



AAS NURSING STUDENT HANDBOOK



Disclaimer: The contents of the AAS Nursing Student Handbook are effective as of August 1, 2025. Any information contained herein is subject to change. Policies in this handbook supersede the policies of Brightpoint Community College to follow regulations and accreditation standards. Please contact the AAS Nursing Program if you have any questions or wish to confirm the information contained herein. Further, the AAS School of Nursing reserves the right to amend any provision or requirement within these sources or changes to any curriculum or program, whether during a student's enrollment or otherwise.

Updated 2025-2026

Dear Nursing Student,

Welcome to the Associate of Applied Science in Nursing (AAS) Program at Brightpoint Community College. You are beginning an exciting journey to become a Registered Nurse and we want to guide you as you work to fulfill this goal.

You were selected for the Nursing Program because you possessed the necessary qualities to successfully complete the program. To be successful in Nursing, you must be willing to assume responsibility for your learning and be proactive in the process. You are expected to prepare for each class, ask questions for clarification, and seek assistance from the faculty, the retention specialist, or other college resources available to you. These resources include your assigned Academic Advisor, the [Academic Resource Center](#) (ARC), [Student Accessibility Services](#), the [Dean of Student Services](#), and the [Library](#). More information about these and other resources for students is available at [Trailblazer Tools](#). Please take a few minutes to explore these links and find out more about the services available.

All nursing faculty maintain office hours for students and we welcome you to schedule time with us when you have questions about course content. You can find the office hour schedule for faculty in your course syllabus. All faculty offices are found in Beacon Hall on the Chester Campus.

The college Catalog and Nursing Student Handbook are available to you while you are enrolled in the Nursing Program. Please read and become familiar with these resources so that you may always remain in good standing with the program and college.

It should be noted that this Nursing Program Handbook is a general guide. The Dean, Associate Dean, Nursing Program Chair, and Nursing faculty of the Division of Nursing and Allied Health reserve the right to exercise discretionary measures on an individual basis in cases where a situation arises which is not specifically addressed in this Handbook, or in cases where extenuating circumstances may have an influence on situations which are addressed in this guide. If at any time you need clarification concerning items discussed on the following pages, please feel free to seek assistance from us.

And finally, as you begin your nursing education, please recognize that you now must uphold a higher standard inherent to the nursing profession. As a nursing student, you will be immersed in a complex healthcare environment and participate in patient care and practice decisions. It is essential that you review the ten Provisions of the American Nurses Association's [Code of Ethics](#). This Code defines the foundational standards that guide ethical obligations to patients, the public, and other members of the healthcare team.

Sincerely,

Brightpoint Community College Nursing Program Faculty

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 [Brightpoint Community College Catalog and Student Handbook](#).

Administration, Faculty and Staff

The following describes the administrative structure for the Nursing Program:

- President: Dr. William Fiege
- Vice-President of Academic Affairs: Dr. Tara Adkins-Brady
- Dean of Nursing and Allied Health: Dr. Bridget Wilson
- Associate Dean of Nursing and Allied Health: Dr. Nancy Leahy
- Course coordinators/Simulation Coordinator: Ms. Jaime Hupp
- [Full time nursing faculty](#)

Administrative Assistants: Victoria McDaniel and Iris Friend

Chain of Command

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

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Brightpoint's Mission and Nursing Program Philosophy

College Mission

Brightpoint Community College provides quality educational opportunities that inspire student success and community vitality.

College Vision

A success story for every student.

College Values

Ensuring access to a high-quality, high-value education for all

Fostering supportive relationships that help students stay on track

Empowering students to achieve success on their own terms

Encouraging a positive, diverse and inclusive campus community

Partnering to create mutually beneficial collaborations

Helping the community thrive by meeting local educational and economic needs

Nursing Program Mission and Philosophy

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 “provides quality educational opportunities that inspire student success and community vitality” and envisions “a success story for every student.”

Philosophy

VCCS nursing faculty ascribe to the core competencies for nursing and nursing education. While firmly based on 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 the healthcare team members. The nurse displays a spirit of inquiry by examining evidence to improve the 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.

Approval

The Associate Degree Program in Nursing is approved by the

Virginia Board of Nursing

Perimeter Center

9960 Mayland Drive, Suite 300

Henrico, VA 23233-1463

Phone: 804-367-4400

Fax: 804-527-4475

Website: <https://www.dhp.virginia.gov/Boards/Nursing/>

Accreditation

The Associate Degree Nursing program is accredited by the: Accreditation Commission for Education in Nursing (ACEN) 3343 Peachtree Road NE, Suite 850

Atlanta, GA 30326

P. 404.975.5000; Fax 404.975.5020

Website: www.acenursing.org

Non-Discrimination Policy

Brightpoint Community College is an equal opportunity institution providing educational and employment opportunities, programs, services, and activities. Brightpoint does not discriminate based on age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit-based factor. The College also prohibits sexual harassment including sexual violence or misconduct. The nursing program adheres to the College Nondiscrimination Statement.

