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Dear Student,

The nursing faculty is delighted to welcome you to the Bay State College Associate Degree Registered Nurse Program. We seek excellence in nursing and we hope that you will also.

This handbook is intended to be used as a nursing program specific companion to the Bay State College Student Handbook (BSCSH.) For policies that are not specific to the nursing unit please refer to the BSCSH. In the following pages you will find information about the curriculum and policies of the nursing program. This may seem a little overwhelming on your first day but please take the time to read through this handbook as you will be required to sign a contract agreeing to abide by the policies herein. It would not be prudent to sign a document without knowing what you are agreeing to and remember, a good nurse is a prudent nurse.

After reading through this handbook for the first time please keep it with your day to day nursing program materials. You will need to refer to it whenever you have a question about a policy. For example, rather than being surprised and disappointed about the consequences of taking an examination later than the rest of the class, you would be wise to refer to the policy before the event. Knowledge is power.

If, having read a policy thoroughly, you have a question please feel free to address that question to your nursing professor or the nursing program Dean.

We hope that you will love this profession as much as we do, that you will be a successful student and a great nurse. As you move towards your goals please remember that it is one of your responsibilities to let us know about your learning needs. It is one of our responsibilities to find ways to fulfill those needs.

Wishing you all success.

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

I understand that, unless there is a particular policy for nursing students on the same subject, the policies published in the general Bay State College Student Handbook apply to all students of the college including nursing students.

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.

_________________________________________  __________________________
Name (Print)                                      Date

Signature

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.

Please do not remove this page from the nursing student handbook. Students will be provided with an additional copy so that this will remain available as the student’s copy of this agreement.
STATEMENT OF NON-DISCRIMINATION

Bay State College prohibits discrimination on the basis of race, color, sex, sexual orientation, age, marital status, religion, national or ethnic origin, veteran status, or nondisqualifying 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 Vice President of Academic Affairs, Bay State College, 122 Commonwealth Avenue, Boston, MA 02116, (617) 217-9240. The office of Academic Affairs is located on the third floor of 35 Commonwealth Avenue.

MISSION AND PHILOSOPHY

Nursing Program Mission

The mission of the nursing program is congruent with the mission of the college; both are based on a supportive educational environment that prepares the student for professional roles and increasing levels of higher education.

The Associate Degree Registered Nurse Program at Bay State College will support its students, the nursing profession and the communities of Boston and surrounding areas. Nursing students will receive supportive and sound educational preparation in the science and practice of nursing such that each student will develop his or her unique potential.

Graduates will be prepared to succeed in their licensure examinations and for safe, ethical, entry level RN practice. They will be ready to enter the profession in a diversity of roles and settings as a beginning nurse generalist, reflecting the healthcare needs of the populations in Boston and surrounding areas.

Nursing Program Philosophy

The philosophy of the Nursing Program is consistent with the philosophy and core values of Bay State College, which speak to professionalism, academic advancement and preparation for a rapidly changing workplace.

The faculty is committed to providing a quality education through a supportive, nurturing learning environment leading to Registered Nurse licensure and the ability to progress to Baccalaureate level nursing education. The faculty is committed to maintaining currency and quality in all aspects of the program.

Every individual is a unique and evolving being possessing dignity and value. As such, each individual should be treated with respect and compassion. The nursing faculty believes that competent nursing is based in science and ethics and is practiced with compassion, integrity and competence. Furthermore, that health is a basic human right and that individual perceptions of 1/18/2012
health are influenced by developmental stage, culture and beliefs. Therefore, they assert that nurses should practice with appreciation for the diversity of human experience and a dedication to health and wellness of the community at all levels. The goals of lifetime care include maintaining and maximizing quality of life until a peaceful and painless death occurs; these goals are best achieved by supporting the patient’s position as a member of the healthcare team.

Nursing is a unique and dynamic discipline; nurses practice as members of interdisciplinary healthcare teams. This practice requires a commitment to lifelong learning. Broad based practice is essential to the provision of health and wellness services to the community as well as care for the sick and dying in a complexity of environments. It is the responsibility of each nurse to practice within the Scope of Practice as determined by the American Nurses’ Association and the State’s Nurse Practice Act. Each nurse needs to be aware of the regulatory parameters under which they practice.

