without causing harm to self or others.

**Other**
Perform arithmetic calculations with accuracy and efficiency.
Wear protective equipment such as surgical gloves, goggles and face shields.
Use the nursing process to determine, implement, and evaluate patient care.
Determine, manage, and process multisensory input to prioritize nursing actions.

**ADMISSIONS**
Please refer to BSC website/admissions department 617-217-9000 for criteria for admission to the nursing program.

**HEALTH AND IMMUNIZATION REQUIREMENTS**
- Students matriculating into the nursing program must be compliant with Massachusetts’ Department of Public Health’s (MDPH) Adult Occupational Immunizations recommendations and requirements.
- All students must receive an annual seasonal flu vaccine. This vaccination must be obtained in the fall semester. Students will not be allowed to begin their spring clinical rotation without proof of current immunization.
- Two-step test for Tuberculosis, done within three months of entering program. A single TB test updated each year after. (A negative chest x-ray report is required of all students who are known positive reactors to the Mantoux test).

**PROGRESSION IN THE NURSING PROGRAM**
In order to progress within the nursing program students must pass all co-requisite courses, for science courses a grade of 80 or greater is required and for general education courses a grade of 77 or greater is required. Students must pass their practicum (clinical), lab, and nursing theory component of each course in order to meet the requirements of the course. All nursing courses have a final grade of B- (80) or greater for progression in the program. 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.

Please refer to Good Moral Character requirements in this Handbook.

ATTENDANCE

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.

COURSE EXEMPTION

The BSC ADN program does not recognize nursing program course exemptions. Please refer to the College Catalog for identification of non-nursing course exemption.

ADVANCED PLACEMENT

The BSC ADN program does not allow advanced placement.

TRANSFER

The BSC ADN program does not transfer nursing credits into the program.

EDUCATIONAL MOBILITY

The BSC ADN program prepares graduates to progress into baccalaureate programs. The importance of baccalaureate preparation is emphasized throughout the program. The College has an RN-BSN program which allows graduates of the BSC ADN program, who have successfully passed NCLEX, to enroll by providing proof of a current RN license.

WITHDRAWAL AND COURSE FAILURE - PROGRESSION

Any student who receives a grade of WF or 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.

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. This may include the need to re-take courses in order to progress in the Nursing program.

Students who receive a grade of WF or F in a Nursing program course in a subsequent semester will be withdrawn from the Nursing program and will be ineligible for reinstatement.

**READMISSION**

If the student wishes to apply for re-admission to the nursing program a remediation plan is required to be successfully completed prior to an application being accepted. Students will be readmitted on a space available basis. The application would be competitive with all other applications. 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.

**GRADUATION**

Students must pass all course and clinical experiences in the associate degree nursing program curriculum to graduate. The student must meet the requirements for satisfactory academic progression for the College as outlined in the Student Handbook. In addition, the student must fulfill all graduation requirements of Bay State College as outlined in the Student Handbook.

**STUDENT’S RIGHTS AND GRIEVANCES**

Please refer to BSC’s Student Handbook for the policy and procedure for student complaints and grievances.

**GOOD MORAL CHARACTER**

The Massachusetts Board of Registration in Nursing has a Good Moral Character policy. Information about this policy can be found in the program orientation materials. It is reviewed during the orientation to the first nursing course and in the final course taken in the last semester of the program. A student who wishes/needs to discuss this may make a private appointment with the Dean of the School of Nursing at any stage of the program.

**CRIMINAL OFFENDER RECORD INFORMATION (CORI) AND SEX OFFENDER REGISTRY INFORMATION (SORI) CHECKS**

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 Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check on an annual basis while enrolled in the program. 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. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Section 178C-178P.

Any clinical agency has the right to choose to run CORI and SORI 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.

**CPR CERTIFICATION POLICY**

All students must be certified in cardiopulmonary resuscitation (CPR). A copy of the CPR card, both front and back, must be given to the nursing program administrative coordinator every fall. 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. Any clinical agency can require a recertification after 12 months. It is strongly recommended that students complete the AHA certification in the June – August period preceding entry into the program. Students who have not completed their certification during the preceding summer must be available to take a CPR course given at BSC in the early fall.