Notice of Potential Program Change Information

The college offers this program in affiliation with the healthcare agencies and practitioners in the communities the college serves. The college relies on its community affiliates to provide clinical education opportunities for its students, expert clinical preceptors, and course instructors for many courses. The often-rapid changes in healthcare law, standards of practice, technology, clinical agency policies, and content of credentialing examinations increasingly necessitate changes in the program's policies, procedures, and course scheduling.

As a result, the college cannot guarantee every student continuous and uninterrupted clinical and course instruction as outlined in the printed catalog curriculum for this program. Circumstances beyond the control of the college may necessitate the postponement of course offerings or changes in the sequencing and/or location of scheduled courses or clinical assignments. Additionally, the college may have to change the instructor for courses after instruction has started.

Curriculum Model Five Semesters: Traditional/Hybrid* AAS Program

Prerequisites

Course	Course Credit Hours	Didactic Credits	Didactic Contact Hours	Clinical Lab Credits	Lab Contact Hours	Clinical Contact Hours	Simulation Contact Hours
BIO 141 Anatomy and Physiology I	4	3	45	1	45	0	0
ENG 111 Composition I	3	3	45	0	0	0	0
PSYCH 230 Developmental Psychology	3	3	45	0	0	0	0
MTH 154 Quantitative Reasoning	3	3	45	0	0	0	0
SDV 100 or 101	1	1	15	0	0	0	0
Semester Total	14	13	195	1	45	0	0

Semester 1 [Level One]

Course	Course Credit Hours	Didactic Credits	Didactic Contact Hours	Clinical Lab Credits	Lab Contact Hours	Clinical Contact Hours	Simulation Contact Hours
BIO 142 Anatomy and Physiology II	4	3	45	1	45	0	0
NSG 100 Intro to Nursing Concepts	4	3	45	1	0	42	3
NSG 106 Competencies for Nursing Practice	2	1	15	1	45	0	0
NSG 130 Professional Nursing Concepts	1	1	15	0	0	0	0
NSG 200 Health Promotion and Assessment	3	2	30	1	39	6	0
Semester Total	14	10	150	4-5	125-170	48	3

Semester 2 [Level Two]

Course	Course Credit Hours	Didactic Credits	Didactic Contact Hours	Clinical Lab Credits	Lab Contact Hours	Clinical Contact Hours	Simulation Contact Hours
BIO 150 Microbiology	4	3	45	1	45	0	0
NSG 152 – Health Care Participant	3	2	30	1	0	45	0
NSG 170 Health / Illness Concepts	6	4	60	2	10	70	10
Semester Total	13	9	135	4	55	115	10

Semester 3 [Level Three]

Course	Course Credit Hours	Didactic Credits	Didactic Contact Hours	Clinical Lab Credits	Lab Contact Hours	Clinical Contact Hours	Simulation Contact Hours
ENG 112	3	3	45	0	0	0	0
NSG 210 – Health Care Concepts I	5	3	45	2	0	80	10
NSG 211 – Health Care Concepts II	5	3	45	2	0	80	10
Semester Total	13	9	135	4	0	160	20

Semester 4 [Level Four]

Course	Course Credit Hours	Didactic Credits	Didactic Contact Hours	Clinical Lab Credits	Lab Contact Hours	Clinical Contact Hours	Simulation Contact Hours
NSG 230 - Advanced Professional Nursing Concepts	2	2	30	0	0	0	0
NSG 252 – Complex Health Concepts	4	4	60	0	0	0	0
NSG 270 Nursing Capstone	4	0	0	4	0	164	16
PHI 220 or 227	3	3	45	0	0	0	0
Semester Total	13	9	135	4	0	164	16
Curriculum Total	67					490	50

Total number of clinical hours including simulations is 540.

*Students who are admitted into the Hybrid Program attend didactic courses via Zoom.