Program Organizational Framework

The nursing faculty has selected Quality and Safety Education for Nurses (QSEN) as the major organizational framework for the curriculum. With regard to delivery of the curriculum, the faculty is influenced by Patricia Benner’s, Educating Nurses; a Call for Radical Transformation (2010). Although this text recommends that nursing move purposefully toward adopting the Baccalaureate Degree as the academic standard required for entry level practice, it is felt that the integrative teaching and learning that is promoted as a pathway to a “Sense of Salience” can also be applied in Associate Degree programs to benefit both students and patients. In view of the historic and current discussions regarding the academic level appropriate to entry level practice (and addressed in Benner’s Novice to Expert theory) and the missions of both Bay State College and the nursing program, the nursing faculty feels that the sum of the program should result in graduates who are adequately prepared to transition to baccalaureate preparation in nursing.

The QSEN competencies that serve as the framework are used as defined by QSEN. Many of the course objectives are based on QSEN’s knowledge, skills and attitudes (KSAs), for pre-licensure educational programs. The competencies are:

1. Patient-centered Care – provision of competent nursing care based on respect for the patient’s beliefs, values, preferences and needs.
2. Teamwork and Collaboration – performance of the nursing role as a member of the interdisciplinary healthcare team and recognizing the value of all disciplines.
3. Evidence-based Practice – integration of the most current level of knowledge, based on research, with clinical expertise to deliver optimal care.
4. Quality Improvement – support and participation in collection and utilization of data to effect continuous improvement in quality and safety of care provided.
5. Safety – minimize risk of harm to patients and providers through both effectiveness of systems and individual performance.
6. Informatics – utilization of data and technology to best support safe and effective care.
Learning Outcomes

Graduates of the Bay State College Associate Degree in Nursing program “will have the knowledge, skills and attitudes necessary to continuously improve the quality and safety of the healthcare systems within which they work” and will be equipped to transition to a Baccalaureate level nursing program. Achievement of these standards will be evidenced by the graduate’s ability to:

1. Patient-centered Care
Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient’s preferences, values and needs.

2. Teamwork and Collaboration
Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision making to achieve quality patient care.

3. Evidence-based Practice
Integrate best current evidence with clinical expertise and patient/family preferences and values for the delivery of optimal health care.

4. Quality Improvement
Participate in the collection, monitoring and utilization of data to effect continuous improvement in the quality and safety of health care systems.

5. Safety
Minimize risk of harm to patients and providers through both system effectiveness and individual performance.

6. Informatics
Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

7. Preparation for Baccalaureate Education
Integrate all components of the program in order to achieve intellectual rigor sufficient to support transition to Baccalaureate level education.

References:

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ATTENDANCE POLICIES

Classroom and Nursing Skills Lab

The Attendance Policy in the Bay State College Student Handbook applies to all classroom/lab experiences. There is a separate policy for clinical attendance below.

An absence simply means that the student did not attend. The term does not address cause or fault, it is, literally, a term to describe the student’s physical absence from a scheduled learning experience. Therefore, the Nursing Program Dean will not approve absences for any nursing courses.

When an absence is unavoidable students should notify the appropriate faculty member in advance and make an appointment for guidance related to making up the content missed.

The policy regarding missed tests is listed under Tests and Examinations below.

Clinical Attendance Policy

Attendance and punctuality in the clinical setting is mandatory. In the case of extenuating circumstances a student must 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 that two clinical days in any rotation, that student may not be able to pass clinical (on the grounds that insufficient clinical hours have been experienced to allow determination of a clinical pass). In that case the student would be unable to progress to

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The next nursing course (see policy on readmission to the nursing program.) This is not intended to be punitive and does not suggest that the student is at fault.

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 Nursing Program Dean may initiate cancellation of clinical days separate to the general college status, on the basis of safety, if necessary. For this reason each clinical instructor will prepare a telephone tree for their group. Such calls would start at 5a.m. If clinical is cancelled by the college/program Dean it will not count as a clinical absence but there will be a ‘make up’ assignment. 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. Such cancellation by a student will be deemed a clinical absence.

The instructor will notify the clinical agency.

TECHNICAL STANDARDS FOR NURSING PRACTICE

The following information is being provided as required by the Federal Government Section 504 of the Rehabilitation Act of 1973 in response to the Americans with Disabilities Act.