Students will not be able to attend clinical without proof of current CPR certification. It is the student’s responsibility to ensure that their certification does not lapse. Students will not be assigned to a clinical group until evidence of current CPR certification is provided.

**LIABILITY/MALPRACTICE INSURANCE**

Current Liability/Malpractice Insurance is required of all students by the clinical facilities. Policy coverage dates must include all clinical rotation dates. The minimum coverage is $1,000,000.00/$6,000,000.00. A copy of student’s malpractice/liability policy must be submitted annually to the nursing department administrative coordinator. Students may select their own insurance carrier.

**STUDENT PARTICIPATION IN GOVERNANCE**

Every student will have the opportunity to volunteer to be a student representative to the nursing faculty and to the nursing advisory board. One representative will be selected for First Year students and one for Second Year students. This process will be repeated at the beginning of every fall and spring semesters. Each class will elect their representative.

Every 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.)
FACULTY REFERENCES

It is at the sole discretion of faculty to provide references to students for the purpose of employment or further education. Please obtain approval from faculty first. If a reference is provided the faculty will review the student’s academic record and school involvement throughout the program and consult with the entire faculty team.

NURSING 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. Students must follow the rules and requirements of the lab as detailed in the “Rules to Live By” handout distributed at the first lab session. In summary:

In the nursing lab:
- All students are expected to be present for labs and prepared to begin on time. For scheduled simulation labs, students will report in full clinical uniform.
- When attending scheduled skills labs students will wear their lab coat over street clothes appropriate for performing required skills. Their nursing student ID badge on the lab coat.
- There will be no food or drinks in lab area.
- Coats, backpacks etc. should not be placed in the ‘patient care’ areas of the lab. They can remain in seating area if brought into lab.
- Verbal, electronic, and written communication will be professionally appropriate and courteous. This includes keeping noise levels down per any clinical setting. Rules for mobile devices remain in effect in lab. (Refer to BSC Student Handbook)
- Students in the lab will be respectful of the needs of others in terms of demands on the time and attention of faculty, as well as use of equipment and supplies.
- Students are expected to complete any assigned lab preparation work prior to reporting to scheduled skills or sim lab sessions. It will be at the instructors’ discretion to determine if unprepared students may remain.
• Students attending scheduled labs/simulations will sign an attendance sheet. Open lab times will be available for supervised practice. Students are requested to sign up for open lab sessions as there is limited availability at each session.

• Students attending Open Lab for practice will sign in and sign out.

RESPONSIBILITIES OF NURSING STUDENTS

Students must complete reading/AV assignments prior to attending class/lab. If this preparation has not been completed in advance, students will likely be unable to fully participate and learn which, in turn, is likely to lead to failure in the course and inability to progress in the program.

Courteous and ethical behavior is the standard for nursing students at all times. Expectations are:

• Arrive to class/lab/clinical in plenty of time to be absolutely prepared and ready to start at the assigned time.

• Do not leave until the end of the session and/ or dismissed by instructor.

• Turning off the electronic communications devices and giving full attention to the educational opportunities.

• Showing respect for patients, faculty, facility staff and peers at all times

• Maintaining confidentiality

• Allow other views/questions to be heard

• Participate fully in the educational experience

• Follow dress code

Faculty may exclude any student, from class, lab, or clinical, for disrespectful, discourteous, or unethical behavior. A student excluded from the learning environment will be counted as absent for the session and will not be able to make up any assignments, exams, or clinical hours.

CLINICAL DRESS CODE

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 must be easily identifiable as Bay State College student nurses and should, at all times, represent the College with a professional demeanor. The student should behave respectfully toward peers, instructors, facility staff, patients, and their families.
Students will be provided information on purchasing BSC School of Nursing uniforms in their first semester. When students are in the clinical setting, the official uniform must be worn in its entirety. Students may not wear other pants or tops even if the colors are the same as the BSC uniform.