Curriculum Model Four Semesters: LPN to RN Program [Updated 10.2024]

Prerequisites for Application to the AAS Nursing Program

Course	Course Credit Hours	Didactic Credits	Didactic Contact Hours	Clinical Lab Credits	Lab Contact Hours	Clinical Contact Hours	Simulation Contact Hours
BIO 141	4	3	45	1	45	0	0

Human Anatomy & Physiology I							
ENG 111 College Composition I	3	3	45	0	0	0	0
PSY 230 Developmental Psychology	3	3	45	0	0	0	0
SDV 100/101	1	1	15	0	0	0	0
MTH 154 Quantitative Reasoning	3	3	45	0	0	0	0
Semester Total	14	13	240	1	45	0	0

Required for application to the Nursing program:

- Curricular GPA of 2.5 or higher in the eighteen (14) credits of prerequisite courses
- A grade of “C” or above must be achieved in all eighteen (14) credits of prerequisite course
- LPNs licensed to practice in the Commonwealth of Virginia admitted to the Brightpoint Associate of Applied Science (AAS) in Nursing Advanced Placement Option for LPNs who successfully complete NSG 115: Healthcare Concepts for Transition (5 credits) with a grade of “C” or better, will receive 12 transfer credits and 129 clinical hours. NSG 115 is designed to transition the LPN to the AAS Nursing program and bridge into the second year of the program

Semester 1: LPN-RN AAS Nursing Program (spring)

Course	Course Credit Hours	Didactic Credits	Didactic Contact Hours	Clinical Lab Credits	Lab Contact Hours	Clinical Contact Hours	Simulation Contact Hours
NSG 200 Health Promotion & Assessment	3	2	30	1	39	6	0
BIO 142 Human Anatomy & Physiology II	4	3	45	1	45	0	0
Semester Total	7	5	75	2	84	6	0

Semester 2 [Level Two]: LPN-AAS Nursing Program (summer)

Course	Course Credit Hours	Didactic Credits	Didactic Contact Hours	Clinical Lab Credits	Lab Contact Hours	Clinical Contact Hours	Simulation Contact Hours
NSG 115 Healthcare Concepts for Transition	4	2	30	2	45	42	3
BIO 150 Microbiology for Health Sciences	4	3	45	1	45	0	0
Semester Total	8	5	75	1	90	42	3

Semester 3 [Level Three] LPN-AAS Nursing Program joins ongoing cohort (fall)

Course	Course Credit Hours	Didactic Credits	Didactic Contact Hours	Clinical Lab Credits	Lab Contact Hours	Clinical Contact Hours	Simulation Contact Hours
ENG 112 English Composition II	3	3	45	0	0	0	0
NSG 210 Healthcare Concepts I	5	3	45	2	0	80	10
NSG 211 Healthcare Concepts II	5	3	45	2	0	80	10
Semester Total	13	9	135	4	0	160	20

Semester 4 [Level Four] LPN-AAS Nursing Program joins ongoing cohort (spring)

Course	Course Credit Hours	Didactic Credits	Didactic Contact Hours	Clinical Lab Credits	Lab Contact Hours	Clinical Contact Hours	Simulation Contact Hours
NSG 230 Advanced Professional Nursing Concepts	2	2	30	0	0	0	0
NSG 252 Complex Healthcare Concepts	4	4	60	0	0	0	0

NSG 270 Clinical Capstone	4	0	0	0	0	164	16
PHI 220 Ethics or PHI 227 Bio Medical Ethics	3	3	45	0	0	0	0
Semester Total	13	9	135	4	0	164	16
Curriculum Total	56	42	630	14	215	372	39
Credit for Prior Learning	12					129 Awarded PN Program	
AAS Total	67					501	39

Total number of clinical hours including simulations: 540

End of Program Student Learning Outcomes [Updated May 2024]

1. Provide client-centered care promoting therapeutic relationships, caring behaviors, and self- determination across the lifespan for diverse populations.
2. Practice safe nursing care that minimizes the risk of harm across systems and client populations.
3. Integrate clinical judgment when collaborating with the healthcare team in the management of care for complex clients.
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.
5. Manage client care through quality improvement processes, information technology, and fiscal responsibility to meet client needs and support organizational outcomes.
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.
7. Manage the appropriateness, accuracy, and client response to pharmacology principles for clients with complex conditions.