These include:

Communication (Verbal and Non-Verbal)

1. Communicate effectively either independently or with corrective devices.
2. Communicate in English through reading, orally and in writing to instructors, faculty, students, clinical staff, patients, families and all members of the health care team.
3. Understand oral directions/requests from health care workers, clients, voice pages and telephone messages stated in a normal tone.

Auditory Ability

1. Hear all alarms on technical and supportive equipment set at a normal volume.
2. Listen and respond to distress sounds from patients.
3. Accurately detect audibly blood pressure readings with a stethoscope
4. Accurately detect audibly breath, heart, and bowel sounds.

Visual Ability

1. See and accurately read all written medical information pertaining to the patient.

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2. See and accurately read all readings and functions of technical equipment pertaining to patient care.
3. See and accurately read all calibrated containers for accurate measurement of body fluids, specimens, medication administration devices (syringes, pumps, etc.).
4. See and accurately perform a patient assessment.

**Physical Strength (Gross Motor Control)**

1. Ability to lift 25 pounds unassisted in a safe manner, thereby protecting yourself, the patient, and those in close proximity to you.
2. Bend and/or lift to assist patient with activities of daily living and manipulate patient equipment.
3. Lift to safely transfer or position all patients in various situations.
4. Move, push or pull equipment, beds, stretchers, wheelDeans, etc.
5. Ability to raise arms over one’s head in order to assist patients and manipulate equipment.
7. Walk/stand for extended periods and distances over an 8-hour period.

**Manual Dexterity (Fine Motor Movement)**

1. Accurately manipulate dials, gauges, buttons and switches to set, monitor and care for patient care related equipment.
2. Accurately administer sterile solutions without contaminating syringes, needles, solutions, etc.
3. Accurately administer all types of medications (oral and parenteral).
4. Safely and effectively perform dressing procedures without contaminating the wound or sterile supplies.
5. Successfully don and remove protective apparel to maintain standard precautions.

**Behavioral/Mental Performance**

1. Function safely, effectively and calmly under stressful situations.
2. Prioritize and manage tasks simultaneously.
3. Exhibit social skills necessary to interact therapeutically with patients, families, all healthcare personnel and faculty.
4. Maintain personal hygiene consistent with department dress code guidelines.
5. Display ethical attitudes and actions consistent with professional behavior in healthcare and classroom settings.
6. Display the social skills to behave with politeness, tact and sensitivity to others in all settings.
7. Exhibit respect for cultural and ethnic differences of patients, peers and individuals in health care and classroom settings.
8. Remain free from alcohol and/or chemical impairment in classroom and clinical settings at all times.
REQUIREMENTS FOR CLINICAL

The following requirements must be met and documented prior to the start of the first clinical rotation.

CORI – Massachusetts (+ state of residence if not resident in Mass.)
for first clinical rotation and then as required by clinical agencies.

Basic Life Support (CPR) for healthcare professionals with AED
Must be current for first clinical and then maintained throughout program.

PPD (TB screening) – must be current for first clinical and throughout program (annual testing)
Must be negative or, if positive, chest X-ray (treatment if necessary) with agreement to report any symptoms to healthcare provider.

Evidence of immunizations or titer showing immunity:

- Tetanus with Diphtheria & Pertussis- within last 10 years
- Measles, Mumps, Rubella – two doses or titer showing immunity
- Hepatitis B – three doses or titer showing immunity
- Varicella – two doses or titer showing immunity

Agreement to submit to random drug testing, if requested by clinical agency.

* Plus any other requirements introduced by Mass. DPH or specific clinical agencies.

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 information package sent to applicants and in the Orientation package. It is reviewed during the Program Orientation, Orientation to Fundamentals of Nursing and in the Nursing Trends course. A student who wishes/needs to discuss this may make a private appointment with the Nursing Program Dean at any stage of the program.

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

Students will be involved in the care of vulnerable patients, e.g. the disabled, the elderly and young children during the course of their clinical rotations. As a protection to the patients all students are required to undergo a Criminal Offender Record Information (CORI) check. The college, and its agents, 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.

The CORI will be verified prior to the first clinical rotation, and as required by contracted clinical agency. 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 the program’s clinical rotations, that student will be unable to proceed in the nursing program.

