Brightpoint
COMMUNITY COLLEGE

Associate Degree Student Nursing Handbook

Spring 2025

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Introduction

This handbook contains the policies and procedures specific to the Brightpoint Community College Nursing Program. It is intended to be used by nursing faculty and students in conjunction with the Brightpoint Community College Student Handbook and Catalog

Associate Degree Nursing Students may find additional information in the 2024-2025 Brightpoint Community College Catalog & Handbook

Administration, Faculty and Staff

A. The following describes the administrative structure for the Nursing Program:
    a. Administration:
       President: Dr. William Fiege
       Vice-President of Academic Affairs: Dr. Tara Adkins-Brady

    b. Dean of Nursing and Allied Health: Dr. Bridget Wilson
       Associate Dean: Dr. Nancy Leahy
       Simulation Coordinator: Jaime Hupp
       Course coordinators
       Full time nursing faculty

    c. Administrative Assistant: Victoria McDaniel and Iris Friend

Chain of Command

B. Course or non-course related issues:
       Student
       Course faculty member (clinical faculty member) Course
       coordinator
       Associate Dean
       Dean of Nursing and Allied Health Vice
       President of Academic Affairs

In the event of disciplinary action, the student has the right to file a Grievance or Appeal.

General Nursing Information

Mission: The nursing faculty accepts the mission of Brightpoint Community College as a basis for the Associate Degree Nursing program. Faculty believe that nursing education adheres to the mission of Brightpoint Community College and "provide quality educational opportunities that inspire student success and community vitality" and envision "a success story for every student."

The nursing faculty fully support this mission and vision based on a shared commitment to student success and community wellness. Faculty function as nursing experts, facilitators of student learning, and role models in preparing students for the role of the professional registered nurse. Consistent with the College's mission and vision statements, the faculty embrace teaching/learning as the central focus of our program to prepare students to fulfill the competency outcomes for health care practitioners. These recommendations support:

- Care for community's health
- Expand access to effective care
- Provide evidence-based, clinically competent care
- Understand the role and emphasize primary care
- Ensure cost-effective and appropriate care
- Ensure care that balances individual professional, system, and societal needs
- Practice prevention and wellness care
- Involve patients and families in the decision-making processes
- Promote healthy lifestyles
- Assess and use communications and technology effectively and appropriately
- Improve the healthcare system operations and accountability
- Understand the roles of physical environment
- Exhibit ethical behaviors in all professional activities
- Manage information
- Accommodate expanded accountability
- Participate in racially and culturally diverse society
- Continue to learn and help others to learn

Program purpose

The purpose of the nursing curriculum is to prepare students to become registered nurses capable of providing care for groups of clients with multiple health needs as well as providing guidance for auxiliary nursing personnel. Upon completion of the curriculum, the graduate will be able to take the NCLEX-RN leading to licensure as a Registered Nurse. Additionally, Brightpoint Community College has articulation agreements with nine area Universities that offer the baccalaureate in nursing and graduates from Brightpoint Community College Nursing Program are eligible for application to these programs for seamless transition to the BSN (baccalaureate program in nursing).

Course Information

The Nursing program is designed as a five-semester program, with general education courses taken as prerequisites for admission to the nursing program taken in the first semester and co- requisites courses taken with nursing classes during subsequent semesters. Nursing courses are sequential, build upon content from previous courses (including non-nursing prerequisite college courses), and begin after all prerequisite courses are completed and student is admitted

to the Nursing Program. The nursing curriculum (NSG prefix) is a four-semester sequence. The traditional and hybrid education tracks usually do not include a summer session although some general education courses are offered during this time. Elective nursing courses may be offered in the summer for student enrichment, but these courses are not a substitute for required courses in the nursing sequence.

Clinical assignments in all tracks are contingent upon faculty and facility availability. Clinical assignments may include day, evening, and/or weekend rotations and possibly nights. Students are advised to plan accordingly.

VCCS Concept-Based Nursing Curriculum Associate

Degree Nursing Student Learning Outcomes and Competencies Mission

The mission of the VCCS Nursing Programs is to provide affordable, community access to quality nursing education. The VCCS nursing programs prepare qualified students to provide safe, competent, entry-level nursing care in 21st-century healthcare environments. Students are prepared to meet the ever-increasing complexity of the healthcare needs of the citizens of Virginia

Philosophy

VCCS nursing faculty ascribe to the core competencies for nursing and nursing education. While firmly based in science and the arts, the essence of nursing is caring and compassionate patient-centered care. Ethical standards, respect for individual dignity and consideration of cultural context are implicit in the practice of patient-centered care. The nurse advocates for patients and families in ways that promote self-determination, integrity, and ongoing growth as human beings. Nursing care is provided in collaboration with the patient, the family and members of the health care team. The nurse displays a spirit of inquiry by examining evidence to improve quality of care, promote safety and improve patient outcomes. Nursing judgment is integral to making competent decisions related to the provision of safe and effective nursing care. Information management essential to nursing care is communicated via a variety of technological and human means.

Student Learning Outcomes with Competencies

Students who complete the Associate Degree of Applied Science with a major in Nursing will:

1. **Provide patient centered care promoting therapeutic relationships, caring behaviors, and self-determination across the lifespan for diverse populations.**
    a. Coordinate client centered care delivery with sensitivity and respect
    b. Evaluate the effectiveness of teaching plans and outcomes and revise for achievement of desired outcomes
    c. Promote client self-determination in making healthcare decisions as a level 4 student
    d. Integrate therapeutic communication skills when interacting with clients and the client's support network
    e. Advocate independently for diverse individuals, families, and communities across the lifespan
2. **Practice safe nursing care that minimizes risk of harm across systems and client populations.**
    a. Evaluate human factors and safety principles
    b. Participate in the analysis of errors and designing system improvements
    c. Incorporate client safety initiative into the plan of care
    d. Practice safe client care as a level 4 student
3. **Integrate clinical judgment when collaborating with the healthcare team in the management of care for complex clients.**
    a. Evaluate an individualized plan of care based on client values, clinical expertise, and reliable evidence.
    b. Independently prioritize changes in client status and intervene appropriately.
    c. Integrate clinical judgment in the management of care for multiple, complex clients across the lifespan.
    d. Evaluate existing practices and seek creative approaches to problem solving.

4. **Practice professional behaviors that encompass the legal/ethical framework while incorporating self-reflection, leadership and a commitment to recognize the value of life-long learning.**
    a. Incorporate ethical behaviors and confidentiality in the practice of nursing
    b. Assume responsibility and accountability for delivering safe client care
    c. Deliver nursing care within the scope of nursing practice
    d. Evaluate professional behaviors in interactions with clients, families and healthcare providers
    e. Engage in reflective thinking for the purpose of improving nursing practice
    f. Develop a plan for lifelong learning in the nursing profession

5. **Manage client care through quality improvement processes, information technology and fiscal responsibility to meet client needs and support organizational outcomes.**
    a. Assess the common quality measures encountered in clinical practice
    b. Evaluate technology and information management tools used to identify and prevent potential errors in client care
    c. Justify fiscal responsibility in the delivery of client care

6. **Demonstrate principles of collaborative practice within the nursing and healthcare teams fostering mutual respect and shared decision-making to achieve stated outcomes of care.**
    a. Compare and contrast the effectiveness of the members of the interdisciplinary team to promote optimal client outcomes
    b. Participate in the interdisciplinary plan of care to promote optimal client outcomes
    c. Evaluate communication strategies that are inclusive of various communication and cultural differences.
    d. Evaluate management skills and principles of delegation when working with other members of the health care team.
    e. Reflects at a professional level on individual and team performance

7. **Manage the appropriateness, accuracy, and client response to pharmacology principles for clients with complex conditions.**
    a. Manage the principles of pharmacology to the identified concepts for clients with complex conditions
    b. Manage the appropriateness, accuracy, and client response to pharmacology principles for clients with complex conditions
    c. Apply the principles of leadership and management regarding the legal and ethical responsibilities related to safe medication administration
    d. Evaluate management skills and principles of delegation when working with other members of the healthcare team
    e. Reflects at a professional level on individual and team performance

Leveled Student Outcomes for VCCS Concept-Based Curriculum

	Level I	Level II	Level III	Level IV
Patient centered care	Demonstrate the use of therapeutic communication, caring behaviors and client self-determination in the provision of basic nursing care.	Assess diverse client values, beliefs, and attitudes as well as community resources in a variety of community settings.	Apply principles of patient centered care to clients across the lifespan.	Provide patient centered care promoting therapeutic relationships, caring behaviors, and self-determination across the lifespan for diverse populations.
Safety	Identify and report patient safety issues and risks. Provide sage basic nursing care with guidance using the core concepts identified.	Provide culturally relevant care that minimizes risk of harm to clients in community settings.	Incorporate factors for improvement in client safety for clients across the lifespan	Practice safe nursing care that minimizes risk of harm across systems and client populations
Clinical judgment	Describe the components of the clinical judgment measurement model and the nursing process. Apply clinical judgment to meet the basic needs of clients related to course concepts across the life span.	Demonstrate use of clinical judgment and evidence-based care related to the concepts of family dynamics, culture, spirituality, grief/loss, motivation/adherence, patient teaching, health care disparities and infection in supervised community care. Differentiate relevant cues in the care of diverse populations experiencing health problems with common and predictable outcomes in the community setting.	Apply clinical judgment when prioritizing the delivery of care to clients with multiple needs and in various clinical settings as related to course concepts.	Integrate clinical judgment in the management of care for multiple, complex clients across the lifespan.

Professional behaviors	Demonstrate professionalism and professional behaviors.	Recognize the impact of personal beliefs, values, and attitudes in developing professionalism and professional behaviors.	Incorporate legal/ethical principles and professional nursing standards in the care of patients across the lifespan.	Practice professional behaviors that encompass the legal/ethical framework while incorporating self-reflection, leadership, and a commitment to recognize the value of life-long learning.
Quality improvement	Identify quality improvement and informatics principles used in patient care.	Develop a plan for providing community-based care in a resource poor environment. Use epidemiological principles in the evaluation of diverse community settings. Implement a teaching plan for an individual or group in the community setting with supervision.	Examine the impact of quality improvement processes, information technology and fiscal resources in the provision of nursing care	Manage client care through quality improvement processes, information technology and fiscal responsibility to meet client needs and support organizational outcomes.
Collaboration	Compare and contrast the roles of the healthcare team	Compare and contrast the use of informatics and quality control for inpatient vs. community-based care.s	Participate as a member of the health care team in the delivery of nursing care to clients across the lifespan.	Demonstrate principles of collaborative practice within the nursing and healthcare teams fostering mutual respect and shared decision- making to achieve stated outcomes of care.
Pharmacology	Differentiate relevant cues in the care of diverse populations experiencing health problems with common and predictable outcomes in the community setting.	Demonstrate the principles of pharmacology and parenteral therapies throughout the lifespan. Demonstrate preparation and administration of pharmacological therapies to include parenteral.	Integrate the principles of pharmacology to the identified concepts for all client populations across the lifespan. Integrate pathophysiology and principles of pharmacology in the delivery of client care in a variety of populations.	Manage the principles of pharmacology to the identified concepts for clients with complex conditions across the lifespan. Manage the appropriateness, accuracy, and client response to pharmacology principles for clients with complex conditions.

Costs

1. Tuition rates and fees are established by the State Board for Community Colleges and are subject to change. Visit the [Tuition and Fees page on the Brightpoint website](#) for more information.
2. Students must purchase e-books, e-resources, uniforms, and skills kits for the lab as well as blood pressure cuff and stethoscope. Students are required to have a laptop, tablet or similar mobile device for use in class, lab, and clinical. The semester package contains all the books, skills kits, and testing packages needed for nursing classes. Optional hardcopy textbooks are available for an additional cost.
3. Students are required to purchase a standardized testing and remediation package, which includes a comprehensive NCLEX review course in the last semester of the program. The cost of the testing package varies with each semester and is purchased

   prior to the start of each semester (unless otherwise specified in the course).

   Any student repeating a nursing course is required to purchase the products for each semester in which they are enrolled.
4. Students enrolled in nursing courses are required to have the following equipment
   a. Windows compatible hardware with 600 MHz processor or faster and 128 MB of RAM or greater
   b. Internet Explorer, Google Chrome, and Mozilla Firefox
   c. 1024 X 768 or greater screen resolution
   d. High speed internet is preferred and strongly suggested
   e. Macromedia Flash Player, QuickTime, RealPlayer, and other media platforms that can be downloaded free from the Internet
   f. Logitech Comfort Set ClearChat headphones (or similar) with inline mute functions are preferred and strongly suggested
   g. Respondus Lockdown Browser
   h. Web camera

The nursing program extensively incorporates technology to support teaching/learning outcomes across the curriculum. All students are required to have a personal computer with the above specifications OR have access to one. Students are required to have a headset microphone for access to recorded lectures, study sessions and Zoom or other web-based activities. Students may check out a computer or other technology required for class from the [Library](#) on a first come/first served basis.