Students must wear white or black shoes that are made of a non-absorbent material. Sneakers may NOT be worn in the clinical setting. Shoes must have a closed toe and back.

Students must avoid wearing perfumed products as this can be aggravating to those with respiratory conditions and allergies as well as distasteful to others. Standards of hygiene should be such that there is no noticeable body odor or breath odor and there should be no smoking while in uniform as this is easily detected by patients, including those who the healthcare team is urging to stop smoking.

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.) Students not in compliance with the clinical dress code will be given a written warning for the first offense. 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 will result in insufficient clinical hours to pass the course.

When in clinical attire no jewelry may be worn except modest stud earrings (max. one per ear), a wedding band and a watch with a second hand that allows for medical asepsis (expandable strap preferred.) If a student wears any other jewelry to clinical, the instructor will require that it be removed prior to commencing the clinical day. Necklaces, bracelets, rings with stones and dangle earrings as well as ankle bracelets and eyebrow/nose rings etc. can be unsafe for students and patients as well as sources of contamination. Any student who routinely wears a piece of jewelry for sentimental or religious reasons may attach the item to the inside of a pocket so that it can be with the student but in a place where it can do no harm. The College is not responsible for any jewelry that the student elects to carry in this way or is requested to carry in this way as a result of arriving at clinical wearing inappropriate jewelry.

Grooming for clinical attire is defined as follows:

No artificial finger nails.

Fingernails should be trimmed short and clean. If nail polish is worn, it must be unchipped.

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.

Facial hair should be trimmed, clean, and neat.

Make up, if worn, should be modest and appropriate to the setting.

Underclothing should not be visible through the uniform.

Shoes (per the uniform list) should be clean, polished and in good repair.

Official school uniform should be clean and pressed for each clinical day.
Additional Requirements for the Clinical Setting

Preparation for clinical varies according to the nursing course but will be explained at the beginning of each clinical rotation. Any student who attends clinical unprepared or inappropriately dressed may be sent home by the instructor. If a student is sent home for lack of preparation that day will be recorded as an absence.

The nature of the clinical day differs greatly depending on patient population, environment, agency, and nursing knowledge base. The first day of each clinical rotation will be an orientation day when the instructor will give the students all the information they need in order to successfully meet the clinical objectives.

Each student is responsible for communicating their own learning needs to the instructor, with patient safety being a factor. A student may not take it upon themselves to perform a procedure without approval of the clinical instructor. 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. Administration of medications will always require the presence of the instructor.

The student will notify the clinical instructor when leaving the clinical unit and upon return.

In each clinical setting, students will document their nursing care in accordance with the instructions given during clinical orientation.

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.

Clinical Attendance Policy
Attendance and punctuality in the clinical setting is mandatory. In case of extenuating circumstances, a student will notify the clinical instructor/clinical site, prior to the start of the clinical day, per instructions given at the clinical orientation.

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.

Clinical Snow Days
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. The Dean of the School of Nursing may initiate cancellation of clinical days on the basis of safety if necessary. Each clinical instructor will prepare a telephone tree for their group. Such calls would start at 5a.m. If the clinical day is cancelled due to a weather emergency, it will not count as a clinical absence. Any student who feels that it is unsafe to drive to the clinical site on that particular day should contact the instructor in the same way as any other clinical absence call. Cancellation of an individual’s clinical day will be deemed a clinical absence.
The instructor will notify the clinical agency.