CPR CERTIFICATION POLICY

All students must be certified in Basic Life Support at the Health Provider Level with AED before entering Fundamentals of Nursing. The American Heart Association certification (American Heart Association BLS for the Health Care Provider) lasts for two years, the American Red Cross certification (Red Cross CPR for the Professional Rescuer with AED Essentials) lasts for one year. 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. This advice is intended to reduce the potential burden to students of a re-certification requirement during the program.

Students will not be able to participate in clinical experiences if they have not provided evidence of certification per the instruction/information package sent to all applicants. Students will not be able to attend clinical if their certification has expired and they have not produced evidence of re-certification. It is the student’s responsibility to ensure that their certification does not lapse.

STUDENT PARTICIPATION IN GOVERNANCE

Every student will have the opportunity to volunteer to be a student representative to the nursing faculty meeting. 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.

Every student will have the opportunity to volunteer to be a student representative to the nursing advisory board. One representative will be selected from each year of the program and this process will be repeated at the beginning of every spring semester.

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Every student will have the opportunity to stand for election to Bay State College’s Student Governing Body which works with the Student Affairs Department and meets with the college President periodically to express the voice of the student body (see Bay State College Student Government Constitution) [http://www.baystate.edu/files/resources/constitution.pdf](http://www.baystate.edu/files/resources/constitution.pdf) pp 3-4).

**STUDENT PARTICIPATION IN NURSING PROGRAM DEVELOPMENT AND EVALUATION**

Nursing students will participate in the continuous evaluation and development of the nursing program through a variety of means.

There will be student representatives (subject to volunteers coming forward) at scheduled nursing faculty and program advisory board meetings. This will allow for students to submit agenda items, present the student viewpoint on a variety of issues and for the representatives to inform the general nursing student body regarding issues under discussion as well as how some decisions are made. It should be noted that any confidential material will be discussed in closed session which the students will be unable to attend.

Every student will complete an anonymous course evaluation at the end of every nursing course. Responses will be analyzed and discussed by nursing faculty with a view to constantly improving the program and student outcomes.

Every student will complete an anonymous program evaluation at the end of the nursing program. Responses will be analyzed and discussed by the nursing faculty with a view to constantly improving outcomes.

All graduates will be sent graduate surveys within one year post graduation. All responses will be carefully considered and discussed by the nursing faculty at a scheduled meeting.

**RESPONSIBILITIES OF NURSING STUDENTS**

Nursing students at Bay State College are assumed to have made the decision to enter the nursing profession knowing that they will be responsible for the health and welfare of their patients. The nursing faculty considers it an honor to participate in the education and preparation of the next generation of nurses. They take their responsibilities seriously and are extremely aware of the tremendous amount of commitment and hard work that nursing students need to contribute for the entirety of the program in order to achieve the level required for Registered Nurse licensed practice. The following is a list of responsibilities that students will need to embrace if they wish to succeed in this demanding program.

**Preparation:** It will be assumed by faculty that students have completed the reading/AV assignments prior to attending class/lab. If this preparation has not been completed in advance, it is unlikely that students will be able to fully participate and learn which, in turn, is likely to lead to failure in the course and inability to progress in the program.

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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, may be sent home by the instructor or given a lesser assignment because of patient safety implications. If a student is sent home for lack of preparation that day will be recorded as an absence. If the student is given a lower level assignment they may find themselves unable to meet the clinical objectives (which results in a failure in the clinical section of the course and the inability to progress in the program.)

Teaching/Learning time: Courteous and respectful behavior is the standard for nursing students at all times. It requires but is not limited to:

- Arrival to class/lab/clinical in time to be ready to start at the scheduled time.
- Focus on learning in the various educational settings. Phones should be kept on silent and there should be no texting in the classroom, laboratory or clinical environment. This is to reduce distractions, for the benefit of all parties.
- Demonstration of respect for patients, faculty, facility staff and peers at all times.
- Maintenance of confidentiality.
- Allowance of time for the views/questions of others to be heard.
- Full and active participation in the educational experience

Follow through: Research has established that students maximize retention of learning if they review their notes within 24 hours of the learning experience. Allowing for the fact that students actually need a break after the school day, the faculty recommends that this review takes place after a break or during the following day if there is an appropriate timeslot available.

If students review in a timely fashion studying for tests becomes more manageable and good grades become more achievable.

During the post content review, a student should make notes on any outstanding questions. If these are not answered within the lecture notes or assigned preparation, the questions (please be specific) should be e-mailed to the faculty member within a few days of the lecture. The faculty member should respond within two school days excluding days that he/she is in clinical or absent. The intent is that the student should have the answer before they have forgotten about the question and in time for test preparation including utilization of the resources in lab/clinical.