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Policies and Procedures General

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Policies and Procedures

Prerequisite courses

- BIO 141: Anatomy and Physiology I
  - Prerequisite: EITHER
    - BIO 101: General Biology or
    - NAS 2: Natural Science 2 test out
      - Self-directed course available at https://learn.vccs.edu/enroll/AARWEL
- ENG 111: College Composition I
- MTH 154: Quantitative Reasoning
- PSY 230: Developmental Psychology
- SDV 100: College Success Skills

Admission

Students interested in applying for the associate degree nursing program are required to complete or be enrolled in prerequisite courses at the time of application.

- All courses taken to satisfy the nursing curriculum must be completed with a C or higher before enrolling in the first nursing courses.
- Qualified students who apply before courses are completed may be offered Conditional Acceptance until courses are completed and verified by the Admissions Committee.
    - If successful, students will be notified of acceptance into the nursing program.
    - If unsuccessful, the admission offer will be rescinded, and students will need to reapply to the program for the following application period.
    - Students who are accepted but decide not to enroll will need to reapply to the AAS nursing program during a subsequent application period. No deferrals of admission are awarded.
- Co-requisite courses not taken before admission to the nursing program must be completed with a C or above. Students found to not have completed a course will be administratively withdrawn from the nursing program and may request readmission to the sequence once the missing course has been successfully completed. The courses are as follows:

    - BIO 142: Anatomy and Physiology II must be taken and successfully completed with a C or higher before progressing to NSG 152 and NSG 170.
    - BIO 150: Microbiology must be taken and successfully completed with a C or higher before progressing to NSG 210 and NSG 211.
    - ENG 112: English Composition II must be taken and completed with a C or higher before progression to NSG 230, NSG 252, and NSG 270.
    - A humanities elective must be taken and passed with a C or higher before or with NSG 230, NSG 252 and NSG 270.
- All corequisite courses must be completed with a grade of C or higher to progress in the nursing program.
- Missing a corequisite of a grade of D or F in any of the courses will require the student to sit out until the corequisite is completed.
- Students must take the current version of the ATI TEAS test and score a minimum overall score (TEAS AIS) of 65 or more. Competitive students score above the 45% in all four content areas.
- Students can take the TEAS test twice prior to applying to the program. If not accepted, students may repeat the TEAS test for a third and final time after a six-month waiting period. Taking the TEAS more than three times in 3 years will disqualify an applicant from admission. The current version of the test is the only version accepted. The TEAS results must be less than 3 years old at the time of application.
- Admission to the program is competitive. Not all students who meet the minimum requirements will be accepted.
- After accepting admission and attending classes in the first semester, students are allowed to start the program twice. Students who remain in any first semester nursing course beyond the drop period will be considered as accruing one program start.

Transfer from another VCCS Nursing Program

All requests for transfer into the Brightpoint Community College from another VCCS nursing program must be approved by the Dean of Nursing and Allied Health. Before any request will be considered, and student requesting transfer must submit: A letter from the transfer institutions AAS nursing program leader stating the student is in "good standing and able to return to the transferring nursing program" sent directly to the Brightpoint Community College Dean of Nursing and Allied Health.

- Documentation sent directly to the Brightpoint Community College Dean of Nursing and Allied Health from the transferring nursing program Nursing Dean/Director/Course Lead verifying actual clinical hours attended and all completed nursing courses.
- Documentation sent directly to the Brightpoint Community College Dean of Nursing and Allied Health from the transferring Nursing Dean/Director/Course Lead that includes complete student Skills Competency Checklist.
- Documentation of compliance with all clinical agency requirements for clinical sites used for Brightpoint Community College clinical rotations.
- Completion and submission of the Brightpoint Community College "Request for Transfer Form" and all required attachments.
- Priority standing for all transfers is given to students who relocate and reside in the Brightpoint Community College service areas.
- Transfers are considered based on seat availability, faculty resources, and clinical site opportunities.
- Transfers are not guaranteed, and Brightpoint Community College Nursing Program reserves the right to cancel any approved transfer request if the program cannot support the student learning needs based on unforeseen changes in seat availability, faculty, or clinical resources that occur prior to the class start date.
- Students are responsible for any fees associated with meeting transfer requirements, course materials, supplies, etc.
- Once a transfer is complete, students must comply with all requirements stated in the Brightpoint Community College Program Student Handbook and the Brightpoint Community College Student Handbook and Catalog.
- Transfer students are subject to the Brightpoint Community College Policy for program completion within 6 semesters of enrolling in the first NSG course (including transfer courses from a VCCS nursing program).
- Any nursing courses from any VCCS nursing program taken in the summer will count toward the 6-semester policy at Brightpoint Community College.
- Students must be passing NSG courses upon transfer to Brightpoint Community College.
- Students who are unsuccessful in NSG course(s) prior to transfer request will not be eligible to transfer to Brightpoint Community College.
- A student must have a GPA of 2.5 to be eligible to transfer to Brightpoint Community College.

Requirement for continued enrollment in the nursing program

Any student currently enrolled in the associate degree nursing program must complete the nursing program within 6 semesters of the start of the first nursing course. If a student completes a NSG course during a summer session, the summer session is included in the total number of semesters allowed. Students may not step out of the program for longer than two consecutive academic semesters. Upon return students must be able to complete the remainder of the program within the six semesters as stated above.

Students returning to the program will be required to complete additional health requirements (drug screening/background check) at the time they re-enter the program after an absence of one academic semester or more.

Nursing course progression

First Semester Courses

- All nursing courses must be taken in sequence.
- NSG 100, NSG 106, NSG 130, NSG 200 must be taken concurrently.

Students who are failing at the time of withdrawal from a nursing first semester course must re-apply. However, students may choose to remain in courses as below:
- Any withdrawal from NSG 106 requires a withdrawal from NSG 100.
- Any withdrawal from NSG 100 may remain in NSG 106.
- Students may continue in NSG 130 and NSG 200 after withdrawing from NSG 100/NSG 106.
- Any student who plans to withdraw must meet with course faculty to develop an Academic Success Plan (ASP) prior to withdrawal. Students who do not have a plan of success are not eligible for readmission until a plan is created.
- Any student re-admitted must have an overall GPA of 2.0 to return.

In accordance with the VCCS Common Nursing Curriculum Policies:

- One first semester course failure will require reapplying to the program.
    - Students who reapply to the program must retake all nursing courses, including courses in which a C or better was earned. First semester courses must be taken concurrently
- All courses in the sequence must be successfully completed with a C or above, including general education courses, to progress to the next semester.

Second through Fourth Semester Courses

- All nursing courses must be taken in sequence.
- NSG 152 and NSG 170 must be successfully completed prior to beginning the third semester.
- NSG 210 and NSG 211 must be successfully completed prior to beginning the fourth semester.
- NSG 252, NSG 270 and NSG 230 must be taken concurrently.
- Withdrawal from NSG 252 or NSG 270 requires withdrawing from both courses (May remain in NSG 230).
- Students may not have more than 2 attempts in any course including withdrawal or failure and will be removed from the program.
- Students who fail **two** nursing courses in the entire nursing sequence (NSG 100, NSG 106, NSG 130, NSG 200, NSG 152, NSG 170, NSG 210, NSG 211, NSG 230, NSG 252, NSG 270) will be removed from the nursing program.

- Any student that exits the program with 2 nursing course failures must re-apply to the nursing program and restart the program. When a student restarts the program, they must take all nursing courses in the curriculum. Prerequisite and Corequisite courses only need to be repeated if the timeframe for the course has expired.

Students in the first through third semesters of the program will follow the new 2 failure policy limit. Students who are currently in the fourth semester of the program are 'grandfathered in' and are allowed 3 nursing course failures. The 3-failure policy will end in May of 2025 and all students in the 2025/2026 academic year will follow the new 2-failure rule.

- Withdrawing from a course is not considered a failure, but is considered an attempt. Any student who plans to withdraw must meet with course faculty to develop an Academic Success Plan (ASP) prior to withdrawal. Students who do not have an ASP are not eligible to repeat a course after withdrawal
- Earning a D or F is considered a failure in the nursing program (this policy is more rigorous than the college policy for repeating a course).
- Students must maintain an overall GPA of 2.0 to remain in the nursing program.
- A student who has failed **two** courses or left for non-disciplinary reasons may reapply as early as the next application period and will begin at the beginning of the first nursing semester.
- Any student dismissed due to disciplinary reasons must obtain written approval from the Dean of Nursing and Allied Health prior to being considered in the application process.
- If a student is accepted into the nursing program and later has been found to have been removed for disciplinary reasons and did not receive written approval from the Dean of Nursing and Allied Health will be immediately removed.

LPN to RN Transition Courses

- Students in the transition program are considered hybrid students and must remain in the hybrid track unless permission is granted to change tracks during the 3rd and 4th semesters.
- Students must successfully complete both transition courses (NSG 115 and NSG 200) to progress to the third semester of the program
    - students who earn a D or F in NSG 200 must reapply to the program.
    - students who earn a D or F in NSG 115 must reapply to the program.
    - Students who fail **two** nursing courses in the nursing sequence (NSG 115, NSG 200, NSG 210, NSG 211, NSG 230, NSG 252, NSG 270) will be removed from the nursing program.
- Students in the Transition Program accrue 100 hours of direct contact client care for their previous education and experience. These students will earn a total of 510 hours.

Following the Chain of Command

Students are expected to model professional communication by following the steps in the chain of command. All course concerns should start with a formal meeting with the course faculty. The faculty will summarize the student's concerns and place a note in the student's file. After meeting with the course faculty, students will contact the next individual in the chain to schedule an appointment, and then continue up the chain. Documentation will be placed in the student file with each step.
Students who do not follow the chain in order will be sent back to the appropriate step.

Repeating a Nursing Course

Some students are eligible for readmission and some students are required to reapply. Please review the Course Progression policies for clarification.

Student Withdrawal

- An Academic Success Plan (ASP) is required prior to enrolling in a course after withdrawal.
- Any student who withdraws from an NSG course must have a formal ASP, developed with course faculty, to be eligible to repeat a course. Students who do not have an ASP are not eligible to repeat a course after withdrawal.
- The request to return must be submitted **within 2 weeks** of the end of the semester in which they withdrew.
- The request for readmission to repeat a course and the ASP will be logged in the electronic Readmission Request Folder by the Administrative Assistant or faculty member.
- Readmission to repeat a course will be contingent on space-available basis and per course readmission policy.
- Students must sign a "statement of understanding" for readmission and or withdrawal.
- Students will be notified of permission to repeat the course by the course faculty.
    - o Readmission to repeat a course is on a space-available basis
    - o Students must meet with course faculty to review the ASP during the first week of the new semester and at midterm.
    - o If the student does not return to the next semester and/or unable to complete the program in 6 semesters, the student must submit a new application for admission and restart the program

Incomplete Courses

Students granted an academic incomplete will have until the end of the following semester to complete course requirements.
- They are considered active students.
- Once the student completes the course requirements, they will be eligible for progression to the next course sequence.

Student Failure

- Please review the criteria for Nursing Course Progression. Both number of attempts in a course and total number or course failures dictate eligibility for return.

- An Academic Success Plan (ASP) is required prior to enrolling in a course after failure.
- Any student who earns a grade of D or F, must have a formal ASP, developed with course faculty, to be eligible to repeat a course. Students who do not have an ASP are not eligible to repeat a course after failure.
- If eligible, students failing a course must complete the electronic Readmission to a Course form and complete ASP and send via BCC email to the administrative assistant and course faculty

    within two weeks of the end of the semester in which the failing grade w.
    - o The request for readmission and ASP will be logged in the Readmission Request folder for each course by the Administrative Assistant or faculty member.
    - o Readmission to repeat a course is on a space-available basis
- Students are required to meet with course faculty to review the ASP during the first week of the new semester and at midterm.

- Students who have been seated twice in the same nursing course and been unsuccessful are not eligible for a 3rd attempt and will be removed from the nursing program.
  - A student is considered seated in a course if they remain on the roster after the established drop period.
  - NOTE: This is different from the College Policy. Mitigating circumstances can be determined by the Dean of Nursing and Allied Health.

Space availability procedure for the nursing sequence

Actual number of available spaces for a course are dependent upon faculty and clinical site availability.

- This policy applies to all Brightpoint nursing students regardless of the number of semesters a student has stepped out of a program. Students must meet the requirements for readmission to a nursing course and within the timeframe permitted.
- If the number of students requesting readmission exceeds the number of students requesting readmission exceeds space available students will be selected based on the following order:
  1. Students who were successful in the previous semester of nursing courses and have not attempted the course for which they are applying. This includes those who have voluntarily delayed progression to the next sequence.
  2. Students who have withdrawn after the drop period but before the deadline for withdrawal without academic penalty.
  3. Students who have withdrawn with mitigating circumstances after the deadline for withdrawal without penalty.
  4. Students who earned a "D" on the previous course attempt.
     - ❖ This is different from College Policy
  5. Students who earned an "F" on the previous course attempt
     - ❖ This is different from College Policy

Transferring between Traditional and Hybrid Tracks
- Students who start a track are expected to complete the entire program in their chosen track.
- Students should think carefully about selecting the track in which they will be most successful. Individual learning styles should be considered.
- Transfer between tracks can be considered in some circumstances and must be approved by the Dean of Nursing and Allied Health. If approved, students must remain in the approved track until completion of the program.
- Mitigating circumstances will be determined on a case-by-case basis.