Leveled Student Learning Outcomes [Updated May 2024]

	Level 1	Level 2	Level 3	Level 4
Client-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 related to health in the provision of client-centered care.	Apply principles of client-centered care to clients across the lifespan.	Provide client-centered care promoting therapeutic relationships, caring behaviors, and self-determination across the lifespan for diverse populations.
Safety	Report client safety issues and risks.	Use safety measures when caring for clients in the community and health care agencies.	Incorporate factors for improvement of client safety for clients across the lifespan.	Integrate clinical judgment when collaborating with the healthcare team in the management of care for complex clients.
Clinical Judgment	Apply the components of the clinical judgment across the lifespan.	Differentiate relevant cues in the care of clients with acute and chronic conditions across the lifespan.	Apply clinical judgment when prioritizing the delivery of client-centered care across the lifespan.	Integrate clinical judgment when collaborating with the healthcare team in the management of care for complex clients.
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 clients.	Practice professional behaviors that encompass the legal/ethical framework while incorporating self-reflection, leadership, and a commitment to recognize the value of lifelong learning.
Quality Improvement	Identify the role of quality improvement and informatics in client care.	Use technology and information management tools in providing quality client care.	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	Define the roles of the health care team.	Examine the roles of the nurse and the health care team in community and acute care settings.	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	Identify the safety practices necessary for medication preparation and administration.	Demonstrate preparation and administration of pharmacological therapies to include parenteral.	Integrate pathophysiology and principles of pharmacology in the delivery of client care in a variety of populations.	Manage the appropriateness, accuracy, and client response to pharmacology principles for clients with complex conditions.

Nursing Student Technical Standards

Nursing students must meet both the academic and technical standards of the Nursing Program, with or without reasonable accommodations, to successfully advance through and graduate from the Nursing Program. The following essential functions/technical standards describe the pre-requisite qualifications the College considers essential for entrance to, continuation in, and graduation from its Nursing Program.

Requirements	Standards	Clinical Examples
Critical Thinking, Analytical Reasoning and Judgment	Critical thinking ability for effective clinical reasoning and clinical judgment in order to identify cause-and-effect relationships in clinical situations. Make judgments based on scientific knowledge and thorough assessment of individual patient situations. Transfer knowledge from one situation to another.	<ol style="list-style-type: none"> 1. Assimilate and apply the knowledge acquired from multiple learning experiences such as practicing skills and then applying them in the clinical setting 2. Evaluation of the effectiveness of nursing interventions 3. Handle multiple tasks and problem solve simultaneously such as taking vital signs and recording them accurately 4. Practice safe care in high stress and/or ambiguous environments such as ICU, Emergency Department, mental health facilities, and the community 5. Use of the scientific method in the development of patient care plans
Professional Relationships	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families, and groups	<ol style="list-style-type: none"> 1. Capacity to engage in successful conflict resolution 2. Establishment of rapport with patients/clients and colleagues 3. Peer accountability
Communication	Communication adeptness is sufficient for verbal and written professional interactions in English.	<ol style="list-style-type: none"> 1. Communication with patients/clients, family members, and healthcare providers 2. Documentation and interpretation of nursing actions and patient/client responses in the electronic health record 3. Explanation of treatment procedures, initiation of health teaching 4. Transmitting information through written documents that use good grammar, syntax, spelling, and punctuation
Mobility	Ability to move from room to room and potentially in small spaces.	<ol style="list-style-type: none"> 1. Administration of rescue procedures cardiopulmonary resuscitation (CPR) 2. Movement about patient's room, workspaces, and treatment areas 3. Provision of direct patient care and assist with Activities of Daily Living
Motor Skills	Gross and Fine Motor abilities are sufficient for providing safe, effective nursing care.	<ol style="list-style-type: none"> 1. Calibration and use of equipment 2. Performance of nursing skills such as trach care, insertion of catheters 3. Safe preparation and administration of medications 4. Therapeutic positioning of patients

Hearing	Auditory ability sufficient for monitoring and assessing health needs	<ol style="list-style-type: none"> 1. Ability to discern auscultate sounds and cries for help (i.e., blood pressure, changes in heart, breathing, abdominal, and vascular sounds) 2. Ability to hear monitoring device alarm and other emergency signals
Visual	Visual ability sufficient for observation and assessment necessary for in-patient care.	<ol style="list-style-type: none"> 1. Ability to observe patient's condition and responses to treatments (i.e., skin color changes, tissue swelling, breathing changes) 2. Ability to perform skills necessary for medication administration such as drawing up the correct quantity of medication into a syringe 3. Accurate reading of medication administration records as printed on medication labels, equipment calibrations, Intravenous (IV) infusion pumps, light- emitting diode (LED) output on electronic devices
Tactile	Tactile ability sufficient for physical assessment	<ol style="list-style-type: none"> 1. Ability to palpate in physical examinations and various therapeutic interventions (i.e., pulses, body landmarks, turgor, skin temperature changes).
Environmental Tolerance	The ability to tolerate environmental stressors and potential occupational exposures.	<ol style="list-style-type: none"> 1. Ability to adapt to variations in work schedules, work in areas that are stressful, close, crowded, and/or noisy. 2. Possible exposure to communicable diseases, radiation, medicinal preparations, latex, toxic substances, blood and body fluids, harmful chemicals, etc. 3. Work in areas of potential violence (i.e., physical, verbal, and emotional). 4. Demonstrate standard precautions. 5. Ability to tolerate various odors.
Behavior and Emotion	The ability to moderate behavior and emotion to deliver safe, efficient care.	<ol style="list-style-type: none"> 1. Responds to and offers feedback in a professional manner. 2. Demonstrates honesty and integrity beyond reproach. 3. Promotes a positive image of professional nursing (including social media presence). 4. Adapts appropriately to high stress situations and rapidly changing environments. 5. Demonstrates behaviors of respect, initiative, and cooperation. 6. Performs duties within scope of practice