Nursing Skills Lab and Nursing Simulation Lab: Bay State College has provided a nursing skills lab to support learning and practice of nursing skills. Students and faculty should be proud of our facilities and the integration of simulation into the nursing curriculum. It is important that 1/18/2012
we all take care of the equipment and environment and leave the lab, on all occasions, in a condition that is at least as good as the way we found it.

The nursing skills lab is a simulated clinical environment. This has two purposes. First, it is a place where students learn, practice and refine their nursing skills as a step along the way to the provision of safe care to real patients. Secondly, students can make mistakes, and learn from them in a way that could not be allowed in real patient care environments.

Given the above, it is necessary to simulate the clinical environment as fully as possible, therefore:

Medical asepsis will be practiced in the lab at all times.

When attending scheduled labs/simulations students will wear full clinical attire or scrubs that are approved by the Lab Faculty.

When attending lab for open lab for purposes of practice/remediation, students may wear street clothes.

Students may have beverages and personal belongings in the debriefing room. Beverages and personal belongings may be placed on the counter behind the desk area in the large skills lab.

All communications associated with the nursing program, oral, electronic or written, will be professionally appropriate, in compliance with HIPAA, and courteous. This includes keeping noise levels minimal per any clinical setting.

Students in the lab to practice 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.

Attendance will be taken at all scheduled labs.

Students attending Open Lab for practice will sign in.

Clinical (practicum): The nature of the clinical day differs greatly between patient populations, environments, agencies and nursing courses. Students, as required, will complete the online orientation in the Centralized Clinical Placement site (CCP). The first day of each clinical rotation will be an orientation day when the instructor will give the students 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 1/18/2012
communicate to the student when such close supervision is no longer required. Administration of medications will always require the presence of the instructor, and be in compliance with the agency’s policy and procedure for student nurses.

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

In each clinical setting, students will document their nursing care in accordance with the agency’s policy and procedure for student documentation.

For reasons of patient safety and educational integrity a clinical instructor will not, knowingly, permit a student who has worked the previous night shift to attend the clinical day (starting at 7am – 9am).

**Clinical Dress Code:**

In clinical settings, the student 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:** Clinical attire is defined as the uniform, including ID, or attire that is approved by the contracted clinical agency.

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 infection. 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 bring to the clinical setting.

Grooming for clinical attire is defined as follows:

- No artificial fingernails
- Fingernails should be trimmed short, clean and free of polish.
- Hair should be clean and neat, pulled back and above the collar. 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.

Tatoos will be covered.

Pierced ears with one earring in each ear is the only piercing that can be visible.

Clothing should be clean, pressed and in good repair.

Underclothing should not be visible through the uniform.

Socks or stockings must be worn.

Shoes (per the uniform list) should be clean, polished, in good repair, slip resistant, with closed toe and backs.

TESTS AND EXAMINATIONS

Test questions will be written in the style of NCLEX-RN questions. This is to increase readiness for the NCLEX-RN, licensure examination. The faculty believes that this will encourage development of the test taking skills that are appropriate to the licensure examination, thereby reducing anxiety related to professional examinations and increasing the ability of the students to have successful outcomes.

Unfortunately, schools and colleges across the country are experiencing a surge in academic dishonesty. The nursing faculty takes the view that honesty and other ethical behaviors are essential to the provision of safe nursing care. Therefore, the faculty holds nursing students to a very high standard of professional behavior. There is a list of examination rules below. Failure to comply may result in dismissal from the nursing program.

On the extremely rare occasion that a student cannot sit the exam at the scheduled time (s)he will need to notify course faculty prior to the start of that exam. Failure to do so will result in a grade of zero and no opportunity to make up the test. With notification prior to the exam, providing that the reason for absence at the scheduled exam time is acceptable to the nursing faculty, the student will be given the opportunity to make up the exam. The material being tested will not change but the faculty will set a different exam to the one taken by the class at the scheduled time for reasons of test integrity. The compilation of an exam takes a considerable amount of time and work; the faculty will set the earliest possible date/time for a makeup exam.

Examination Rules:

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 exam except the computer, 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 exam, unless previously discussed with the faculty.

