Associate Degree Nursing
Student Handbook

2013-2014
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Admission
Non-Discrimination Updated
Early Alert

Nursing Student Grievance Procedure

Bay State College Associates Degree Nursing Program is accredited by ACEN

Accreditation Commission for Education in Nursing
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
P. (404) 975-5000 | F. (404) 975-5020
info@acenursing.org | www.acenursing.org

ANA Code of Ethics
ANA Standards of Practice and Professional Performance
http://www.nursingworld.org
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
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MISSION AND PHILOSOPHY

Mission

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, preparing them for professional careers and increasing levels of higher education. Each student will develop their unique potential.

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

Philosophy

The philosophy of the Nursing Program is congruent with the mission and philosophy of Bay State College. 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 in all aspects of the program.

The nursing faculty believes that each individual is a unique and evolving being possessing dignity and value. As such, each individual should be treated with respect and compassion. We believe that good nursing is based in science and ethics and is practiced with compassion, integrity and competence.

The faculty believes that health is a basic human right and that individual perceptions of health are influenced by developmental stages, culture and beliefs. Therefore, we assert that nurses should practice with cultural competence and a dedication to health and wellness of the community at all levels. We believe that the goals of lifetime care include maintaining and maximizing quality of life until a peaceful and painless death occurs.

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 and the fiscal implications of their decisions.

We believe that strong associations with a diversity of healthcare providers throughout the area will support the needs of our graduates related to both educational experiences and employment.

**PROGRAM OBJECTIVES**

Students will:

Utilize the nursing process together with critical thinking integrated with legal, ethical and regulatory principles to deliver quality nursing care to a diversity of patients, families and communities.

Discuss and evaluate styles of leadership and the exertion of influence, witnessed in the clinical arena, in terms of achievement of the best outcome through mutual respect and diligence.

Demonstrate professionalism within the student nurse role.

Communicate effectively in all aspects of the nursing role.

Complete program portfolio for purposes of evidencing scholarship in areas of special interest, understanding and utilizing research and standard healthcare and nursing resources.

Utilize a healthcare database system to enter and retrieve patient data.

Analyze research findings and their impact on patient outcomes.

Provide patient centered safe, effective care in a holistic, culturally competent, non-judgmental manner.

Evidence continued competence in previously learned nursing skills.
Based on: Board of Higher Education Nursing Initiative
Nursing Core Competencies – The Science and Practice of Nursing
CURRICULUM MODEL

This curriculum model is based on the Massachusetts Board of Higher Education Nursing Initiative. It has been simplified to reflect 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
CURRICULUM DESCRIPTION

The curriculum model 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 four 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 Registered Nurse role.

Nursing Role

Nursing Role is about the nurse’s approach to practice including adherence to legal Scope of Practice, as defined by the Nurse Practice Act, and The Nursing Code of Ethics. 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 journey through data collection to solution; Professionalism, the respectful behaviors that evidence appropriate gravitas, education, experience and 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 through mutual respect and diligence.

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, gerontologic care, leadership, management and the profession, healthcare policies and politics.

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, verbal and 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 the scientific method from multiple fields including science, medicine, education and nursing research. 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 be able and willing to read published research findings. Also necessary is the capability to assess the quality of the methods before either incorporating the findings into practice or developing their own research studies to further evidence-based practice in nursing.
Patient Centred Care

Nursing care is necessarily centered on the need 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 upon which all nursing practice and research rests. It has been built over many generations and is continuously expanded and updated. 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 into the curriculum

All of the above concepts are introduced in the Fundamentals of Nursing course and built upon throughout subsequent nursing courses on the basis of simple to complex. As students progress through the nursing courses their understanding of these concepts and ability to utilize them will grow to increasing levels of sophistication.

In Fundamentals of Nursing, the students will define the concepts and incorporate them into theory and practice at a relatively simple level. As the 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 graded 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 R.N. entry level practice.
STUDENT PARTICIPATION IN NURSING PROGRAM DEVELOPMENT AND EVALUATION

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

2. Every student will 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 representatives (subject to volunteers coming forward) at all scheduled nursing faculty meetings, allowing for student input into the consideration and discussion of responses in Course Evaluations.

4. Every student will complete an anonymous Course Evaluation at the end of the nursing program. All responses will be carefully considered and discussed by the nursing faculty with a view to constantly improving the program and student outcomes.