**EXAMINATIONS:**

- Routine examinations will consist of up to 50 questions with 1 ½ minutes allowed per question
- Final examinations will consist of up to 100 questions with 1 ½ minutes allowed per question
- 3-4 routine examinations will be given during each course with a final examination
- Examinations will begin and end on time
- Examination grades will be provided to the students within 72 hours, not including weekends

**Examination Attendance:**

- Students are expected to be present and on time for all examinations.
- In the event of illness or emergency, students must contact the course faculty to notify them of the anticipated absence or tardiness if applicable.
  - Failure to do so will result in a grade of zero and no opportunity to make up the examination.
  - 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.
  - Faculty has the right to ask for documentation verifying illness or emergency.
  - Faculty reserves the right to determine date and time for the make-up examination.
  - The form of the examination will be modified by the instructor.
- Students who are late for an examination will not be provided extended time to complete the exam.

**Protocol During The Examination:**

- During the exam ALL personal items, including electronics must be placed at the front of the room before the examination starts. Any electronic items should be turned off so that the focus of students is not interrupted due to a ringing cell phone etc.
- There will be nothing on the desk during the examination except the computer (if applicable), a pencil and some scrap paper. (The pencil and scrap paper will be provided by the proctor.)
- No earphones, hats, or scarves may be worn during the examination.
- Tissues, if needed, will be provided.
- No food or drink is allowed on the desk.
- Calculators will be provided to the student when needed. Cell phone calculators will not be allowed for examinations.
- Seating for examinations will be rotated at the discretion of the proctor.
• Passing notes or any other items or materials to another student after the examination has been started is prohibited.
• 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.
• Loitering in the hallway during examinations is not permitted.
• 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.

Leaving The Room During Examination:

• Students will not leave their seats during the exam.
  ▪ If a student has a question he/she must raise a hand and wait for the proctor to go him/her.
  ▪ If a student leaves the room during the course of 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.
  ▪ This includes leaving the testing area to use the bathroom.

Completion Of The Examination:

• 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.

Test Answer Sheet Rules:

• Rules for correct answers on Test Answer Sheet:
  ▪ The answer that the student selects MUST appear on the Test Answer Sheet in order for the student to receive credit for the answer.
  ▪ Answers appearing on the test but not appropriately entered on the Test Answer Sheet will NOT be accepted.
  ▪ 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.
  ▪ Erased choices on the Test Answer Sheet that do not completely erase must have an “X” placed through the bubble.
  ▪ Students must sign the Test Answer Sheet.

Examination Content:

• Examinations will focus on content based on the patient’s needs as determined by the National Council of State Boards of Nursing (NCSBN). Categories include the following:
<table>
<thead>
<tr>
<th>Categories</th>
<th>NCSBN recommended percentages</th>
<th>Sub-Categories</th>
<th>NCSBN recommended percentages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safe and Effective Care Environment</td>
<td>26% - 38%</td>
<td>Management of Care</td>
<td>17% - 23%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Safety and Infection Control</td>
<td>9% - 15%</td>
</tr>
<tr>
<td>Health Promotion and Maintenance</td>
<td>6% - 12%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psychosocial Integrity</td>
<td>6% - 12%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physiological Integrity</td>
<td>38% - 62%</td>
<td>Basic Care and Comfort</td>
<td>6% - 12%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pharmacological and Parenteral Therapies</td>
<td>12% - 18%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reduction of Risk Potential</td>
<td>9% - 15%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Physiological Adaptation</td>
<td>11% - 17%</td>
</tr>
</tbody>
</table>

**Final Examinations:**

- Final exams are typically given during the last week (Monday through Friday) 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 week. 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.

**Post – Examination Review:**

- Routine Examinations (Does Not Include Finals):
- Faculty will schedule a review session for examinations. This review will be open to all students of the course. Those students receiving below an 80% must attend the review session.
- No audio recording of the examination review will be allowed.
- 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.
- Students wishing to review examinations individually with the course faculty member must make an appointment with the faculty member.
• Students wishing to only view the examination and Test Answer Sheet must make an appointment with Monica Bloom.
  o Students must receive written approval from the faculty member.
  o The student will be allowed 30 minutes at which point the examination and Test Answer Sheet must be returned to Monica.
  o Under no circumstances will any examination materials be allowed to leave the room.
  o The student is only allowed to VIEW the examination and Test Answer Sheet; the student will not be allowed to write anything down.