Students will not leave their seats during the exam. If they have a question for the proctor they will raise a hand and wait for the proctor to go them.

It is expected that students will not leave the room during testing.

No food or drink is allowed on the desk.

Seating for exams will be rotated at the discretion of the proctor.

Students who complete the exam and leave the room when the test is still in progress are requested to leave the area quietly so that an environment conducive to success is maintained for other students.

There will be a scheduled test review for each exam.

Any student who has not completed all course assignments will not be able to progress to the next nursing course.

Special accommodations will be available during classroom tests providing that the student has followed the process as set out in the Bay State College Student Handbook and the instructor has received the plan from the 504 officer. Students are advised to start the process as soon as possible. There will be no special accommodations for testing in the nursing skills lab or for work undertaken in the clinical setting. However, adaptive equipment, e.g. glasses, hearing aids amplified stethoscopes etc. is permitted in all environments.

ADMISSION

Please refer to:


ADVANCED PLACEMENT

There is currently no advanced placement.

NON-DISCRIMINATION

1/18/2012
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 appropriate Disability Support Services Coordinator to discuss reasonable accommodations:

Karen Keough, MSW  
*Disability Support Services Coordinator*  
*Student Success Coordinator*  
BA, CJ, ECE, NUR, PTA programs  
35 Commonwealth Ave., 1st floor  
617-217-9209  
kkeough@baystate.edu

Sarah Wood, MEd.  
*Disability Support Services Coordinator*  
*Student Success Coordinator*  
EM, FM/D, HS, MA programs  
35 Commonwealth Ave., 5th floor  
617-217-9246  
swood@baystate.edu

Cheryl Raiche, LICSW**  
*Disability Support Services Coordinator*  
*School Counselor*  
Day, Evening and Online Students  
35 Commonwealth Ave., 2nd floor  
617-217-9212  
craiche@baystate.edu

Marcia Brathwaite  
*Disability Support Services Coordinator*  
*Student Success Coordinator*  
Evening and Online Students  
31 St. James St.  
617-217-9436  
mbrathwaite@baystate.edu

**Students who have a psychiatric, emotional, or behavioral disorder must contact Cheryl Raiche.

TRANSFER CREDITS

Transfer credits will be accepted if a required non-nursing course has been successfully completed that meets the grade/time requirements of the program. An official transcript is required. A course description from the course catalogue may also be required. (A certified translation is required if the transcript is not in English.) This policy applies only to non-nursing courses. Transfer credits will not be awarded for nursing courses taken at other institutions. Please refer questions to the Registrar.

EDUCATIONAL MOBILITY

Required courses - Anatomy and Physiology I and II, (with a grade of C or greater within the last five years), Statistics and English 102 (with a grade of C or greater), and Psychology.

The nursing program Dean will seek to establish articulation agreements. Students will be informed of any agreements with colleges offering Baccalaureate level degrees in Nursing by email to all nursing students.

COURSE EXEMPTIONS

1/18/2012
Course exemptions may be granted, at the discretion of the nursing program Dean, if evidence is supplied of successful completion of a course that is comparable to, or more advanced than, a required non-nursing course. Minimum documentation required would be transcript and course description.

PROGRESSION IN THE NURSING PROGRAM

In order to progress within the nursing program students must pass all nursing, math and science courses with a grade of C (74%) or greater. Passing a nursing course includes passing the clinical element, if there is one, and passing any lab competencies that are a part of the course. There will be no rounding up of final grades which means that a final grade, in a nursing course, of e.g. 73.8 does not qualify as a pass. 74 or greater is the standard for progression.
WITHDRAWALS, FAILING FINAL GRADES AND RE-ENTRY

If a student fails or withdraws from a nursing course, (s)he will be unable to progress on schedule to the next nursing course. If the student wishes to apply for re-admission to the nursing program, (s)he should inform the Nursing Program Dean in writing within 2 weeks of the failure/withdrawal. In the case of such an application being successful, the student would be considered on a space available basis but the application would be competitive with all/any other applications for entry/re-entry at that point in the program.

If a student fails or withdraws from a corequisite course, (s)he will not be able to progress in the nursing program. There would be eligibility to apply for re-entry once the corequisite has been achieved.

Re-entry into the nursing program is only possible within one year of the beginning of the course that was failed or withdrawn from. After that date a student wishing to return to the program would need to apply in the same manner as any new applicant. A student re-entering the program after a break of greater than one semester will be required to participate in a refresher workshop.