Scope of Nursing Practice for the Associate of Applied Science in Nursing Graduate

The Associate of Applied Science in Nursing (AAS) graduate practices within the healthcare delivery system as a provider of care, manager of client-care, and member of the profession of nursing. As a healthcare provider, the AAS graduate meets clients' needs across the lifespan and the needs of families and communities. The AAS nurse graduate meets clients' needs for a safe and effective environment in a variety of community settings, such as hospitals, extended care, rehabilitation facilities, hospices, home health, and other healthcare agencies.

The AAS nurse graduate utilizes the Nursing Process and critical thinking strategies as the basis for practice in health promotion and in the preventive, curative, and comforting aspects of health and illness. In collaboration with other healthcare professionals and/or baccalaureate and advanced degree nurses, the AAS nurse graduate is responsible for meeting the healthcare maintenance, physiological, psychosocial, and spiritual healthcare needs of individuals, families, and communities. These responsibilities include assisting the client to identify needs and establish mutual goals, planning and directing a course of action, implementing appropriate nursing interventions, and evaluating the outcomes of care.

As a client-care manager, the AAS nurse graduate establishes priorities in providing both direct and indirect care for one or more clients and/or families and communities. This involves utilizing the Nursing Process, critical thinking, communicating, teaching, collaborating, coordinating, as well as delegating, and supervising the care provided by licensed practical nurses, and unlicensed assistive personnel (UAP).

The AAS nurse graduate is responsible for practicing ethically and within the legal parameters of nursing as established by the specific State Nurse Practice Act and the American Nurses Association (ANA) Standards of Care.

Qualifications and Requirements for Registered Nurse Examination and Licensure

The Virginia Board of Nursing may choose to deny licensure to any applicant who has ever been convicted or pled guilty or nolo contendere (a plea by which a defendant in a criminal prosecution accepts conviction as though a guilty plea had been entered but does not admit guilt), to the violation of any federal, state, or other statutes or ordinance constituting a felony or misdemeanor; or who has a mental, physical, or chemical dependency condition that could interfere with his/her current ability to practice nursing.

Qualifications and requirements for an applicant for the Registered Nurse examination and licensure are stated in the Virginia Code, Section 54.1-3017.

Examples include but are not limited to:

- Committed no acts which are grounds for disciplinary action, as set forth in the Virginia Code, Section 54.1-3007.

- Completed an approved four-year high school course of study or the equivalent thereof as determined by the appropriate educational agency.
- Passed NCLEX-RN as required by the Board of Nursing; and
- Received a diploma or degree from an accredited professional nursing education program.

The Board of Nursing (Virginia Code, section 54.1-0037) may refuse to admit a candidate to any examination or refuse to issue a license to any applicant for any of the following causes:

- Abuse, negligent practice, or misappropriation of a patient's or resident's property.
- Conviction of any felony or any misdemeanor involving moral turpitude.
- Practice in a manner contrary to the standards of ethics or in such a manner as to make his practice a danger to the health and welfare of patients or the public.
- Unprofessional conduct.
- Use of alcohol or drugs to the extent that such use renders him unsafe to practice, or any mental or physical illness rendering him unsafe to practice.

For more information on nursing licensure in Virginia, please see the [website for the Virginia Department of Health Professions](#).

Information about seeking accommodations for NCLEX testing can be viewed here [Requests for Accommodations for Nurse, Nurse Aide and Medication Aide Testing](#).

Student Expectations and Responsibilities

Review Statement of Professionalism

The principles of respect, responsibility, accountability, honor, integrity, caring, compassion, communication, excellence, scholarship, leadership, knowledge, and skills are central to the profession of nursing. We expect each student to integrate these principles as they grow in the nursing profession. The Brightpoint AAS Nursing students will demonstrate professional behavior in all settings, following the legal and ethical codes of nursing and the Commonwealth of Virginia Nurse Practice Act. Any violation of professional behavior standards may result in suspension or dismissal from the AAS Nursing Program following a hearing with an “ad hoc” Faculty Committee established by the Dean of Nursing and Allied Health for the program (Behaviors of Professionalism, Appendix B).