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

6. Any nursing student may bring a concern relating to the program to the attention of their advisor, any nursing faculty member or the nursing program chair.

7. All graduates will be sent Graduate Surveys approximately one year post graduation. All responses will be carefully considered and discussed by the nursing faculty (plus student representative) at a scheduled nursing faculty meeting.

AMERICAN NURSES ASSOCIATION CODE OF ETHICS FOR NURSES WITH INTERPRETIVE STATEMENTS REPRINTED WITH PERMISSION FROM THE ANA.

(Req. by email on 10/16/09.)
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 without breaks, 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 and social skills 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 problem-solving method to determine, implement and evaluate patient care.
Determine, manage and process multisensory input to prioritize nursing actions.
CLINICAL DRESS CODE

Clinical attire is not just a question of wearing the uniform but is also about professional representation. The Bay State College student nurse in a clinical setting should project pride in his/her school and choice of profession. A well presented student inspires confidence in patients and agency staff. Students must be easily identifiable as Bay State College student nurses and should, at all times, represent the college with a professional persona. The student should, at the same time project a professional persona through body language and by speaking clearly, grammatically and at a level that can be easily heard but cannot be construed as shouting. The student should behave respectfully toward peers, instructors, facility staff, patients and their families.

When in clinical attire (or in a clinical setting where) the student must take care to 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, as listed in the Orientation to the Nursing Program package or, in the case of some clinical placements, business attire with a lab coat (per the clinical attire list.)

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, 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.
Clothing should be clean, pressed and in good repair.
Underclothing should not be visible through the uniform.
Shoes (per the uniform list) should be clean, polished and in good repair.
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 Orientation to Fundamentals of Nursing and in the Nursing Trends course (last semester of the program). A student who wishes/needs to discuss this may make a private appointment with the Nursing Program Chair 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. 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.

These checks will take place at least twice during the course of the nursing program. 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 Basic Life Support at the Health Provider Level with AED before entering the program. 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 take up a seat in the nursing program 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 REPRESENTATION AT SCHEDULED NURSING FACULTY MEETINGS
The Nursing Faculty of Bay State College believes in student participation in program governance. This allows for a meaningful flow of communication between the student body and the faculty. It provides an opportunity for students to have a voice in the decision making process and to observe the discussions/understand the rationales for decisions that affect them. It also allows students to bring concerns and suggestions from the student body to the faculty at the monthly meeting. The faculty believes that such participation provides an opportunity for personal and professional growth.

At the beginning of each semester there will be announcements in all nursing courses (during FYE for the freshmen) inviting applications for the position of Class Representative to the nursing faculty for that semester. A single applicant will be selected from the class. Students are encouraged to serve only one semester as class representative in order to allow the opportunity to classmates. At the end of the semester each class representative will have a note put in their student file to evidence this participation and that information will be included in their Recommendation to Potential Employers.

Class representatives will be expected to attend each of the monthly faculty meetings for the semester. They will be asked to leave for closed sessions which would typically include confidential issues. Representatives will be expected to disseminate information to their classmates and to bring suggestions from those classmates to the faculty. Upon appointment they will meet with the Nursing Program Chair to review their responsibilities and learn how to submit items for the agenda as well as review confidentiality. Lack of appropriate behavioral standards or lack of confidentiality may lead to the student being unable to continue to fulfill this role.

Every student at Bay State College also has the opportunity to stand for election to the student council. For information contact the office of Student Affairs.

RECOMMENDATION TO POTENTIAL EMPLOYERS
In order to provide students and graduates with recommendations to employers in an efficient manner the following process will be followed.

At the end of each semester certain information will be added to the student’s file for the purpose of provision of recommendations in a timely manner. This part of the student file will be a dynamic document that grows from the first semester in the program to the completion of graduation requirements. It will include details of attendance, professionalism, achievements (both didactic and clinical) and additional information such as service as a faculty representative, notes on exceptional incidents (such as going ‘above and beyond’ for a patient, classmate or the nursing program.) Such notes would usually reflect something good that the faculty wishes to say about that individual student. Because this information is confidential, the student will be required to notify the Nursing Program Chair in writing to approve the release of this recommendation upon request. Any student may also request to see this file by making an appointment with the Nursing Program Chair for this purpose.
STUDENT PARTICIPATION IN GOVERNANCE
Every student will have the opportunity to volunteer to be a student representative to the nursing faculty. 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 and this process will be repeated at the beginning of every spring semester.