Final Examinations:
• There will be NO review with the faculty following the final examinations.
• Students wishing to only view the examination and Test Answer Sheet must make an appointment with Monica.
  o Students must receive written approval from the faculty member.
  o The student will be allowed 30 minutes at which point the examination and Test Answer Sheet must be returned to Monica.
  o Under no circumstances will any examination materials be allowed to leave the room.
  o The student is only allowed to view the examination and Test Answer Sheet; the student will not be allowed to write anything down.
  o **This is the only option for review of the final.**

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; additional ATI practice examinations/quizzes/homework;
• Students receiving less than an 80% on any examination must participate in remediation.
• See ATI remediation under ATI Examination.

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

<table>
<thead>
<tr>
<th>Knowledge (may include but is not limited to: defining, identifying, describing, listing, and repeating)</th>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Semester 3</th>
<th>Semester 4</th>
<th>Semester 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge (may include but is not limited to: defining, identifying, describing, listing, and repeating)</td>
<td>20%</td>
<td>10%</td>
<td>10%</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Comprehension (may include but is not limited to: summarizing, explaining, comparing, demonstrating, classifying, and interpreting) | 60% | 40% | 20% | 20% | 10% 
---|---|---|---|---|---
Application or Higher (may include but is not limited to: applying, contrasting, calculating, solving, and evaluating) | 20% | 50% | 70% | 80% | 90% 
Total | 100% | 100% | 100% | 100% | 100%

Use of Standardized Testing:

- Bay State Nursing Program utilizes the ATI standardized testing to assess student learning and assist students with preparation for the NCLEX-RN licensure examination.
- Content specialty examinations are administered in nursing courses throughout the program.
- During the final semester the students will participate in ATI Capstone which will include content specialty examinations and review of all prior work.
- 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.
- See table below for breakdown of courses with associated tests/quizzes and corresponding percentage of final grade.

### Class of 2018

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>ATI Exam</th>
<th>% of Course Grade</th>
<th>ATI Quizzes and other Assignments as part of Homework Grade</th>
<th>% of Course Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro Nursing Concepts</td>
<td>1</td>
<td>None</td>
<td>----</td>
<td>None</td>
<td>----</td>
</tr>
<tr>
<td>NUR 100</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Assessment</td>
<td>1</td>
<td>None</td>
<td>----</td>
<td>Health Assessment</td>
<td>5%</td>
</tr>
<tr>
<td>NUR 102</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fundamentals</td>
<td>2</td>
<td>Fundamentals</td>
<td>5%</td>
<td>Fundamentals</td>
<td>5%</td>
</tr>
<tr>
<td>NUR 101</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td>Semester</td>
<td>ATI Exam</td>
<td>% of Course Grade</td>
<td>ATI Quizzes and other Assignments as part of Homework Grade</td>
<td>% of Course Grade</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------</td>
<td>----------</td>
<td>-------------------</td>
<td>------------------------------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Intro Nursing Concepts</td>
<td>1</td>
<td>None</td>
<td>----</td>
<td>None</td>
<td>----</td>
</tr>
<tr>
<td>NUR 100</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Assessment</td>
<td>1</td>
<td>None</td>
<td>----</td>
<td>Health Assessment</td>
<td>5%</td>
</tr>
<tr>
<td>NUR 102</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Fundamentals</td>
<td>2</td>
<td>Fundamentals</td>
<td>5%</td>
<td>Fundamentals</td>
<td>5%</td>
</tr>
<tr>
<td>NUR 101</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Course Description</td>
<td>Credits</td>
<td>Focus Area</td>
<td>Percentage</td>
<td>Course Description</td>
<td>Percentage</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>---------</td>
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<td>------------</td>
<td>--------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Medical Surgical I NUR 210</td>
<td>3</td>
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<td>Medical Surgical</td>
<td>5%</td>
</tr>
<tr>
<td>Mental Health Nursing NUR 215</td>
<td>3</td>
<td>Mental Health</td>
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<td>Mental Health</td>
<td>5%</td>
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<tr>
<td>Applied Math MAT 106</td>
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<td>None</td>
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<td>Applied Math</td>
<td>5%</td>
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<tr>
<td>Maternal Child Health NUR 200</td>
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<td>Maternity</td>
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<td>Maternity Pediatrics</td>
<td>2.5%</td>
</tr>
<tr>
<td>Pharmacology NUR 115</td>
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<td>Pharmacology</td>
<td>5%</td>
<td>Pharmacology</td>
<td>5%</td>
</tr>
<tr>
<td>Medical Surgical II NUR 220</td>
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<td>Comprehensive</td>
<td>5%</td>
<td>Med / Surg II</td>
<td>5%</td>
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<tr>
<td>Nursing Trends NUR 217</td>
<td>5</td>
<td>Capstone</td>
<td>5%</td>
<td>None</td>
<td>----</td>
</tr>
</tbody>
</table>