Student Responsibilities

Each student is accountable for maintaining a level of competency based on their level of program progression. Recall of previous learning is expected in both the academic and clinical setting. Faculty will include previous program content in course units and/or final exams.

Each student is responsible for their own transportation to all courses and assigned clinical learning experiences.

Each student is responsible for medical costs for any injury received while in any clinical setting, including injuries for which testing is required by clinical agencies.

Each student is accountable for all college/program policies identified in this Nursing Student Handbook as well as the Brightpoint student handbook.

Students are responsible for having transcripts from other institutions (non-VCCS and high school) on file and requesting a formal transcript evaluation for any course that may be needed to be transferred to fulfill curricular requirements. Each student must monitor their progression toward completion of all Brightpoint Nursing Program courses to meet graduation requirements.

Student Admission for the Nursing Program

Details related to admission to the nursing program are maintained on the college website for the nursing major, [Nursing, AAS](#). Students interested in applying for the associate degree nursing program are required to have completed 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, 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 program during a subsequent application period.
- 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%ile 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.
- Advising for admission is obtained from your assigned academic advisor, who must sign your [Advising Checklist](#) to confirm your readiness to apply.

Academic Honesty

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 Technical 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 reserves the right to consider immediate dismissal from the nursing program as an appropriate disciplinary action for students found guilty of academic dishonesty. Any student who violates the Academic Honesty Policy may not register (continue) in the next nursing course until an outcome has been determined and/or the student has completed all desired levels of the grievance process.

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

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

Course Assignments

Each student assumes full responsibility for the content and integrity of the coursework they submit. Therefore, to assist each student in observing academic integrity, the following guidelines have been developed as follows:

- Each student must do their own work and submit only his/her own work unless otherwise permitted by the instructor. Use of AI, if permitted, is described in the course syllabus
- American Psychological Association (A.P.A) current format and citation style are required for all written assignments as well as citation of references
- A student may collaborate or cooperate with other students on assignments or examinations only as directed by the faculty
- Each student must follow all written and/or oral instructions given by faculty member(s) or designated college representatives for taking exams, placement assessments, quizzes, and other evaluative instruments
- Each student must understand that to resubmit work completed for a previous course is a violation of the Brightpoint Academic Honesty Policy

Nursing Course Exams | Assessments | Reviews

All nursing exams are confidential and the property of the nursing faculty and the AAS Nursing Program. No student may divulge any question on an exam to any individual. The unauthorized possession, reproduction, or disclosure of any exam materials, including the nature or content of exam questions, before, during, or after the exam, using any method, is in violation of the Academic Honesty Policy.

Each student must turn all cell phones and electronics into the “off” position during an exam or assessment. The use of earbuds, headphones/sets, smartwatches, or other electronic devices other than the device used to take the exam or assessment is strictly prohibited during exams. **ALL ELECTRONIC DEVICES** will be placed in the student’s book bag or placed on the desk of the faculty member during the exam or assessment or during an exam or assessment review. Each student will place all belongings brought to class in a designated area during an exam/assessment/review if directed. A student may not retrieve anything from these belongings while the exam/assessment/review is in process. No food or beverages are permitted during the examination at any time. Students may not view test questions during review of concepts related to testing.

Confidentiality

Any violation of the Health Insurance Portability and Accountability Act (HIPAA), which protects the privacy of individually identifiable health information, including, but not limited to, a breach of confidentiality, is grounds for dismissal from the Nursing Program. In addition, additional charges may be filed against the student(s) by the healthcare agency.

Faculty/Student Communications

All nursing faculty have telephone voicemail boxes, as well as email addresses, which are listed on the program website. All registered students have a Brightpoint/VCCS student email account (@email.vccs.edu). Students are responsible for checking the applicable Canvas course website for each nursing course and their Brightpoint/VCCS student email account at a minimum of every 48 hours.

Students are required to use their VCCS email accounts (@email.vccs.edu) to communicate with faculty members and other college personnel; students should check their email accounts regularly. In addition, important announcements will be made within each Canvas Course Shell.

Faculty response to emails: Faculty members will respond to questions or concerns within 24 to 48 hours during business hours (Monday through Friday). Responses may be delayed due to limited availability during clinical and lab days.