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.)

NURSING SKILLS LAB
Bay State College has provided, at considerable expense, a state of the art nursing skills lab. Nursing students and faculty should be proud of our facilities and the integration of simulation into the nursing curriculum. It is important that 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 we found it.

The nursing skills lab represents 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. For example, a student can overdose a patient, experience the results in terms of heart rate, blood pressure and lung sounds etc. and maybe even lose the patient as a result of that error. There is a lot to be learned from such an experience but it could not be allowed to happen with a real live patient!

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 per the description in this handbook.

- When attending lab for purposes of practice/remediation, students will wear their lab coat over street clothes with their nursing student ID badge on the lab coat.

- Students may have snacks and beverages in the debriefing area only but not within 3 feet of any computerized or electronic equipment and not in other areas of the lab.
Coats, backpacks etc. must be left in the locker room – not in the ‘patient care’ areas of the lab

All communications associated with the nursing program, oral, electronic or written, will be professionally appropriate and courteous. This includes keeping noise levels down 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.

Students will never enter the ‘Faculty Only’ areas for any reason.

Students attending scheduled labs/simulations will sign an attendance sheet.

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

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 cognizant of the tremendous amount of commitment and hard work that nursing students need to contribute for the entirety of the program in order to reach the level of entry into the profession. 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, 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.

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 course and the inability to progress in the program.)

Teaching/Learning time: Courteous and ethical behavior is the standard for nursing students at all times. It involves:

- Arriving to class/lab/clinical in plenty of time to be absolutely ready to start at the assigned time.
• Not leaving until the end of the session (or break)
• 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
• Allowing other views/questions to be heard
• Participating fully in the educational experience
• Keeping perfumes and other odors to a minimum

Follow through: Research shows 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 the student can 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 should be e-mailed to the faculty member (lecturer/instructor) 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 plenty of time for test review as well as utilization of the material in lab/clinical.

Clinical: The nature of the clinical day differs greatly with 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 setting 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.

**PATIENT SAFETY IS ALWAYS AN OVERRIDING CONCERN.**

**Clinical Attendance Policy**

Attendance and punctuality in the clinical setting is mandatory. In the 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 that 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 Nursing Program Chair may initiate cancellation of clinical days 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 the day for the group is cancelled 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.

**Tests and Examinations:** All classroom tests will be taken on computer and the questions will be written in the style of NCLEX-RN questions. This is to increase readiness for the NCLEX-RN, licensure examination. During Orientation to Fundamentals of Nursing students will be introduced to these question styles. The goal is to acclimate students to this style of examination in the first nursing course and then utilize it consistently throughout the program with increasing complexity of content. By graduation students should be very comfortable with the testing style that is used for all of Nursing’s licensure and professional examinations. The faculty believes that this will encourage progressive and consistent mastery of the examination style 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 they 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. In that case the student will be awarded 90% of the grade earned on that test. For example, if the student achieved a grade of 80% on the make up exam they would be awarded a grade of (80 x 90%) 72%.

All personal items, including electronics must be placed at the front of the room before the exam 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 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.

Tissues, if needed, will be provided.

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

If a student leaves the room during the course of the exam they will not be allowed to continue testing. Their grade will include only what was completed before they left the room. Bathroom visits will only be allowed if there is a documented medical necessity, in which case the student would be accompanied.

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 so that a quiet environment is maintained for test taking 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.

Students for whom English is not their first language will not be given extra time on their NCLEX-RN exam or in the clinical or lab environment. However, the nursing faculty is sympathetic to their additional burden. Therefore, they will be allowed 50% extra time for classroom testing in Fundamentals of Nursing (e.g. for a 1 hour scheduled exam the student
would be allowed 90 minutes.) This additional time will be reduced by 50% the following semester. In Pharmacology for Nurses and Maternal and Child Health Nursing they will receive 25% extra time (e.g. for a 1 hour scheduled exam the student would be allowed 75 minutes.) Thereafter, they will receive no further additional time.

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.