GRADUATION

For graduation policies see the college student handbook.

RECOMMENDATION TO POTENTIAL EMPLOYERS

Recommendations to potential employers will be provided with written approval from the student/graduate. Students may request information to be added to their student file for that purpose.

STUDENT RECORDS

Student files maintained in the nursing office includes (but may not be limited to) flow sheet, evaluations, ATI Testing information, current TB test and flu vaccine, CPR certification, student/faculty communication, clinical placement schedule, drop/add forms. These are kept for five (5) years. Students may request access to his/her nursing program record through his/her academic advisor.

OFFENSES OF AN ACADEMIC NATURE

These are listed and defined in the Bay State College Student Handbook as are the sanctions. http://www.baystate.edu/files/resources/student-handbook.pdf p. 62.

1/18/2012
CELL PHONES AND OTHER ELECTRONIC EQUIPMENT

Per the Bay State College Student Handbook: The use of cell phones, pagers and other similar electronic devices in classrooms and/or hallways is perceived as distracting and disruptive to classes that are in session. Use of these devices is restricted to student lounges and areas outside the buildings. Devices should be turned off while in classrooms, nursing skills lab, the library, computer labs and neighboring areas. These devices may not be switched on or used in the clinical environment, with the exception of PDAs that are used as clinical resources. For use during break in non-clinical areas of the facility please adhere to agency policy.

Additionally, the use of cell phones and other electronic devices in any manner that invades another individual’s privacy or is disrespectful is strictly prohibited. This includes misuse of cellular devices through the use of the photographic or text messaging functions.

USE OF COMPUTERS AND THE INTERNET

Computers and Internet access have revolutionized life, society, healthcare and education. Nursing students are expected to utilize and access resources appropriately and to comply with state and federal regulations.

Please consider very carefully before posting personal information and opinions that have the potential to cause regret at a later date.

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 and found to be posted by a nursing student may result in disciplinary action and, potentially, in expulsion from the nursing program. Such action would be guided by the Bay State College Judicial Policy. (See Bay State College Student Handbook http://www.baystate.edu/files/resources/student-handbook.pdf, p. 86)

SUBSTANCE ABUSE


With regard to the clinical arena, clinical instructors will, at all times, err on the side of patient and student safety. For this reason, if any student arrives at a clinical site smelling of alcohol or exhibiting behaviors that suggest impairment by drugs and/or alcohol they will be asked to leave the clinical area for that day and to make an appointment as soon as possible with the Nursing Program Dean. (It is possible that the clinical agency might require testing at this time.) 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 issue is one of perceived
impairment which is not necessarily a suggestion of wrong doing by the student. This policy applies to impairment effects of e.g. lack of sleep, prescribed medications and other substances.
ADDENDUM to Nursing Program Handbook- October, 2011.

**Admission:** A High School diploma/ equivalent must be accomplished to be considered an applicant for the Bay State Nursing Program.

**Early Alert**
The Early Alert System may be utilized by any faculty or staff member to identify suspected “at-risk” students at any time.
Please send this form to either Karen or Sarah according to what program the student is enrolled in.

Karen will assist students in the following programs: BA, CJ, ECE, NUR, PTA
Sarah will assist students in the following programs: EM, FM/D, HS, MA

**Early Alert System Procedure**

- **Identification** – Faculty and staff will identify students with a suspected challenge/concern, as outlined on Early Alert Form

- **Referral** - Faculty or staff will fill out Early Alert Form for identified students. Faculty will then submit Early Alert Form to corresponding Student Success Coordinator

- **Receipt of Referral** – The referring party will receive an email receipt of referral once the referral is received by the corresponding Student Success Coordinator

- **Intervention** - Students referred during this period will be contacted by the corresponding Student Success Coordinator by email and/or phone call within 48 hours of receiving referral

- **Plan of Action** – Students will meet with Student Success Coordinators and devise an individualized plan of action to address and resolve challenges interfering with academic performance

- **Follow-up** – The Student Success Coordinators will communicate regularly with Department/Program Chairs to touch-base regarding “at-risk” students

**Nursing Student Grievance Procedure**

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

REVISIONS TO HANDBOOK

Revisions to this handbook will take place from time to time and will be communicated to students via emails and classroom announcements.

1/18/2012