Additional contact: Faculty members have weekly office hours and students may sign up for a meeting time via Navigate. Please refer to your course syllabus for specific details about expected communication related to class, clinical, and laboratory attendance.

Graded assignment response time: Faculty members will do their best to grade assignments and provide feedback within five business days of the due date as scheduling permits.

Chain of Command

“Chain of command” refers to the order in which a student/employee seeks resolution for issues or problems. In Brightpoint’s nursing program, resolution of issues should be addressed first by the student with their faculty. If a resolution is not achieved, the student may take the issue up “the chain of command” in accordance with the published policies contained in this handbook and in the college’s Catalog and Student Handbook.

Students are to follow the proper chain of command when bringing forth academic or programmatic concerns as follows:

The first line of communication is the student’s didactic/course coordinator or clinical instructor. If a resolution is not achieved after discussing the issue with the individual faculty member or course coordinator, then the next step is to schedule an appointment with the Associate Dean. If the issue remains unresolved, the student should schedule an appointment with the Dean. After discussion with the Dean, students may contact the Vice President of Academic Affairs for additional guidance.

Social Media Statement

Once an individual becomes a student in a professional Nursing Program, they are subject to scrutiny by a wider audience, including future employers, other healthcare providers and patients (see National Council of State Boards of Nursing Brochure). Further information is described in the college [Expressive Speech/ Activity Policy](#).

Appropriate use of, and conduct on, social media sites include:

- Do not post confidential or sensitive information about Brightpoint Community College or its community affiliates including patients, other students, faculty, or staff
- Do not post comments or use language that could reflect poorly on you, the college, or the Nursing Program
- Understand that each student who participates in social networking is also representing Brightpoint Community College and the Nursing Program
- A student must always conduct themselves professionally in all social settings, virtual or otherwise
- Use privacy settings when appropriate
- A student in the AAS Nursing program does not have college permission to use the Brightpoint Community College name on social media
- A student in the AAS Nursing program does not have permission to discuss faculty members, clients, or other students
- A student in the AAS Nursing program does not have permission to use images of the program, the college, or any faculty or staff
- Each student must understand that what the student writes/posts in any format print or online is their responsibility, and so are any repercussions
- The consequences of violating this policy may include disciplinary action up to and/or including dismissal from the Nursing Program (see HIPAA statements later in this Student Handbook).

Campus Resources

Academic Advising

A nursing faculty advisor will be assigned to each student entering or re-entering the Nursing Program. Usually, this advisor will remain the same throughout the student's enrollment in the program and will assist the student with academic advising issues and other matriculation matters throughout the program's duration. It is the student's responsibility to contact the assigned advisor during their first semester in the program. Prior to each meeting, students must access and review their updated Academic Requirements which detail all requirements in their chosen degree plan. Academic advising generally takes place in November and April, but students are encouraged to meet with their advisor whenever needed.

Financial Assistance

There are several sources of financial aid available to students in the Nursing Program. Rather than seeking full-time employment, students are encouraged to utilize these sources as needed. Students may apply for assistance at any time while in the program. For further information, please visit the [Brightpoint Financial Aid website](#).

Library Resources

The Brightpoint Library maintains both print & online nursing resources, including journal and professional articles, books, videos, and reference materials.

In addition, there are extensive electronic resources or databases available to all students which include:

- CINAHL Complete (Cumulative Index of Nursing and Allied Health Literature)
- MEDLINE with Full Text
- UpToDate (premier evidence-based clinical decision support service)

Electronic resources can be accessed through the [Brightpoint Library webpage](#), and specifically from the [Health Sciences Research Guides and Databases](#) by using the MyBrightpoint Username & password to login).

Study rooms, quiet study areas, and computers are available in the library of each campus. In addition, workshops and research consultations are available on an ongoing basis both in-person and online.

From the Library Webpage, students can access the Chat Service 24/7. The librarians available onsite and virtually are excellent resources and are eager to assist you in seeking reference materials for your assignments.

Title IX

Title IX is a civil rights law that prohibits discrimination based on sex in educational programs, activities, admission, and employment. Complaints of sex-based discrimination, sexual violence, domestic violence,

dating violence, and sexual or gender-based harassment are governed by the Title IX Policy. Additional Information on [Title IX](#) and associated topics can be located on the [Dean of Students](#) webpage.

Student Support Services

The Dean of Students office coordinates and oversees numerous support initiatives and other services to help students. Brightpoint understands that students must manage their personal lives while taking classes.

For a full list of available services, please visit the [Dean of Students](#) webpage.