Student ID badges
- Student ID badges will be available through the Help Hub on either campus. It is important to let the person creating the badge know that you are a nursing student.
- The bookstore sells a Badge Buddy that is to accompany the ID badge to further identify which program the student is enrolled.
- IDs will be secured to the uniform t on the shoulder with one single clip with a badge buddy.
  - No retractable or lariat type holders will be permitted in the clinical setting.
- ID badges are to be worn at all times during nursing classes, skills laboratory, simulation, and clinical setting.
- Students who arrive without their ID badge will be sent home for non-compliance and will accrue a class or clinical absence.

- Students sent home on a quiz day may or may not be permitted to complete a make-up.

- o Nursing faculty have the option to permit or deny make-up quizzes. Refer to individual course syllabi for individual policies.
- Students sent home on a test day will make up a test per syllabi requirements and will forfeit collaborative test points if offered.

Children and family members

- Children or family members are not permitted in the classrooms, computer labs, simulation area, or clinical areas.
- Children under the age of 18 must be accompanied by an adult when in the college facilities and grounds.

Health and professional requirements

- Students will maintain a certificate in CPR for BLS for Healthcare Providers including American Heart Association or American Red Cross.
  - o Fully online course is not permitted. Classes that contain a face-to-face component for skills practice and testing may be accepted. Students must perform the skills with a certified instructor.
- Students must show evidence of a negative two-stem PPD (tuberculosis) test or negative T-Spot or QuantiFERON gold test upon entry into the nursing program.
- Students must maintain an annual one-step PPD, T-Spot, or QuantiFERON gold test.
  - o Those who test positive for tuberculosis must have a chest x-ray that shows no evidence of active TB.
  - o The student is required to have their primary care provider verify that no signs or symptoms of active TB are present annually and sign the form.
- If a student shows signs and symptoms of active TB the student is prohibited from attending classes or clinical until the primary care provider verifies the absence of active disease.
- If the student is treated for active TB the student will be withdrawn from the course and may return in the next semester in accordance with the return policy when the primary provider verifies the absence of active disease.
  - o This usually involves a chest x-ray indicating no evidence of disease.
- CPR and TB requirements must be current and submitted to CastleBranch annually.
  - o If the CPR or TB documentation expires within the semester the student must renew before the expiration date, enter the results to CastleBranch, and submit a copy to the instructor prior to the expiration date.
  - o Students not up to date will not be permitted to continue in the course
- A negative urine drug screen and successful background check are required for admission and continuation in the nursing program.
  - o The background check and urine drug screening are a requirement for students enrolled in the clinical setting by the college and health care facilities students are assigned.
    - ▪ NOTE: Some CBD products will result in a positive drug screen;
    - ▪ A drug screen that is positive for medical marijuana and its derivatives will not meet program requirements, even with a medical card for use of marijuana.
  - o Any positive drug screen will require documentation from prescriber to the Medical Review Officer in connection with CastleBranch medical document manager.
  - o The drug screen and background check completed through CastleBranch and are not associated with Brightpoint Community College.
  - o The drug screen and background checks are the student's expense.
  - o Students may be requested to complete additional background checks and urine drug screens at any time in the program if an instructor deems necessary based on circumstances.

- Nursing students are expected to abide by policies and procedures regarding substance use within each clinical agency.

- o Clinical agencies may require drug screens for any reasonably suspicious behavior related to impairment from intoxicants, drugs, or narcotics.
- o Clinical agencies may require a drug screen when there is reasonable suspicion of substance use in association with an injury or accident or indications of theft or diversion of facility medications.
- o Students who undergo screening per agency protocols may not attend clinical until the issue is investigated and resolved.
- o Students who submit to a drug screening at a clinical agency must provide the results to the Dean of Nursing and Allied Health.
- Students who refuse may be dismissed from the Brightpoint Nursing Program and are ineligible to return.
  - o Students are required to report any changes in their background check participation in the nursing program.
    - ▪ Students who do not report changes are subject to dismissal and may not return.
  - o Students who opt out of the program for any amount of time must complete a new background check and urine drug screening before being allowed to re-enroll in the nursing program.
  - o Contact CastleBranch to set up an account.
  - o The Brightpoint Community College package code is **OH71all** for those under 21 years of age and **OH71all-21** for those over 21.
- Additional health requirements may be required on admission and as students' progress through the nursing program including but not limited to:
  - o Physical examination within six months of starting classes
  - o Immunizations
    - ▪ Mumps
    - ▪ Measles
    - ▪ Rubella
    - ▪ Tetanus
    - ▪ Diphtheria
    - ▪ Varicella
    - ▪ Hepatitis B (series of 3)
    - ▪ Influenza (yearly beginning 10/1)

  - o Titers may be used to prove immunity.
  - o Students may sign a declination form if they do not want the Hepatitis B or Influenza vaccine.
  - o Students will follow clinical agency policy if they choose not to be vaccinated.
    - ▪ This may include wearing a mask or PPE or exclusion from the clinical site.
  - o The College is not responsible for finding alternative clinical sites for students refused access due to vaccination status.
  - o Students are required to report any changes in their ability to perform essential functional abilities during participation in the nursing program.
    - ▪ Students who cannot perform essential functional abilities may not attend clinical if the clinical facility policies prevent participation in patient care.
    - ▪ Students who do not report changes are subject to dismissal and/or administrative withdrawal from clinical courses.

COVID-19
- o The College does not require students to be vaccinated against COVID-19 but highly encourages both initial and booster shots
- o Students who choose not to vaccinate **may be** excluded from the clinical site at the facility request and will incur clinical absence
- o Brightpoint Nursing Program is not responsible for replacing clinical time due to exclusion due to vaccination status.

Traditional Track Classroom and Laboratory Attendance Policies and Procedures Attendance
- Admission to the college requires tracking of student attendance for program outcomes and financial aid purposes.

- Regular attendance of classes and laboratory sessions is required for all students registered in nursing classes.

- The nursing program adheres to the college's policy concerning class attendance.
  - o *When absence from a class becomes necessary, it is the responsibility of the student to inform the instructor prior to the absence whenever possible. The student is responsible for the subsequent completion of all study material missed during an absence."*

- The nursing program has the option of having a more rigorous attendance policy
- Frequent absences may result in administrative withdrawal from a class and may affect veterans or Financial Aid assistance.

- Classroom, laboratory and clinical/simulation absences are treated as separate occurrences.
  - o <u>For classroom and lab</u>
    - ▪ Students can miss no more than 20% of face-to-face classroom time (See clinical absence policy for clinical and simulation attendance time).
    - ▪ Time is recorded separately for each learning experience and may not be added to the other.
    - ▪ Each individual course faculty reserves the right to have a more stringent attendance policy.
      - ▪ Punctual attendance is required for class and lab.
        - ● Tardiness to class and/or lab is monitored.
      - ● A tardy is awarded if a student is more than 5 minutes late.
      - ● Students will be counseled for consistent and/or repetitive Tardiness.
      - ● Students will accrue absences with repeated tardiness.
        - o Two tardies are considered one absence.
  - o Hospitalizations and discharge limitations may force the student to be unable to meet attendance requirements.
    - ▪ Those will be handled on a case-by-case basis.
  - o Students who are incarcerated are immediately withdrawn from the course.
    - ▪ Following resolution of the issue the student will meet with the Dean of Nursing and Allied Health to discuss readmission.

Hybrid Track/Zoom Classes Classroom Attendance Policies and Procedures
Hybrid and Zoom classes are considered to be equivalent to face-to-face classroom experiences. Attendance in class is mandatory and recorded. Absence for a scheduled class will be accrued and recorded. Students may not miss more than 20% of scheduled class time in keeping with face-to-face policy.
- Students are expected to treat Zoom interactions like face-to-face classes by wearing appropriate attire and being in an appropriate setting free of distractions such as family members and pets, muted unless speaking, and cameras on. Students will wear headphones/earbuds if in an area that can be overheard by others, including family, friends,

or colleagues. Faculty have the option to record lectures. Zoom will only store recordings for 30 days.

Attendance
- Admission to the college requires tracking of student attendance for program outcomes and financial aid purposes.
- Regular attendance of classes and laboratory sessions is required for all students registered in nursing classes.
- The nursing program adheres to the college's policy concerning class attendance.
  - *When absence from a class becomes necessary, it is the responsibility of the student to inform the instructor prior to the absence whenever possible. The student is responsible for the subsequent completion of all study missed during an absence"*
- The nursing program has the option of having a more rigorous attendance policy
- Each individual course faculty reserves the right to have a more stringent attendance policy.
    - Punctual attendance is required for class and lab
      - Tardiness to class and/or lab is monitored
      - A tardy is awarded if a student is more than 5 minutes late
      - Students will be counseled for consistent and/or repetitive tardiness
      - Students will accrue absences with repeated tardiness
        - Two tardies are considered one absence
- Frequent absences may result in administrative withdrawal from a class and may affect VA or Financial Aid assistance.
- Zoom Classroom and lab absences are treated as separate occurrences
  - Students can miss no more than 20% of Zoom classroom time (See clinical absence policy for clinical and simulation attendance time).
    - Time is recorded separately for each learning experience and may not be added to the other.
    - Each individual course faculty reserves the right to have a more stringent attendance policy.
    - Punctual attendance is required for Zoom class and lab
      - Tardiness to Zoom class and/or lab is monitored.
      - A tardy is awarded if a student is more than 5 minutes late.
      - Students will be counseled for consistent and/or repetitive tardiness.
      - Students will accrue absences with repeated tardiness.
        - Two tardies are considered one absence.
  - Hospitalizations and discharge limitations may force the student to be unable to meet attendance requirements.
    - Those will be handled on a case-by-case basis.
  - Students who are incarcerated are immediately withdrawn from the course

Following resolution of the issue the student will meet with the
Dean of Nursing and Allied Health to discuss readmission.

Professional Behavior

One's behavior reflects the qualities of the professional person which include maturity, knowledge and skills, and a responsibility to self and others. Brightpoint Nursing Department aims to support nursing students in the development of professional abilities and attributes through experiences in clinical and academic settings.

To provide a foundation for this development, students must adhere to approved standards of conduct/behavior and demonstrate patterns of clinical and academic performance which follow the legal and ethical codes of nursing

- Promote the actual or potential well-being of clients, other health care providers, and self
- Demonstrate accountability in preparation, documentation, and continuity of care
- Show respect for the rights of individuals

In addition, students are expected to:

- **Obey the law**
  - Students will maintain the utmost integrity of the professional nurse and follow the requirements of VA BON Guidance Document 90-55 https://townhall.virginia.gov/L/GetFile.cfm?File=C:%5CTownHall%5Cdocroot%5C GuidanceDocs_Proposed%5C223%5CGDoc_DHP_4674_20201202.pdf
  - All incidents or altercations with law enforcement resulting in charges of either misdemeanor or felony must be reported to the course coordinator and the Dean/Dean of Nursing and Allied Health immediately
- **Show respect for properly constituted authority**
  - Students will refrain from using offensive language with faculty, staff, peers, or patients
  - Student communication through email and Canvas messaging will be professional
  - Conflicts will be handled using the chain of command in both written and verbal means
- **Perform contracted obligations**
  - Students will be well rested and prepared to participate in the learning environment.
    - Students are not permitted to work 8 hours prior to clinical and will be sent home and incur absence time if found to be in violation.
  - Students will be prepared for class, clinical, lab, and simulation by preparing and submitting pre-class assignments on time.
    - Students may be dismissed or refused admission to class, lab, clinical, or simulation if not prepared.
  - Students will work collaboratively, using professional behavior and communication with faculty, peers, staff, and patients
  - Students will complete patient care, simulation, class assignments timely and to the best of their ability.
- **Maintain absolute integrity and high standards of individual honesty in academic work**
  - Students will complete and submit their own work without collaboration unless otherwise directed by faculty.
  - All work will be written in APA 7th ed. format using correct in-text and reference citations.
- **Observe a high standard of conduct within the academic environment.**
  - Students will arrive to class, lab, clinical and simulation, on time and stay the entire committed time scheduled.
  - Students who are tardy 5 minutes or more will not be admitted to class, lab, clinical, or simulation and incur an absence and/or forfeit their learning opportunity.

Commitment to the education process in the Nursing Program is a responsibility that is accepted by faculty and students. Accepting this responsibility means demonstrating fairness, honesty and dedication to truth.