**Alternate Format Items:**

- Standard format items on an examination are multiple choice questions with one correct answer. These questions will be the major percentage of all nursing examinations.
- Alternative format items on an examination are those questions that do not fall into the standard format.
- Alternative format items are currently used on the NCLEX nursing boards and Bay State Nursing Faculty use alternative format items to prepare the students for taking the boards.
- Alternative format items may include but are not limited to:
  - Multiple-response items that require selection of two or more correct responses
  - Fill-in-the-blank items such as math calculation
  - Identification of one or more areas on a picture or graphic
  - 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
  - Ordered response items requiring rank ordering
  - Audio item format involving an audio clip
  - Graphic options using graphics instead of text for the answer options
The table below identifies the percentage of alternative format items that will be used for all courses within each semester.

<table>
<thead>
<tr>
<th>All courses within each semester</th>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Semester 3</th>
<th>Semester 4</th>
<th>Semester 5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10%</td>
<td>15%</td>
<td>15%</td>
<td>20%</td>
<td>20%</td>
</tr>
</tbody>
</table>

Assessment Technologies Institute (ATI) Testing:

Assessment Technologies Institute (ATI) practice exams will be assigned and proctored exams will be administered within each course throughout the program. Remediation for practice tests provides students with learning strategies to promote course content mastery. **An active learning template for each topic that is answered incorrectly, or left unanswered, must be completed and submitted to course faculty.**

- A practice exam score less than 100 requires remediation.
- If the student does not achieve 90 on the first practice ATI exam, he/she will be required to take the second practice exam.
- Each ATI exam must be completed in the designated time period as deemed by the course faculty. **Students must plan accordingly to allow for completion of remediation work prior to the scheduled proctored exam.**
- The student must submit documentation of time on task for remediation work. Students will be given a time period of **one** week to complete the remediation hours. This is done by printing out the ATI transcript and attaching it to the active learning template(s) submitted to course faculty.
- Students will not be permitted to take the second ATI exam unless remediation time documentation and active learning template(s) are submitted to course faculty.
- **If remediation plan is not completed prior to the ATI proctored exam (date to be set by course faculty), the student will not be allowed to take the proctored exam and will receive a grade of zero as 10% of the final course grade.**

**OFFENSES OF AN ACADEMIC NATURE**

These are listed and defined in the Bay State College Student Handbook as are the possible sanctions.

Because of the potential effect on patient safety on lack of honesty, integrity and ethical behavior these are high priorities for nurses and the nursing faculty take such issues very seriously. Students found to be in violation of the College’s Academic Integrity Policy may be dismissed from the nursing program for a first offense.

**Reporting violations:** 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 problem. 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 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 his/her baystate.edu account. The original faculty member will complete the Academic Integrity Violation Form and forward it to the Assistant Dean of Student Affairs who will keep the forms on file in the Office of Student Affairs. The incident and sanction will be noted on the student’s file and may interfere with the ability of the faculty to give a recommendation to a future employer.