**Reporting violations:** Nursing faculty will address violations of the College’s Academic Integrity Policy by first meeting with the student concerned to discuss the issue. 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 Nursing Program Chair within 2 school days of the original meeting. An appropriate sanction will be issued after the matter has been discussed and voted on by the Nursing Faculty at their next meeting. If necessary an urgent meeting will be called by the Nursing Program Chair. The student will be notified of the decision in writing by the Nursing Program Chair. The original faculty member will complete the Academic Integrity Violation Form and forward it to the 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.

PROGRESSION IN THE NURSING PROGRAM

In order to progress within the nursing program students must pass all co requisite courses, for science courses a C or greater is required, as well as pass their practicum (clinical) and pass their nursing theory courses with a C (74%) or greater. 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 AND FAILING FINAL GRADES

If a student fails or withdraws from a nursing course, either theory (didactic) or clinical (practicum) they 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 they should inform the Nursing Program Chair in writing within 2 weeks of the withdrawal. In the case of such an application being successful they would be considered on a space available basis but the application would be competitive with all other applications. In the case of a student re-entering the program after withdrawal/failure from practicum only the student would need to be able to audit the companion didactic course during the same semester that they retake the original course. (See Bay State
College Student Handbook for policy on Auditing a Class.) If they need to retake the didactic they would need to retake the companion clinical course at the same time as it is not possible to audit a clinical rotation.

If a student fails or withdraws from a co-requisite course they will not be able to progress in the nursing program until all co-requisite courses (for that stage in the program) have been successfully completed. If the student wishes to apply for re-admission to the nursing program they should inform the Nursing Program Chair in writing within 2 weeks of the withdrawal. In the case of such an application being successful they would be considered on a space available basis but the application would be competitive with all other applications.

**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 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, the library, computer labs and neighboring areas.

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 function.

The carrying of cell phones etc. in clinical settings is not conducive to patient centered care. Therefore, students may not carry these devices in patient care settings. Frequently there is nowhere in the clinical environment for the students to leave personal items. It is recommended that they not be taken into the facilities.

**USE OF COMPUTERS AND THE INTERNET**

Computers and access to the Internet have revolutionized life, society, healthcare and education. Nursing students are expected to utilize and access resources appropriately. They should be aware that many employers now have a practice of searching the internet and social networking sites, blogs etc. for information about job applicants. What they find can and does have negative results. Once a photograph, opinion, personal moment is released onto the Internet, access to it is no longer under the control of the person who posted it. Many colleges now also utilize this method for screening.

Educators and nurses are required to maintain confidentiality and are bound by codes of ethics. 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).

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

With regard to the clinical arena, clinical Instructors will, at all times, err on the side of patient
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 Chair. 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.

**WAIVER OF POLICIES**
A student may apply to the Nursing Faculty for a waiver of any nursing policy. However, they
should be aware that the policies are not written on the basis of fault and punishment. These
policies are written on the basis of educational integrity and preparation for the world of
professional nursing.

If a student wishes to apply for a waiver the procedure is as follows:

The application should be made by letter addressed to the Nursing Faculty and delivered to the
Nursing Program Chair who will place the item on the agenda for the next meeting.

The letter should arrive no more than one school week after the occurrence. It should specify the
reason why the student feels that a waiver may be applicable.

The application will be discussed and voted on by the Nursing Faculty and the student will be
appraised of the decision within 2 school days of the meeting.

**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.

Advanced Placement: There will be no advanced placement in the nursing program.

Course Exemptions: There are no course exemptions for the nursing program.

Student Records: Student files maintained in the nursing office (includes flow sheet,
Evaluations, ATI testing, current TB test and flu vaccine, CPR certification, student/faculty communication, clinical placement schedule, drop/add forms) are kept for 5 years. Students may request access to his/her nursing program record through his/her academic advisor.

Non-Discrimination

SPECIAL 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 appropriate Disability Support Services Coordinator to discuss reasonable accommodations:

Sarah Wood, M.Ed.  
Associate Director  
Student Success and Disability Support Services  
FM/D, HS, MA, NUR, PTA programs  
35 Commonwealth Ave., 1st floor  
617-217-9246  
swood@baystate.edu  

Kara Conway, M.Ed.  
Disability Support Services Coordinator  
35 Commonwealth Ave., 1st floor  
617-217-9209  
kconway@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.

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.