All members of the Nursing Program are obligated to adhere to the standards of ethical practice and conduct that are defined in the Code for Nurses by the American Nurses Association. The Code of Ethics for Nurses was developed as a guide for carrying out nursing responsibilities in a manner consistent with quality in nursing care and the ethical obligations of the profession.

Academic integrity

The nursing program adheres to the college academic integrity policies and processes as described in the Brightpoint Community College Student Handbook. Additionally, the nursing program requires more stringent professional and academic behaviors as described in the Nursing Student Handbook.

The following statement is required to be provided within the testing instructions of each test or quiz:

> ***On my honor, I pledge to do my work to the best of my ability without assistance from any external resources unless specifically permitted within the guidelines of the assignment or test/quiz/exam. With individual assignments and test/quiz/exams, I assert that no one else is completing this assignment or test/quiz/exam for me.***

> ***I also pledge to report any breach of the honor code immediately. I pledge to uphold the ethical standards of the ANA Code for Nurses and the Professional Behaviors/Essential Functional Abilities required of all nursing students.***Matters of integrity are considered very serious in the Brightpoint Nursing Program due to the gravity of nursing practice regarding the care for patients and families and the potential harm that can result from breaches in moral conduct. The nursing program faculty reserve the right to consider immediate dismissal from the nursing program as an appropriate disciplinary action for students found guilty of academic dishonesty.

Please note: this interpretation and action is more stringent than the college policy as described in the Brightpoint Community College Catalog, because of the serious consequences unethical conduct poses to patient safety and the public. In addition, students are expected to disclose any incidents of honor code violations, not doing so may result in disciplinary action up to and including program dismissal.

In the event of disciplinary action, the student has the right to file a grievance or appeal of the action. Grievance and appeal processes are described in the Brightpoint Student Handbook.

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Grading

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A point system is utilized to determine course grades. Points correspond to percentages to award a letter grade.

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Grading Scale with NSG courses

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A	B	C	D	F	U	S
92-100	84-91	80-83	70-79	**Below 70**	Unsat	Sat

A point system is utilized to determine course grades. Points correspond to percentages for the award of the letter grade. The following guidelines apply in all nursing courses:

- Students must earn a minimum grade of "C" in all nursing courses.
- Nursing Courses where the clinical/laboratory and theory/didactic portions are embedded into one course:
    - A clinical grade of "satisfactory" is required for all clinical courses and will result in a final grade that corresponds to the theory grade.
    - Students who are successful in both components of the course receive the letter grade earned in the theory portion.

- o Students who pass the theory component of the course but fail the clinical component of the course will earn a final course grade of "D."
- o Students who fail the theory component of the course but pass the clinical component of the course will earn a final course grade of D if the theory grade is a D, or a final course grade of F if the theory grade is an F.
- o Students who fail both components of the course will earn a final course grade of "F."
- o Students who fail a course must repeat both clinical and theory portions of the course if eligible to return.
- o Students who stop attending the didactic course but may have completed the clinical component of the course will earn a final course grade of "F." (Please note: this is different from the BCC student handbook)
- o When a student receives a grade of "D" or "F" in a course, they receive no clinical hours for the course.
- NSG 270 is a stand-alone clinical course utilizing a grading scale associated with a letter grade. The NSG 270 clinical course syllabus specifically delineates the grading system used as it relates to points in conjunction with direct clinical care hours.
- Students who withdraw from a course within the specified time (withdraw without academic penalty date) will earn a grade of "W."
- Students who withdraw after the withdrawal date with mitigating circumstances must have been passing the course at the time of withdrawing without academic penalty date to be considered for a grade of "W." In this circumstance, special requirements must be submitted and met by the student.
- Students who withdraw after the withdrawal period end date will earn the grade of "F."

Written assignments

Unless specified in the course syllabus, the following guidelines will apply:
- All assignments will use APA 7th ed. formatting
- All written assignments are due on the date specified unless prior arrangements have been made with the course coordinator.
- All written assignments should be word processed and submitted electronically
- Written assignments must be grammatically correct with no spelling errors.
  - o See assignment rubrics for penalties for poorly written work.
- The source of paraphrased or quoted material must include in-text citations.
  - o The undocumented use of another's work is considered plagiarism and constitutes grounds for unprofessional behavior and academic dishonesty
  - o Students must submit their own original work
  - o Students may not submit work already submitted in another class
- Written assignments are to be the student's original work and should be done independently without collaboration unless it is a group project

Testing

All unit tests, midterms, and finals will be given in a proctored setting on campus. The faculty utilizes Canvas for all quizzes and tests. Canvas quizzes may be given either online or in the classroom. Students will not have access to their individual scores until after all students have taken the test and test grades have been reviewed by faculty. Test results will be given to students through LMS (Learning Management System) or by course faculty. No test grades will be given by phone, email, text or verbal communication.

Missing a test

Students who must miss a test must contact the faculty member either by voice or e- mail prior to the start of the test. Failure to notify the faculty may result in a grade of **"0"**. Mitigating circumstances will be handled on a case-by-case basis and will be reviewed by the course coordinator.

Being tardy for a test

Students who are late for a test will not be admitted to the classroom/testing center. The student may make-up the test under the make-up policy.

Make-up tests

- In the event that a make-up test is necessary, the test may be different from the initial test and may consist of multiple choice, fill in the blank, essay or any testing strategies used in the NCLEX-RN test plan.
- Make-up tests must be completed within 7 calendar days. The student is responsible for contacting the course faculty and setting up a time to take the make-up test. The results for make-up tests will be posted within 72 hours.
- Each course has the option of implementing a more rigorous make-up testing policy.
- When collaborative testing takes place the student who tests at an alternative day/time will forfeit the collaborative points for that test.

Computer Testing

Students are expected to be familiar with electronic testing methods. If time is needed for practice, this must be arranged with the instructor prior to testing

Honesty

Sharing of test content outside of the testing room of any kind and the printing of any test material constitutes a violation of the honor code. Any consultation with another individual during the test or unauthorized use of electronic devices, is a violation of the honor code. This includes, but is not limited to the use of cell phones, enhanced eyewear with internet accessibility, or accessing additional tabs or screens on the testing computer.

Violations will result in disciplinary action up to and including expulsion from the nursing program. The nursing program's test and honor code policy are more rigorous than Brightpoint due to the high level of competence required for nursing practice and the danger to patient safety resulting from moral misconduct.

Content

To ensure consistency in the presentation of tests, the following are Canvas settings that should be employed for each test.

- Lockdown Browser and Monitor should be used at the discretion of the faculty.
- Questions should be presented:
  - One at a time with backtracking enabled or
  - All at once, so that students can scroll and re-evaluate responses
- All tests are timed. Canvas will auto submit when maximum time for the test has been reached. Students with testing accommodations will have time limit changed to reflect IAP requirements
  - Module tests should allow 1.5 minutes per question.
  - Medication calculation tests should allow 2 minutes per question.
  - Medication and other numerical answers will include the unit of measure with a space between the number and the unit.

Test environment

Faculty should strive to create a quiet, distraction-free environment that ensures that test integrity and test item security will be maintained.

- Personal items must be left at the front of the room.

- No sunglasses, hats, jackets or coats with pockets are allowed in the testing area or testing center.
- Students must turn cell phones off after verification in Canvas and store face down on table where the proctor can view at all times. Handling of phone while the test is in progress is a violation of academic integrity and may result in disciplinary action including a grade of "0" and referral to the Dean of Nursing and Allied Health, Dean of Students and the Academic Integrity Board.
- Scratch paper will be provided by the faculty/proctor and returned to the faculty/proctor prior to exiting the room.

If a collaborative test is planned, all students must remain in the room until both the individual and group tests are complete. Students who leave the testing room may not re- enter, even when their individual test is completed will not be permitted to return until the collaborative testing is complete. Extenuating circumstances should be considered on an individual basis.

Accommodations

Students who have testing accommodations and elect to use them should complete tests in the Testing Center or may be proctored by course faculty. All tests in nursing are delivered via Canvas to align with the rigor of the NCLEX testing process. Any student who plans to use accommodations must present documentation at least 3 days prior to the test date. Students are responsible for making testing appointments in the Testing Center if accommodations are used. Students who fail to make an appointment to test within the testing time frame for the exam will earn a 0. The testing center requires at least a 24 hour notice for appointments. Faculty will provide directions for proctors that are consistent with restrictions for students in the classroom. Proctors should provide scratch paper, requiring students to leave all personal items at the front of the room. If a collaborative test will occur after completion of the individual test, the faculty should instruct the student when to arrive in the classroom for the group test. Students should remain in a proctored environment until the collaborative test is scheduled to begin.

Test review

- Grades should be available to students via Canvas Gradebook within one week of the exam. Once grades are posted, faculty will perform a review by summarizing questions that were frequently missed by clarifying concepts or learning outcomes
- Students scoring less than 80% must set up time to meet with faculty member who taught the content
- Students **will not** have access to the individual test questions during either group or individual review discussions.
  - Faculty may use discretion to review math calculation tests or short quizzes with the class to review calculation processes or teach successful NCLEX-style question strategies.

Quizzes

Online or in-class quizzes may be given as noted in the course syllabus. These may be either scheduled or unannounced. Course syllabi will contain specific guidelines for quizzes. The student must notify the instructor if he/she has a problem accessing online quizzes. Students are responsible for acquiring a reliable computer before accessing an online quiz. If reliability is uncertain or if dial-up connections are used, it is strongly recommended that the student plan to use on-campus computers.

If the quiz for a student needs to be reset more than once, he/she will need to make an appointment with the instructor to take the quiz in a proctored setting.

Faculty reserves the right to require proctored testing when students demonstrate a pattern of requesting quiz resets. Faculty also have the right to make a stricter policy. Failure to complete the online quiz within the timeline given may result in a grade of zero.

Clinical policies and procedures

Clinical experiences are integral to learning in any nursing program. Community partnerships between Brightpoint Community College and the multiple clinical agencies help to provide students with the learning opportunities to ensure graduates are provided the tools needed for successful learning and entry into the nursing profession. A minimum of 500 hours of direct patient care hours are required for eligibility to sit for the licensure exam as a Registered Nurse in Virginia. Brightpoint Community College supports this requirement by providing clinical instruction in varied specialties and across the lifespan. Students must accrue 540 hours of direct contact hours through full participation and attendance to all clinical experiences.

Transition students are awarded 100 hours for prior education as and LPN and complete clinical sessions will accrue a total of 510 hours.

As a required component of the clinical process, the Board of Nursing stipulates that all students have a Skills Inventory Checklist. This form should be maintained over the 4 semesters of the nursing program and reflect current and accurate skill knowledge, practice and competency attainment. This form should be signed by the faculty only. Students who fraudulently complete the form will be referred to the Dean of Students for Academic Integrity. The penalty for fraudulence includes immediate removal from the clinical and skills environment and potential dismissal from the program, pending conclusion of the college process..

Clinical assignments are dependent on faculty and facility availability and subject to change at any time to meet student and program needs. Clinical experiences may be scheduled days, evenings, nights, weekdays, and weekends.

Nursing students have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments. To preserve client privacy while in the clinical and simulation environments, no cell phones or other

> smart devices are allowed. Students may access their phones if needed during lunch or in a designated break room only. Visible phone use in unauthorized areas of the clinical unit are strictly prohibited and may result in an unsatisfactory clinical grade.

The Code for Nursing Students is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A Code for Nursing Students

As students are involved in the clinical and academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we:

- Advocate for the rights of clients
- Maintain client confidentiality
- Take appropriate action to ensure the safety of clients, self, and others
- Provide care for the client in a timely, compassionate and professional manner

- Communicate client care in a truthful, timely and accurate manner
- Actively promote the highest level of moral and ethical principles and accept responsibility for our actions
- Promote excellence in nursing by encouraging lifelong learning and professional development
- Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs
- Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care
- Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students
- Encourage faculty, clinical staff, and peers to mentor nursing students
- Refrain from performing any technique or procedure for which the student has not be adequately been trained
- Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk or injury to the client, self, or others
- Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorization is obtained from clients regarding any form of treatment or research
- Abstain from the use of alcoholic beverages or any substances in the academic or clinical setting that may impair judgment
- Strive to achieve and maintain an optimal level of personal health
- Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues
- Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique roles and regulations as per school grievance policy

Orientation

Clinical faculty are responsible for orienting and coordinating the orientation of students to the facility. Students will complete the required training and attestations prior to starting the clinical experience. Agencies may require initial orientation forms covering patient confidentiality, fire and safety, code of conduct and other facility-specific policies.

Students will provide proof of annual flu shot (or submit a declination form) and current PPD/TST and Tdap within one year of the first date of each clinical course as required by agencies. Students will not be allowed to enter the clinical area without this documentation. It is the student's responsibility to maintain annual testing and copies of these documents. All student health forms are maintained electronically by a third-party provider.