MOBILE DEVICES

Please refer to the Bay State College Student Handbook for use in classrooms. This policy applies to the laboratory, class, clinical setting.

In the clinical setting, with the discretion of the clinical instructor and per facility policy, mobile devices may be used for medical purposes only. Mobile devices should not be used in any public area when at the clinical site.

ELECTRONIC RESOURCES, THE INTERNET, AND SOCIAL MEDIA

Nursing students are expected to utilize and access electronic resources appropriately. Please refer to the BSC Student Handbook for specifics, including the College’s Code of Conduct.

Nurses are required to maintain confidentiality and are bound by codes of ethics.

Any breach of confidentiality relating to Bay State College faculty, the Nursing Program, classmates, clinical sites, or patients brought to the attention of nursing faculty may result in disciplinary action and, potentially, in expulsion from the nursing program. Such action would be guided by the Bay State College Code of Conduct. (See Bay State College Student Handbook).

SUBSTANCE ABUSE

See the Bay State College Student Handbook, Use of Alcohol on Campus and Drug-Free School Policy.

Clinical instructors are entrusted with student and patient safety. For this reason, if a clinical instructor believes a student is impaired by drugs and/or alcohol arrives they will be asked to leave the clinical area for that day. This would constitute a clinical absence. Under these circumstances, for reasons of safety, the student will be urged not to drive but to call a friend or family member. The student may not return to the classroom, lab, or clinical area until cleared by the Dean of the School of Nursing.
STUDENT RECORD RETENTION

It is the policy of the School of Nursing to follow the records retention policies of the Registrar of the College. The education record maintained by the Registrar’s Office is the primary vehicle for the retention of forms, documents and other information that relate to a student’s academic life at Bay State College (BSC). Records relating to disciplinary actions and mental health counseling are stored in the appropriate departments. The retention of documents maintained in a student education record is based on guidelines and best practices as recommended by AACRAO. Students may request access to his/her academic record through the Registrar’s Office.

The nursing program maintains a digital copy of CPR certification and liability insurance while the student is enrolled in the program. Student assignments, exams, clinical evaluations, for potential inclusion in a portfolio, are also stored digitally while the student is enrolled in the program. The student may access this material by emailing his/her request to the nursing program coordinator.

ACCOMMODATIONS

- Bay State College complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. If you are a student who is seeking accommodations based on your disability, please contact the Disability Support Services Coordinator to discuss reasonable accommodations.
  - Students can receive information by contacting: Cheryl Raiche, MSW, LICSW, Mental Health Counselor/Disability Support Services Coordinator, 31 St. James Avenue, (617) 217-9212, craiche@baystate.edu.
  - Please refer to the BSC Student Handbook for full details.
- Students receiving accommodations for test taking, such as additional time for taking the examination or quiet space in which to take the examination, will follow the following guidelines:
  - The accommodation and recommendations must be determined by Cheryl Raiche.
  - The accommodation plan must be signed by Cheryl Raiche; the faculty member of the course in which the accommodation has been approved; and the student.
  - The student is responsible for scheduling the examination time with the Learning Center no later than 24 hours prior to taking the examination. The examination, test answer sheet, and instruction sheet will be available to the student at the time of the examination in the Center for Learning and Academic Success (CLAS).
  - The examination and test answer sheet will remain in the CLAS following completion to be obtained by the faculty.
  - Students with accommodations will follow the same guidelines as listed previously related to attendance, guidelines to follow during the examination, and leaving the room during the examination.
STATEMENT OF NON-DISCRIMINATION

Bay State College prohibits discrimination on the basis of race, color, gender identity, sexual orientation, age, marital status, religion, national or ethnic origin, veteran status, or non-disqualifying disability. This applies to our educational admissions, and employment policies, treatment of students, and other college–administered programs and activities. Any inquiries or grievances concerning these regulations may be directed to the Dean of Students, Bay State College, 122 Commonwealth Avenue, Boston, MA. 02116, 617-217-9225, The Department of Student Affairs is located at 31 St. James Place.