Clinical and Simulation Attendance

Students must arrive prior to the start of the clinical or simulation experience and be prepared to participate in the practice environment at the time the clinical/simulation is scheduled to begin. Being on time is essential to earning contact hours, attaining practice experience, and to meeting professional standards for accountability. Attendance is closely monitored and issues with tardiness are strictly enforced.

Students must notify the clinical and didactic faculty prior to the start of the clinical or simulation experience if they must be absent. Students who do not appropriately notify the faculty will receive a clinical unsatisfactory or clinical failure. See your course syllabus for the specific guidelines for contacting the faculty and the consequences for a 'no call-no show' in your course.

Students may not leave the clinical environment for any reason without the permission of clinical faculty.

Clinical Tardiness

Students are considered tardy if they are not present when the clinical day is scheduled to begin. Clinical experiences include encounters in the hospital, community settings and simulation. Clinical experiences are unique to each course and clinical time is not shared between courses in the same semester.

Students who arrive to the clinical site up to 5 minutes late:

- The **first time** a student is 1-5 minutes late, a verbal warning is given. Clinical faculty will notify course faculty.
- The **second time** a student is 1-5 minutes late, the student will be placed on a clinical contract that prohibits additional tardiness for the remaining clinical experience. Clinical faculty will notify course faculty. A copy of the clinical contract will be placed in the student's file.
- In the event a student is tardy 1-5 minutes for a **third time**, the student will be sent home and accrue a clinical rating of unsatisfactory for the day and a loss of clinical hours. Make up of lost clinical hours due to tardiness will not be approved. Extenuating circumstances are considered by the dean.

Students that arrive to the clinical site 6 or more minutes late will be sent home, accrue a clinical unsatisfactory and loss of clinical time.

- Make up of lost clinical hours due to tardiness greater than 5 minutes will not be approved.
- Extenuating circumstances are considered by the dean.

Leaving Clinical Early and Clinical Elopement

Leaving Clinical Early-- Students are expected to remain on the clinical site for the entire scheduled timeframe. Students who leave early will accrue a clinical rating of unsatisfactory for the day and a loss of clinical hours. Makeup hours of lost clinical hours will not be approved for students who leave early. Extenuating circumstances are considered by the dean.

Clinical Elopement – A clinical elopement is defined as leaving the clinical/simulation environment prior to the end of the scheduled experience without notifying the faculty and clinical staff. Any student who leaves prior to the end of the schedule experience and does not notify both the clinical faculty and staff will be dismissed from the program

Dress code

Brightpoint nursing students are expected to conform to high standards of personal appearance and hygiene. Attire worn at the college should reflect a sense of dignity and professionalism.

Uniforms

- The student uniform consists of teal bottoms/gray top
- Student uniforms will be transitioned to the Brightpoint uniform as with the admission of new cohorts.
    - Students repeating courses must wear the uniform that reflects the current class/clinical group
- Uniforms may be purchased through the BCC bookstore; the scrub top and jacket must have the BCC logo.
- Matching scrub jackets with school logo must be purchased and may be worn during clinical, simulation, lab, and when representing the nursing program in the community setting.
- Students must be in full uniform including their Brightpoint student ID badge, a watch with a second hand, bandage scissors, penlight, and stethoscope during clinical hours in the affiliating agencies.

- Uniforms are required in the skills and simulation labs unless otherwise specified by faculty.
- All uniforms should be clean and wrinkle free and free of body or cigarette odors.
- Long sleeve undershirts in white, gray, teal, or color that matches skin tone may be worn under the uniform top.
- Undergarments must be worn at all times, be of neutral color, and cannot be visible.
- Uniforms should fit so when the student bends the hem of the top covers the pants waistband in the back.
- Visible cleavage or tight clothing is not permitted.
-

Badges

- Brightpoint student ID badges include a badge buddy indicating the program enrolled (nursing student, practical nursing student, nurse aide, medication aide) and be secured with a single clip.
- Badge buddies can be purchased at the bookstore.
- No badge lanyards are allowed in the clinical environment.
-

Shoes/Socks

- Students should wear white nurse's shoes or solid white, gray, or black leather or synthetic athletic shoes. Colors on the shoes are not acceptable.
- Shoes without backs and/or with open holes are a safety hazard and are not appropriate.
- Shoes must be clean.
- Canvas tennis shoes are a safety hazard and are not appropriate.
- Sock colors must match the shoe color and cover ankles.
-

Hair/Head Covering/Facial Hair

- Hair must be natural for skin color (not red, blue, purple, etc.).
- Hair must be clean, neat and off the collar.
- Hair must be secured off the face and collar with an appropriate band, head band, or device in black, white, gray, or teal.
- Hair is secured so that it does not fall forward during client care. This includes long ponytails, braids or bangs.
- Hair must be of professional style (No mohawks, shaved designs, etc.)
- Beards, mustaches, sideburns, if worn, must be neat, closely trimmed, and meet facility policy for client safety and allow secure fit of PPE.

Nails

- Finger nails must be clean and kept short.
- Nail polish (including clear) is not permitted.
- Temporary, gel, acrylic and/or any other forms of artificial nails are not permitted.

Jewelry

- Jewelry
  - Rings: wedding bands only; no rings with stones or crevices
  - Earrings: a single pair of small stud earrings worn in the lowest hole in the ear lobe is acceptable
  - Ear gauges and spacers must match skin tone
  - Nose rings are not permitted, even when masks are worn.
  - Jewelry in any other pierced areas are not permitted
  -

Hygiene and Professional Appearance/Behavior

- Perfumes, colognes, aftershave lotion, and other strong fragrances are not permitted while in uniform. Deodorant must be unscented.
-

- Students must be clean and free of odor, including odor from poor grooming or lack of oral care.
- Chewing gum is not permitted.
- Smoking or vaping in uniform is not permitted
- Drinking alcoholic beverages while in uniform is not permitted
-
- Unprofessional language or actions while in uniform, class, or clinical are unacceptable and can be grounds for dismissal from the program
-

Body Art/Make-up

- NO offensive body art, tattoos, t-shirts, or stickers are to be visible to other students, patients, and faculty. Items not compliant are to be completely covered
  - For example:
    - No naked persons
    - No references to political affiliation or influence or membership in ideological groups
    - No mention of race, religion, culture, gender or sexual orientation
    - No sexual connotations or innuendoes
    - No references to alcohol, cannabis, illicit drugs, or firearms
- Make-up must be discreet and natural in appearance.

The dress code may be modified during maternity, pediatrics, psychiatric, surgical, or community rotations if instructed by course faculty and outlined in the course syllabus.

- When assigned to a clinical agency or activity where the uniform is not required, the following guidelines apply:
  - Street clothes
    - No jeans, shorts, tee shirts, tank tops, spaghetti straps, sweatshirts, provocative clothing, short skirts/dresses, damaged or soiled clothing
    - No sandals, flip flops, or beach type footwear
    - The same jewelry, hair and tattoo regulations apply
  - Students will wear a lab coat/scrub jacket and display their Brightpoint Community College student ID badge

Assumption of risk

Students are required to practice safely in the clinical and laboratory settings. Each student will read, understand and sign the Assumption of Risk form at the beginning of each semester denoting that the student assumes all the risks inherent with clinical practice. This form will be maintained in the student nursing file throughout the program.

Administration of medications by students in clinical practice

- In the clinical setting, all medications will be administered in accordance with the policies of the clinical facility.
- Medication administration may only occur after the student has been evaluated for competency. Medications must only be given under direct supervision of the faculty. **Students who administer medications without faculty permission or knowledge will be dismissed from the program.**
- Students must be directly supervised by the clinical faculty or preceptor (NSG 270 only) when preparing and administering medications.
- Students may not administer blood, blood products, or chemotherapy
- Students may not obtain or witness informed consent.
- Students may not take verbal or telephone orders.

Clinical evaluation

- Student performance in the clinical area will be formally evaluated each semester.
- Students are evaluated daily during clinical/lab.
- Documentation of your clinical success is essential. Students are required to submit clinical assignments, including the completed CETs and the skills checklists prior to the end of the semester to earn a satisfactory grade in clinical. Students who fail to submit required documentation by the deadline set by faculty, will earn a clinical unsatisfactory for the semester.
- Students may receive an unsatisfactory for unacceptable professional behavior such as:
    o Being tardy/leaving early
    o Not pre-assessing/ completing ticket to class assignment (if required)
    o Not in correct uniform/ missing items of uniform
    o Not being prepared for lab/clinical/simulation
    o Not providing the CET or skills checklist for weekly faculty feedback and/or signature
    o Utilizing a personal cell phone in patient care areas, including hallways, nursing stations, waiting rooms and/or any area where patients and families may congregate
  - A student may be denied continued enrollment in the course if after reasonable accommodation, the clinical faculty concludes that the student is unable to consistently perform safe clinical practice.
  - A final grade of "satisfactory" in the clinical area is required to pass the course for nursing courses where both the clinical portion and theory/didactic portion are jointly embedded within one course.
- Students who are unable to perform the essential functions will be unable to attend clinical.If a student is absent from clinical to the extent that the clinical faculty member cannot determine satisfactory achievement of the student learning outcomes/clinical objectives

    then the student will be categorized as unsatisfactory in meeting the student learning outcomes/clinical objectives.
  - Being rested and well-prepared for clinical is essential to patient safety. Students are not allowed to work the 8 hours prior to the start of the clinical rotation.

Laboratory, clinical and simulation rotations

The student will receive clinical/lab/simulation experiences in a variety of settings. The hours and scheduling throughout the program may be adjusted according to faculty and facility availability. Clinical schedules may include day, evening, nights, and/or weekend hours for any core nursing courses. Clinical courses may also include alternative clinical experiences, simulations, and community service projects.

Exposure guidelines

- Students must wear appropriate protective clothing/equipment when performing any task(s) that may involve body fluids.
- Any direct exposure to body fluids occurring while functioning as a nursing student must be reported immediately to the clinical instructor.
- Students exposed to body fluids shall follow the following protocol:
    o Wash the area with a disinfectant agent
        ▪ For eye splashes rinse the area with clean water
    o Report the incident to the clinical instructor
    o The student should go the emergency department, employee health, or urgent care to seek triage and treatment
    o The student is responsible for all costs related to exposure, triage, and treatment
    o The clinical instructor and student will notify the agency department supervisor and the Dean of Nursing and Allied Health.
    o The student, with the assistance of faculty, will complete an agency site occurrence report and a Brightpoint Personal Injury Form

- o Information from the US Department of Labor, Occupational Safety & Health Administration (OSHA) is available at: [Bloodborne Pathogens - Overview | Occupational Safety and Health Administration (osha.gov)](osha.gov)

Students are responsible for any and all medical expenses related to any exposure or incident while in class, skills lab, simulation or clinical.

Essential Functional Abilities

All individuals who apply for and are students in the Nursing Program, including persons with disabilities, must be able to perform essential functions with or without accommodations. These essential functions are congruent with the Virginia State Board of Nurse Examiners expectations of any individual seeking initial licensure as a registered nurse. Essential functions are the basic activities that students must be able to perform. Any student applicant who has

met the necessary prerequisites and who can perform the essential functions of the Nursing program,

either with or without reasonable accommodations will be considered for admission. A candidate must be able to perform the identified essential functions in a reasonably independent manner. The use of trained intermediaries is not permissible, in that the candidate's judgment would be mediated by someone else's power of observation and selection.

Essential function statements which apply to students in the nursing program are considered generic and applicable to all academic programs at BCC, which are delineated by the nursing faculty of the Nursing Program reflecting the functional abilities essential for nursing faculty identified by the National Council of the State Board of Nursing, Inc. (NCSBN) (1996). The program objective and "essential functions" of the nursing program are congruent with the following:

- The Criteria and Guidelines for the Evaluation of Baccalaureate and Higher Degree Programs in Nursing established by the National League for Nursing (NLN).
- The Nursing Program is accredited by ACEN
- The Standards of Clinical Nursing Practice established by the American Nurses Association and adopted by the faculty as standards for the Nursing Program

The "essential functions" are basic cognitive, psychomotor, and affective activities that are essential to successful completion of the nursing curriculum leading to initial as a registered nurse. Essential functions are identified as gross motor skills, fine motor skills, physical endurance, physical strength, mobility, hearing, visual, tactile, smell, reading, arithmetic competence, emotional stability, analytic thinking, critical thinking, clinical reasoning, interpersonal skills, and communication. These functional abilities are identified as essential for a registered nurse, and they form the basis of the Brightpoint Nursing Program essential functions.

- Critical-thinking ability sufficient for clinical judgment.
- Interpersonal abilities sufficient to interact professionally with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
- Communicate in English, orally and in writing. The use of an interpreter or translation device is not acceptable.
- Mobility to move from room to room and maneuver in small spaces.
- Motor skills gross and fine, sufficient to provide safe and effective nursing care, administer medications, and regulate intravenous devices.
- Hearing ability sufficient to monitor and converse with patients and families, and assess health needs and parameters.
- Visual ability sufficient for observations, assessment, reading, and writing in relation to patient care activities.
- Tactile ability sufficient for physical assessment activities.

Representative examples of Essential Functional Abilities

Gross motor skills

- Move within confined spaces
- Sit and maintain balance
- Stand and maintain balance
- Reach above shoulders (e.g., IV poles)
- Reach below waist (e.g., plug electrical appliance into wall outlets

Fine motor skills

- Pick up objects with hands
- Grasp small objects with hands (e.g., IV tubing, pencil)
- Write with pen or pencil
- Key/type (e.g., use a computer)
- Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe
- Twist (e.g., turn objects/knobs using hands)
- Squeeze with finger (e.g., eyedropper)

Physical endurance

- Stand (e.g., at client side during surgical or therapeutic procedure)
- Sustain repetitive movements (e.g., CPR)
- Maintain physical tolerance (e.g., work entire shift)
- Physical strength
- Push/pull 25 lbs (e.g., position clients)
- Support 25 lbs of weight (e.g., ambulating client)
- Lift 25 lbs (e.g., pick up child, transfer client)
- Move light objects weighing up to 10 lbs (e.g., IV pole)
- Move heavy objects weighing 11-50 lbs
- Defend self against combative client
- Carry equipment/supplies
- Use upper body strength (e.g., perform CPR, physically restrain a client)
- Squeeze with hand (e.g., use a fire extinguisher)

Mobility

- Twist, bend
- Stand
- Stoop/squat
- Move quickly (e.g., response to an emergency)
- Climb (e.g., ladders/stools/stairs)
- Walk

Hearing

- Hear normal speaking level sounds (e.g., person-to-person report)
- Hear faint voices
- Hear faint body sounds (e.g., blood pressure sounds, assess placement of tubes)
- Hear in situations when not able to see lips (e.g., when masks are used)
- Hear auditory alarms

Visual

- See objects up to 20 inches away (e.g., information on a computer screen, skin conditions)
- See objects 20 ft away (e.g., client in room)
- See objects more than 20 ft away (e.g., client at end of hall)
- Use depth perception
- Use peripheral vision
- Distinguish color (e.g., color codes on supplies, charts, beds)
- Distinguish color intensity (e.g., flushed skin, skin paleness)

Reading

- Read and understand written documents in English (e.g., policies, protocols

Smell

- Detect odors from client (e.g., foul smelling drainage, alcohol breath)
- Detect smoke
- Detect gasses or noxious smells

Arithmetic competence

- Read and understand columns of writing (e.g., flow sheets, charts)
- Read digital displays
- Read graphic printouts (e.g., EKG)
- Calibrate equipment
- Convert numbers to and/or from the metric system
- Read graphs (e.g., vital sign sheets)
- Tell time
- Measure time (e.g., count duration of contractions)
- Count rates (e.g., drips/minute, pulse
- Use measuring tools (e.g., thermometer)
- Read measurement marks (e.g., measurement tapes, scales, etc.)
- Add, subtract, multiply, and/or divide whole numbers
- Compute fractions (e.g., medication dosages)
- Use a calculator
- Write numbers in records

Emotional stability

- Establish therapeutic boundaries
- Provide client with emotional support
- Adapt to changing environments/stress
- Deal with the unexpected (e.g., patient deterioration, crisis)Focus attention on task, including in distracting/chaotic environment
- Monitor own emotions
- Perform multiple responsibilities concurrently
- Handle strong emotions (e.g., grief)

Analytical thinking

- Transfer knowledge from one situation to another
- Process information
- Evaluate outcomes
- Problem solves

- Prioritize tasks
- Use long-term memory
- Use short-term memory

Critical thinking

- Identify cause and effect relationships
- Plan/control activities for others
- Synthesize knowledge and skills
- Sequence information

Interpersonal skills

- Negotiate interpersonal conflict
- Respect differences in clients
- Establish rapport with clients
- Establish rapport with coworkers
- Communication skills
- Teach (e.g., client/family about health care
- Explain procedures
- Give oral reports in English (e.g., report on client's condition to others
- Interact with others (e.g., health care workers)
- Speak on the telephone
- Influence people
- Direct activities to others in English
- Convey information through writing in English (e.g., progress notes)

Clinical grading

For clinical components embedded within a nursing theory/didactic course, the clinical grade will be based on a satisfactory/unsatisfactory method. For stand-alone clinical courses the clinical grade will be a letter grade

Clinical hours Students must complete a minimum of 540 hours of direct client care **clinical hours to be eligible to graduate and sit for the NCLEX-RN licensure examination**

- Direct client care hours include performing care for patients either in the hospital or community settings under direct supervision and also may include simulation hours while performing the roles of the registered nurse
- Students are required to attain the indicated number of clinical hours in each course to be eligible to progress the next semester.
- Any student who falls below the required direct client care clinical hours in any semester will not be eligible to progress to the next course and receive a clinical failure

Semester	Courses	Client care hours offered	Total client care hours required for progression	Running tally
1st	NSG 100 (45 hours) NSG 200 (10 hours)	55	55	55
2nd	NSG 152 (45 hours NSG 170 (80 hours)	125	180	180
3rd	NSG 210 (90 hours) NSG 211 (90 hours)	180	360	360
4th	NSG 270 (180 hours)	180	540	540
Total		540	540	540

**Transition Program students enter the BCC nursing program with 100 hours of direct client care and complete the program with a total of 510 total hours.

Replacement clinicals

When hours are affected by unforeseen college circumstances (such as college closure or delayed opening, faculty unavailability, facility unavailability etc.) clinical replacement hours will be provided

- Every effort will be made to provide replacement hours during the semester they occur.
- Replacement clinicals will be scheduled dependent on faculty and facility availability.
- Students will receive an "I" (incomplete) for the course in the event the replacement hours have to be provided during a subsequent semester.
- Replacement hours will be assigned to the student and the scheduled replacement date/time will be considered a regularly scheduled clinical day and follow the regulations and requirements for clinical.
- If the student does not attend the regularly scheduled replacement time then they forfeit the opportunity which may result in a clinical/course failure.
- Any student who does not attend the scheduled replacement clinical date/time will not be eligible to make-up that time with make-up time (see below).
- Precepted clinical is unique to NSNG 152 and NSG 270 - requirements are listed in the syllabus.

Make-up clinicals

When clinical hours are affected due to a student's circumstances, such as illness , being sent home because of illness or inability to perform essential duties, tardy, etc., the make-up clinical may be considered **for mitigating circumstances only**. A no call/no show to clinical cannot be made-up.

- The Dean of Allied Health or their designee will determine if a mitigating circumstance has occurred. Students should provide evidence of a mitigating situation if available.
- Make-up hours will be scheduled based on the availability of faculty and facilities.
- Make-up hours may not be provided during the semester they occur.
- Make-up clinical hours may occur during a short session or a summer session and could be held during the day, evening or night on weekends or weekdays.
- Make-up hours will be assigned to the student and the scheduled make-up clinical date/time will be considered a regularly scheduled clinical and follow the regulations and requirements for clinicals.
- The student will incur an "I" incomplete for the course in the event the make-up hours are to be provided during the subsequent semester.
- **Make-up clinical hours awarded by the Dean must be completed before entering the fourth semester of the nursing program.**
- If the student does not attend the scheduled make-up date/time then they forfeit the opportunity, which may result in a clinical/course failure or a delay in program progression.
- Precepting clinicals are unique to NSG 152 and 270 and delineated in their requirements in the course syllabus.

The student must meet all of the following criteria to be eligible for make-up direct client care clinical hours:

- No greater than the direct client care hours associated with <u>one clinical shift per course</u> will be offered.
- Clinical shift hours vary by course. However, students are required to attend the make-up clinical shift in its entirety, regardless of the amount of time needed to meet the hour requirement.
- The student must be successfully meeting all of the Student Learning Outcomes/Clinical Objectives at the time of the scheduled make-up clinical.
- When the theory and clinical portions are embedded within one course, the student must be

passing the theory portion with a "C" or better.
- Students with a clinical failure are not eligible for make-up clinical hours.
- Students with a No Call/No Show are not eligible for make-up clinical hours.

Switching clinical groups

Once a student has registered for a clinical group they are expected to remain in that group for the duration of the clinical rotation. Under no circumstances are students to un-enroll themselves in one section and enroll in another section unless authorized to do so by the course coordinator or the Dean of Nursing and Allied Health.

Based on the availability of clinical faculty, the availability of clinical agency sites, and in an effort to provide a clinical environment conducive for learning, course faculty have the prerogative to reassign students to clinical lab sections regardless of the registered section. Students may not request to move to another clinical group to cover clinical absences.

Mitigating circumstances must be approved by the Dean of Nursing and Allied Health.

Nursing skills and simulation labs

The nursing skills laboratory provides the student an opportunity to practice nursing skills before caring for a patient in the clinical setting.

- **Simulation hours are part of the clinical experience** and follow the attendance and tardy policies set forth by the clinical attendance policy of each individual course.

The **Brightpoint Community Hospital Student Policy and Procedure Manual** defines the policies that will be upheld in the Brightpoint Community College Nursing Program for skills and simulation experiences.

Brightpoint Community Hospital includes:

- 2 skills laboratories with 6 beds for skills practice
- 4 standard simulation laboratories
- 1 specialty simulation laboratory
- 1 community simulation laboratory
- 4 debriefing rooms
- Control rooms located behind the simulation rooms
- A shared simulation nurse's station with computer and telemetry screen and telephone
- Storage lockers in hallways for personal belongings

Simulation may be used for direct contact clinical hours as defined by the Virginia Board of Nursing and delivered in a consistent manner throughout the nursing program.

- Faculty will provide expected outcomes, pre-event activities and preparation materials at least on week in advance of the simulation.
- Students are expected to fully participate.
  - Proof of preparation of simulation will be required prior to participation.
    - Students who have not completed pre-simulation activities may not be permitted to participate in the simulation and may be sent home.
  - Students who do not participate in the entire simulation experience will not have completed their requirements and will not be awarded contact hours and incur an absence.
    - Missing simulations due to being unprepared **will not** be rescheduled.
- Simulation groups will be no more than 4 participants at a time.
- Debriefing groups will be no more than 10.
- Students observing simulation will be provided a rubric or written guidelines defining their role as observers and participate in debriefing.

- o Forms will be collected and kept on file.
- o Students may not leave the simulation or debriefing area.
  - ▪ Students not in attendance for experience will incur absence time lost from simulation/clinical.
- Students will be evaluated by faculty within 24 hours of the simulation experience.
- Virtual simulations expectations are the same as face-to-face simulations.
  - o Proof of preparation
  - o Participation
  - o Debriefing
  - o Evaluation

Student expectations

Course preparation
- Participants must complete all pre-class key elements to enter Brightpoint Community Hospital.
- Note date and time of requirements.
  - o Late assignments will not be accepted.

Arrival time
- All students must arrive at or before the scheduled time for simulation.
- The Clinical Tardy Policy also applies to simulation.
- Brightpoint Community College clocks will be used for time management.
- Students must bring the Clinical Evaluation Tool (CET), the Skills Checklist, and all required materials.

Attendance
- Simulation faculty must be notified of student absence before the scheduled time of arrival.
- Not notifying a simulation faculty member will be considered a No Call/No Show to clinical.
  - o See syllabus regarding policy for attendance in the clinical/simulation setting.

Dress code
- Participants in Brightpoint Community Hospital are expected to comply with the dress code for the clinical experience including uniform, shoes, socks, stethoscope and tools.
- Hair must be up and off the collar.
- ID badges are required in the skills/simulation laboratories.
- Those students violating dress code will be asked to correct immediately or be sent home, incurring a clinical absence.
- Missed simulation time will not be rescheduled for dress code violations and are not eligible for make-up clinical hours.

Identification badge
- All students, faculty, and staff are required to obtain an identification badge.
- Badges are to be worn at all times in Brightpoint Community Hospital.

Code of conduct
Mutual respect and professional behavior are expected within Brightpoint Community Hospital. Professional integrity and confidentiality are required. All participants are expected to demonstrate confidentiality, honesty, commitment, collaboration, mutual respect, and engagement in the learning process. Violation of the confidentiality agreement is considered a violation of the honor code and subject to disciplinary action listed in the Brightpoint Community College Associate Degree Nursing Handbook and Brightpoint Community College Student Handbook and Catalog.

Expectations
- Treat the manikin like a patient
  - o Participants will sign a confidentiality agreement and consent to video
  - o Participants will sign a fiction contract

- o Protection of the content of the scenario and simulation
- o Confidentiality applies to all phases of the simulation as well debriefing and all patient information
- o Demonstration of professional integrity and mutual respect
- o Delivery of honest and clear feedback in a respectful manner
- o Participants should receive and provide constructive feedback during simulation and debriefing
- o Utilization of clear, concise communication
- o Any issues with classmates will be addressed with facilitator
- o Disruptive participants will be removed from the simulation experience
- o Participants are expected to follow the uniform dress code per the student nurse handbook
- o No food, drinks or gum are permitted in the simulation rooms
- o No pens are allowed in Brightpoint Community Hospital
- o Clean up before leaving the space
  - ▪ Bed must be in the lowest position and locked with 2 side rails up.
  - ▪ Under no circumstances will manikins be left exposed.
  - ▪ Bedside table will be at the end of the bed.
  - ▪ All supplies and equipment will be returned to the location where it was found.
  - ▪ Do not remove manikin from the bed.
  - ▪ Proper PPE will be worn when directed.
  - ▪ Any issues with a facilitator or staff member must be reported to the Simulation Coordinator or the Dean of Nursing and Allied Health.

Violations of the Code of Conduct

- o Any student found in violation of the Code of Conduct will be referred to the Dean of Nursing and Allied Health.
- o Unprofessional behavior will result in removal or denied access to Brightpoint Community Hospital and incur a loss of clinical time.
- o Incidents of unprofessional behavior will be documented and referred to the Dean of Nursing and Allied Health.
- o Unprofessional behavior may result in removal from the Nursing Program.

Cell phones

- o The use of cell phones or other smart devices during simulation is not permitted.
- o **Cell phones should be stowed in lockers and accessed only during breaks.**
- o All public use of cell phones should be conducted in the front lobby of Beacon Hall and not in the BCH hallways. The use of cell phones or other devices for the purposes of recording video, audio, or photographs within Brightpoint Community Hospital is prohibited unless prior written approval is obtained by the Simulation Coordinator.

Skills laboratories

- ● **Practice time**
  - o To schedule practice time in the skills lab students must complete a request through Google Form . You will receive a communication from the Simulation Coordinator.
  - o Students must follow all directions carefully or they will be removed from the lab
  - o Students may not attend practice sessions unless they have signed up (no walk-ins).
  - o Students must arrive on time.
  - o Time will not be extended beyond assigned time.

- **Cancellation**
    - Students must notify the Simulation Coordinator at jhupp@brightpoint.edu 24 hours in advance for cancellation of appointment.
    - No Call/No show will result in notification of course faculty and may result in an inability to reschedule practice/remediation time.

Supplies

- Students are required to purchase skills kits at the Brightpoint Community College Bookstore for use in the skills laboratory.
- Students repeating a course are expected to purchase another skills kit corresponding with the course required.
- No supplies to be used in the skills lab are to be taken for student use or replacement of student supplies.
- Any supplies needed for off-site events must be requested through email to the Simulation Coordinator.
- Items must be signed in and out on the form provided.

Video Consent

Video cameras and other audio/recording devices are in use throughout Brightpoint Community Hospital and Beacon Hall. Some devices are continually monitored while others are used at the discretion of faculty. Recording can happen at any time. Private conversations must occur in either a debriefing room or the faculty suite.

- Live streaming from simulation labs to classrooms will aid in participation of all including observers.
- Live streaming between classrooms may be employed when debriefing and/or classrooms meet maximum capacity.
- Simulation and/or skills lab may be recorded for future viewing.

Video Policy
Students will sign a consent form for photography and recording at the beginning or each semester.

- Photos and recordings are for educational use only.
    - Any other use will require all participants to sign a written release permitting alternative use.
    - Students will be notified before recording individual simulation sessions
    - Video recordings will not be distributed in any manner.
    - The Simulation Coordinator will access recordings for Faculty review and evaluation only.
    - Recordings will be deleted from the server immediately after viewing and at the end of the business day unless required by faculty for evaluation.
    - Recording for skills competencies or other evaluated activities will be saved for 72 hours (about 3 days) then deleted.

Observation

- Course participants are expected to actively observe simulation for the purpose of providing constructive feedback.
- Confidentiality is expected
- Violations will be reported to the Dean/Associate Dean of Nursing and Allied Health
- Each participant will sign a confidentiality agreement each semester
- Details of scenarios and performance will be discussed during debriefing
    - Debriefing may not be discussed outside of simulation
    - The ONLY exception would be in areas of concern about behavior or safety
        - These concerns will be referred to the Dean of Nursing and Allied Health
    - Violations of the Confidentiality Agreement are considered a violation of the Code of Conduct

- The nursing faculty and Dean/Associate Dean of Nursing and Allied Health may observe simulation at any time
  - Any other non-participant observers must have written permission from the Dean of Nursing and Allied Health and the Simulation Coordinator to observe

Additional College Policies American with Disabilities Act (ADA)

Students who have a documented disability need to register with Disability Support Services at the Midlothian or Chester Campus. Refer to the Brightpoint Community College Student Handbook for more information. It is the student's responsibility to provide their Instructional Accommodations Plan (IAP) to course faculty. IAPs are not retroactive. Students must meet the essential functional abilities with or without accommodations to be admitted to the nursing program.

Pregnancy

While it is recognized that pregnancy is a normal condition, there are certain legitimate concerns regarding the pregnant student. If there are limitations, they must be documented. Pregnant students are required to meet all Essential Functional Abilities without restrictions to remain in clinicals (See Essential Functional Abilities). Should delivery or hospitalization occur while actively enrolled, the student must submit a medical release provided by the health care practitioner prior to resuming classes and/or clinical.

Class outlines, notes, and power points

Class outlines and notes may be available in specific courses. Powerpoint presentations are the intellectual property of individual faculty and may be available in narrated or un-narrated format. Canvas Collaborate or Zoom sessions may be archived at the discretion of each faculty and may be available for student use. See course syllabi or consult individual faculty for specific course policies. Faculty are not required to make Powerpoints or Zoom session recordings available to students.

Classroom behavior

Only professional behavior will be accepted in the classroom. Disruptive behavior will result in the student being dismissed from the classroom.

- No children or family members are allowed in the class or clinical environment
- Students who are tardy will take the closest seat or wait for the break to enter the classroom to minimize disruption
- Tape recorders are permitted in the classroom only with the expressed approval by the faculty and all members of the class. Cell phones are to be muted and placed on vibrate only. The use of cell phones in the classrooms or labs (including texting), unless in emergency situations, is a violation of the student code of conduct. Students may be asked to leave the classroom if they are using a phone during learning activities
- Personal computers or tablets can be used in the classroom for course-related educational activities only. Electronic devices used in the classroom will be the sole responsibility of the student and must have the mute setting activated. No video or audio features on the personal computer, iPads, or mobile devices may be turned on in classrooms or labs. Personal devices will not be allowed in the classroom during testing. Students found in violation will forfeit the privilege of using the device and may be asked to leave the class.

Computer availability

Computers are provided in both the Chester and Midlothian libraries for student use. Students may check out laptops, hot spots, and other technology from the Library during the semester on a first come/first served basis.

Personal concerns

Resources are available privately through the Office of the Dean of Students for personal hardships.

- The college has an emergency fund for students experiencing a temporary financial crisis. Contact the Office of the Dean of Students for assistance. Free mental health services are available for students in need of support or in a mental health crisis. This program can be accessed free of charge anytime here: timelycare.com/vccs
- The nursing department maintains the highest integrity regarding privacy of information about students, patients and fellow faculty but all faculty and staff are mandated reporters.
  - Reports of abuse or violence against a student or faculty member must be reported to the Title IX officer or their deputy.
  - Information shared will remain confidential and discussed only with the Title IX Officer of their deputy who will contact the individual in an effort to assist.

** **All information shared is kept confidential and only shared on a need to know basis** Alcohol,**

Tobacco, and Drugs

Alcoholic beverages, unlawful drugs, or other illegal substances shall not be consumed, used, carried, or sold on campus and surrounding property or any affiliated clinical site. Students suspected of being impaired will be dismissed from the class/clinical site and required to provide a medical release prior to returning to the nursing program. If warranted, they may be required to arrange for safe transportation off-site. Students failing to comply may be dismissed from the nursing program.

Drug screening

Drug screen: A urine sample provided at a contracted facility that is tested for recognized drugs.of abuse.

Impaired: Under the influence of alcohol, any drug, or the combined influence of alcohol and any drug or substance to a degree that renders the person incapable of safely operating a vehicle and/or performing the cognitive and physical functions of a student nurse resulting in risk to the safety of self or others.

Expectations:

- The Brightpoint Nursing Program requires a 10-panel urine drug screen on all nursing students upon admission and any time a student has been out of the program for one semester and randomly if the student's behavior warrants another screening.
- Behavior that may warrant further drug screens include:
  - Failure to comply with facility protocols while working in clinical settings
  - Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug.
    - Unusual slurred or rapid speech
    - Noticeable change in appearance and hygiene
    - Impaired physical coordination
    - Inappropriate comments, behaviors or responses
    - Trembling hands
    - Persistent diarrhea
    - Flushed face
    - Red eyes
    - Unsteady gait
    - Declining health
    - Irritability
    -
    -
    -

- ▪ Mood swings
- ▪ Isolation
- ▪ Decreased alertness
- ▪ Pupillary changes
- o Suspected of being impaired by clinical faculty/clinical staff.
- o Suspicion of drug use during school and abnormal conduct or erratic behavior on the clinical unit or classroom setting to include absenteeism, tardiness or deterioration of performance.
- o Evidence of tampering with a drug test.
- o Information that the individual has caused or contributed to an incident in the clinical agency.
- o Evidence of involvement in the use, possession, sale, solicitation, or transfer of drugs while enrolled in the nursing program.
- o Suspicion of alcohol consumption (odor/smell).
- ● Admission and continuing status in the nursing program is contingent on satisfactory results of initial and subsequent drug screens.
- ● Failure to submit to a requested drug screen may cause immediate dismissal from the nursing program.
- ● If a faculty member or clinical agency staff member observes such behavior, the faculty member must dismiss the student from the clinical setting immediately and contact the Dean of Nursing and Allied Health. The Dean of Nursing and Allied Health will determine if there is reasonable suspicion to screen the student.
- ● If the decision is made to screen the student, the Dean of Nursing and Allied Health will direct the faculty member to make arrangements to have the screening performed immediately.
- ● The student will be responsible for arranging for transportation to the designated lab for screening. The student will not be allowed to drive to the designated lab.

Social Media

The purpose of this policy is to provide guidelines for the appropriate use of and conduct on social media sites. Examples of social media include Wikipedia, blogs, microblogs, wikis, virtual worlds, Facebook, MySpace, YouTube, Twitter, Snapchat, Instagram, Tiktok and Flickr. Once you become a student in a professional nursing program, your public visibility options on social media may change. You are subject to scrutiny by a wider audience, including future employers.

- ● Do not post confidential or sensitive information about Brightpoint Community College or its community affiliates including patients, other students, faculty or staff.NO pictures of any kind should be taken while wearing your BCC uniform.
- ● Do not post comments or use language that could reflect poorly on you, the college, or the nursing program or faculty.
- ● Students who participate in social networking represent not only themselves but also BCC and the nursing program.
  - o Think before you post
  - o Conduct yourself professionally at all times in all social settings, virtual or otherwise
  - o Use privacy setting when appropriate
  - o You **DO NOT** have permission to discuss faculty, clients or other students
  - o You **DO NOT** have permission to use images of the nursing program, the college, or any faculty or staff
  - o What you write, post or display is your responsibility, and so are any repercussions
  - o The consequence for violating this policy may include disciplinary action up to and including dismissal from the nursing program

Use of personal electronic devices

- It is expected that during clinicals and classes, the use of smartphones/smartwatches/tablets/laptops and other electronic devices, will be used only as authorized by faculty and facility policy
- No use of a personal phone for any reason is allowed at any time while in patient/client care areas or on the clinical agency unit
- **NO pictures can be taken in the clinical facility for any reason**
    - Photographs of patient information with or without identifiers visible is a violation of HIPAA guidelines
- **NO patient/client will be videotaped, photographed, or voice recorded**
- Violation of patient/client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences

Closing and emergency procedures

Brightpoint Alert is a tool used to keep faculty, staff, and students informed of delay, closings, and emergency information that needs to be conveyed quickly and accurately. Follow the above link to sign up to receive important updates.

Non-discrimination statement

Brightpoint Community College does not discriminate in employment or education opportunity on the basis or race, color, creed, national origin, age, gender, sex, political affiliation, religion,military service or veteran status, sexual orientation, marital status, pregnancy, disability, or other non-merit factors in its programs or activities. Harassment of an individual or group on the basis or race, color, creed, national origin, age, gender, sex, political affiliation, religion, military service or veteran status, sexual orientation, marital status, pregnancy, disability or other non- merit factors in its programs or activities has no place in a learning or work environment and is prohibited.

Brightpoint Non-discrimination statement

Title IX

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving financial assistance."

Title IX is a civil rights law passed in 1972, which prohibits gender discrimination in educational settings that receive federal funding. Sexual harassment, sexual assault, sexual misconduct and other gender-based conduct violations are all considered discrimination, regardless of the gender and orientation of the reporting party and the accused. Gender discrimination impacts a student's or employee's ability to fully benefit from the program and services offered at Brightpoint. Brightpoint is committed to maintaining an environment free from sexual harassment, sexual violence, domestic violence, dating violence, and stalking.

Title IX includes protections for pregnant students

Contact the Title IX Officer, Dean of Students, Sandra Kirkland or Deputy Title IX Officer, Associate Dean Michelle Spencer for more information

Brightpoint Title IX policy

Refer to Campus safety for further information

Content disclaimer

Brightpoint Community College provides its website, catalog, handbooks and any other printed materials or electronic media for your general guidance. The College does not guarantee that the information contained within them including, but not limited to the contents of any page that resides under DNS registration of www.brightpoint.edu and the associated social media sites of Facebook, Twitter, Flickr, and YouTube is up to date, complete, and accurate and individuals assume any risks associated with relying upon such information without checking other credible sources, such as a student's academic program advisor or a member of the counseling office.

In addition, a student's or prospective student's reliance upon information contained within these sources, or individual program catalogs or handbooks, when making academic decisions does not constitute, and should not be construed as, a contract with the College. Further, the College reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student's enrollment or otherwise.

Links for references to other materials and web sites provided in the above referenced sources are for information purposes only and to not constitute the College's endorsement of products or services referenced.

Appendices

I.   Principles of professional behavior and integrity
II.   Expectations for professional behavior
III.   Nursing AAS Credit Requirements

Appendix I

Principles of professional behavior and integrity

       Responsibility is the foundation of integrity** We hold ourselves and others responsible for acting with honesty, respect, and fairness.

       Honesty is fundamental in learning, teaching, and research. We act honestly and do not tolerate or justify dishonest conduct in any circumstance.

       Respect is the foundation of our academic community. We use appropriate speech and behaviors to demonstrate respect for one another and for the educational process.

       Fairness is essential for the evaluations that are part of the educational process. We strive to achieve fairness in our standards and procedures as well as in our evaluation of the work of others.

       Trust is achieved when all who are involved in the educational process adhere to the principles of integrity.

**The American Heritage Dictionary defines integrity as the "steadfast adherence to a strict moral or ethical code"

Appendix II

Expectations for professional behavior

- Standards of professional/safe conduct and academic honest are based on the following
  - Virginia Nurse Practice Act
  - American Nurses Association (ANA) *Code of Ethics*
  - National Student Nurses' Association (NSNA) *Code of Academic and Clinical Conduct*
  - Brightpoint Community College Nursing Student Handbook
  - Brightpoint Community College Student Catalog and Handbook
  - Brightpoint Community College Grievance and Appeals Policy
- Students have the responsibility to study, demonstrate understanding, and adhere to published guidelines.
- Students have the right to challenge Department of Nursing policies, related regulations, and disciplinary actions according to the established grievance or related policies of the Department of Nursing, and the College as outlined in the Brightpoint Student Catalog and Handbook.
- The Department of Nursing faculty and administration have the responsibility and authority to enforce standards of conduct in clinical and academic settings; report and/or document substandard student performance or conduct, dishonesty, and be guided by a commitment to safeguard the well-being of those with whom the student comes in contact while performing student nurse functions.
- The consequences of a student's failure to comply with professional standards will be based upon the offense or pattern of deficiencies and may range from a verbal warning to immediate dismissal from clinical or class as determined by the supervising faculty.
  - Faculty may immediately place a student on temporary suspension if there is reasonable cause to believe that the student is impaired, or is unable to practice nursing with reasonable skill and safety to clients because of illness, lack of preparation, suspected use of alcohol, drugs, narcotics, chemicals, or any other substances or as a result of any mental or physical condition.
- Whenever a student's conduct or pattern of deficiency warrants interim suspension, the circumstances will be reported to and reviewed by the Dean of Nursing and Allied Health as soon as possible.
  - The Dean will review the circumstances and determine by BCC and nursing program policies appropriate actions to take.
  - If it is determined that a student should be suspended or removed from the nursing program, the action must be reviewed and confirmed by the Dean of Nursing and Allied Health, the Dean of Students, and the Vice President of Learning and Student Success.
  - A student who is on a temporary suspension from the nursing program will not be allowed to participate in the remaining clinical or classroom experiences until the

dismissal has been reviewed by appropriate personnel and it has been determined that the student may return to the clinical setting and/or classroom.

- o This statement does not apply to students who cannot return to the program because of another policy such as the failure of three classes, two seated attempts, failure to meet physical requirements, poor academic performance, etc.
- o This refers to disciplinary suspensions only.
- Indicators of unprofessional or unsafe conduct
  - o Failure to practice within the boundaries of the Virginia Nurse Practice Act, the guidelines of the Department of Nursing, the rules and regulations of the health care agencies in which the student's practice.
    Examples:
    - Arriving for clinical under the influence of drugs or alcohol.
    - Failing to follow applicable policies and procedures of BCC, the Department of Nursing, and/or health care agencies.
    - Arriving for clinical too ill, tired, or unprepared to perform safely.
    - Leaving an assigned area without the expressed permission and knowledge of the instructor and/or the patient's primary nurse.
  - o Failure to practice according to the American Nurses Association *Code of Ethics,* the *Virginia Nurse Practice Act*, and the National Student Nurses' Association, Inc. *Code of Academic and Clinical Conduct.*
    Examples:
    - Refusing assignment based on client attributes such as gender, medical diagnosis, race, culture, or religious preference.
    - Failing to report unethical, unprofessional, or unsafe conduct of peers and other healthcare team members.
  - o Failure to meet safe standards of practice from a biological, psychological, sociological and cultural standpoint.
    Examples
    - Failing to exhibit appropriate mental, physical, or emotional behavior(s)
    - Acts of omission or commission in the care of patients/clients, such as, but not limited to:
      - allowing or imposing physical, mental, emotional, or sexual misconduct or abuse
      - Exposing self or others to hazardous conditions, circumstances or positions
      - Intentionally or unintentionally causing or contributing to harming patients/clients
      - Making grievous errors
    - Failing to recognize and promote patients' rights
  - o Failure to demonstrate responsible preparation, documentation, and continuity in the care of patients/clients.
    Examples

- ▪ Failing to respond appropriately to errors in the provision of care.
- ▪ Failing to provide concise, inclusive, written and verbal communication.
- ▪ Failing to report questionable practices by any healthcare worker.
- ▪ Attempting activities without adequate orientation, theoretical preparation and/or appropriate assistance.
- ▪ Dishonesty and/or miscommunication which may disrupt care and/or unit functioning.
  - o Failure to show respect for patients/clients, health care team members, other students, faculty, and self.
  - o Examples
    - ▪ Failing to maintain confidentiality of interactions and/or protected client communications.
    - ▪ Failing to maintain confidentiality of records adhering to HIPAA and facility regulations.
    - ▪ Dishonesty.
    - ▪ Using stereotypical assessments or derisive comments or terms.
    - ▪ Disruption of class, lab, and/or clinical with audible use of cell phones or other electronic devices.

For further clarification and definition of unsafe/unprofessional conduct refer to the Virginia Nurse Practice Act

- ● A student whose performance endangers the safety of a client, peer, healthcare team member or faculty or whose conduct/behavior is determined to be unprofessional, will be removed from the situation and given verbal and written instructions by the instructor. Faculty may immediately institute an interim suspension for unsafe or unprofessional conduct. When faculty first identifies indications or patterns of unsafe or unprofessional conduct/behavior, the faculty will:
  - o Discuss the concerns with the student, precepting nurse, and/or the charge nurse as applicable.
  - o Determine if the student may stay at the site for the day/rotation.
  - o Document concerns, circumstances, plan for remediation and/or disciplinary action.
  - o Determine if the student will be placed with a consulting clinical instructor/mentor for further evaluation.
  - o Discuss concerns with course coordinator and Dean of Nursing and Allied Health as appropriate.
- ● Students are expected to
  - o Attend all class sessions, arriving on time and remaining until dismissed.
  - o Notify the instructor in advance of anticipated absences, late arrivals, or early departures.
  - o Refrain from class disturbances.

- o Turn off and store away cell phones and electronic devices unless permission has been granted.
- o Prepare fully for each class.
- o Participate in all classes.
- o Respect fellow classmates and the instructor.
- o Complete all assignments and exams honestly, punctually, and to the best of their ability.
- o Cite sources appropriately in accordance with the course requirements
    - ▪ Plagiarism is defined as'…unacknowledged appropriation of another's work, words, or ideas in any themes, outlines, papers, reports, speeches, or other academic work"
- o Refrain from giving or receiving inappropriate assistance.
- o Conduct self ethically, honestly, and with integrity in all situations
- o Treat fellow students, faculty, staff, and administrators fairly and impartially.
- o Dress appropriately, avoiding clothing that is revealing, provocative, or include offensive language or visuals.
- o Make every effort to prevent discrimination and harassment.
- o Behave and speak professionally, respectfully, and courteously at all times.
- o Use the college's property, facilities, supplies, and other resources in the most effective and efficient manner.
- o Be fair in evaluation of administrators, faculty, staff, and fellow students.
- o Make good use of time by engaging in appropriate activities and when possible participating in worthwhile organizations and activities on campus and in the broader community.
- ● Maintaining patient confidentiality is a critical performance behavior
    - o No chart copies or computer-generated printouts or images of any clinical documentation will be removed from the facility.
    - o No patient names are to appear on written work, or any papers carried by the student.
        - ▪ No identifiable information should be included in clinical paperwork. This includes patient names, room numbers, hospital numbers or other data that would reveal the patient's identity.
        - ▪ Patient names and information are shared in the clinical setting for educational purposes only.
        - ▪ This data should not be included in any conversation outside the educational environment or with those not involved in the clinical experience.
    - o Students are expected to use headsets for all narrated content
        - ▪ No course content should be available to the public, including your families.
        - ▪ Specific clinical examples may be used during teaching sessions and these discussions are private and not for public exposure.
- ● Professional communication is expected of all students

Students will identify themselves appropriately in all forms of communication: telephone messages, e-mails, facsimiles, etc.

- o Only the official BCC email account is to be used for communication with faculty.
- o Students are advised to edit any written communication.
- o Unprofessional communication of any kind will result in counseling at a minimum and may result in disciplinary action up to and including program dismissal.
- o All unprofessional written content will be included in the student files.

Students can be dismissed from the Nursing Program for unprofessional conduct or if prevented from participating in clinical activities by the affiliating clinical agency.
Students in the Brightpoint Community College Nursing Program are a reflection of the college in the community. Nursing students are expected to represent BCC with dignity and professionalism at all times. A respectful, professional demeanor is required in all activities to include the classroom and campus lab/clinical/simulation environments, as well as the online environment. Behavior that is respectful to faculty, patients, other students and staff is expected. Unprofessional conduct or unprofessional behaviors in any aspect of the program will result in disciplinary action up to and including dismissal from the nursing program.

In the event of disciplinary action, the student has the right to file a grievance or to appeal the action. For more information see the Brightpoint Community College Student Handbook

Appendix III

Nursing AAS Credit Requirements

Course	Credit Hours	Didactic Credits	Didactic Contact hours	Clinical/ Lab Credits	Lab Contact Hours	Clinical Direct Contact Hours	Simulation Direct Contact Hours	Total Contact Direct Contact Hours
Prerequisites								
BIO 141 Anatomy and Physiology I	4	3	45	1	45			
ENG 111 College Composition I	3	3	45					
MTH 154 Quantitative Reasoning	3	3	45					
PSY 230 Developmental Psychology	3	3	45					
SDV 100 Student Development	1	1	15					
Semester total	14	13	195	1	45			
Semester 1								
BIO 142 Anatomy and Physiology II	4	3	45	1	45			
NSG 100 Introduction to Nursing Concepts	4	3	45	1		42	3	45
NSG 106 Competencies for Nursing Practice	2	1	15	1 (2)	45 (90)			
NSG 130 Professional Concepts	1	1	15					
NSG 200 Health Promotion and Assessment	3	2	30	1	35	6	4	10
Semester total	14	10 (9)	135 -150	4 - 5	125 - 170	48	7	55
Semester 2								
BIO 150 Microbiology	4	3	45	1	45			
NSG 152 Health Care Recipient	3	2	30	1		45		45
NSG 170 Health/Illness Concepts	6	4	60	2	10	74	6	80
Semester total	13	9	135	4	55	119	6	125
Semester 3								
ENG 112 College Composition II	3	3	45					
NSG 210 Health Care Concepts I	5	3	45	2		84	6	90
NSG 211 Health Care Concepts II	5	3	45	2		84	6	90
Semester total	13	9	135	4		168	12	180
Semester 4								
Humanities Elective	3	3	45					
NSG 230 Advanced Professional Nursing Concepts	2	2	30					

NSG 252 Complex Health Care Concepts	4	4	60					
NSG 270 Nursing Capstone	4			4		170	10	180
Semester total	13	9	135	4		170	10	180
Curriculum total	67	50	750	17	229	505	35	**540

**LPN to RN Transition students enter the program with 100 hours of direct client care hours and complete the program with 510 hours.