Americans with Disabilities Act and Student Accommodations [Updated May 2025]

Brightpoint is committed to compliance with both the letter and spirit of the Americans with Disabilities Act as well as the Rehabilitation Act of 1973 and other laws protecting the rights of individuals with disabilities. Policies developed by the Office of Student Accessibility Services (SAS) are applicable to a student receiving services through this department. Visit this website for more information: [Student Accessibility Services](#). Students requesting accommodations need to complete a [SAS Intake form](#).

Students who have been approved for accommodations should contact SAS and request that their Faculty Accommodations Notifications be sent. Testing Accommodations are not retroactive. Students should make this request before the first day of class and communicate with faculty members regarding which accommodations they wish to utilize for the course during the semester.

Scheduling is to be coordinated with the course faculty member(s) and/or the Testing Center. Our program aims to ensure that testing accommodations do not hinder a student's participation in classroom activities. Faculty may require students to be proctored in a nursing classroom. A student who misses a scheduled exam appointment will be unable to take the identified exam and will receive the grade identified in the course syllabus. A student who arrives late for a scheduled exam appointment will have the exam time calculated from the beginning of the scheduled appointment.

Additional Resources

Resources for personal hardships are available privately through the Office of the Dean of Students. 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](#)

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 or their deputy who will contact the individual in an effort to assist

Matriculation, Progression, and Readmission to Nursing Program

Students must meet all academic and clinical requirements as stated in this Policy to progress in the Nursing Program. The admission/progression through the AAS Nursing Program is conditional based upon a satisfactory background check, drug screen, health screen, immunizations, and any other such documentation that is required by Brightpoint, clinical agencies, and/or as required by legislation throughout the curriculum. In addition, students must recognize that requirements may change based on legislation or clinical agency requirements.

Online course registration will be opened for a specific timeframe to be determined by the Dean of Nursing and Allied Health and communicated to students via email or Canvas announcement. Each student is responsible for checking to make sure there are no “Holds” on their account before registration. Students will be instructed to register for specific courses and course sections and if the courses are registered out of sequence, the student will be instructed to “Drop” the course, or the course will be administratively dropped.

Program Duration

This is a full-time 2-year program (Four Semesters/ Four Levels); students enroll with full-time credits as outlined in each semester of the program.

1. Students are expected to complete the program within 2 years (four semesters).
2. Students having a “leave of absence” greater than 1 semester (fall or spring) must re-apply to the program and start from the beginning of the program. They must meet all current admission requirements. Any mitigating circumstances that led to the “leave of absence” will be evaluated on a case-by-case basis by the Dean of Nursing and Allied Health.
3. Students are allowed one nursing course failure and a retake of that same course. Upon the failure of a second nursing course, students will be dismissed from the nursing program. A course failure would be a grade of a “D” or “F.”
4. Students are allowed to withdraw from any nursing course one time and must be successful on the second attempt to remain in the program.
5. Students who withdraw or fail and need to repeat any course must complete the program within six semesters.

Transfer

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 institution's 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.

Progression [Updated May 2025]

The AAS Nursing Program will identify the courses and sections for enrollment for each eligible student. A student who chooses to register for Nursing (NSG) course(s) out of the established sequence will be notified to “Drop” the course(s) or will be administratively dropped.

1. All Nursing courses must be taken in the sequence as outlined in the VCCS Nursing course progression plan for the traditional AAS Nursing program:
 - a. Pre-Acceptance: SDV 100 or 101, ENG 111, BIO 141, PSY 230, MTH 154
 - b. Semester I: NSG 100, NSG 106, NSG 130, NSG 200, BIO 142*
 - c. Semester II: NSG 152, NSG 170, BIO 150*
 - d. Semester III: NSG 210, NSG 211, ENG 112*
 - e. Semester IV: NSG 230, NSG 252, NSG 270, HUM ELE* *co-requisite courses can be completed in advance, but students should consult Financial Aid if applicable.
2. All nursing courses must be taken in the sequence as outlined in the VCCS Nursing course progression plan for the LPN-RN (Bridge/Transition) program:
 - a. Pre-Acceptance: SDV 100 or 101, ENG 111, BIO 141, PSY 230, MTH 154
 - b. Semester I: NSG 200, BIO 142*
 - c. Semester I: NSG 115, BIO 150*
 - d. Semester II: NSG 210, NSG 211, ENG 112*
 - e. Semester III: NSG 230, NSG 252, NSG 270, HUM ELE*. *co-requisite courses can be completed in advance, but students should consult Financial Aid if applicable
3. A final course grade must meet the following:
 - a. Students must earn a course grade of 80% to pass the course and progress in the Nursing Program for all nursing courses.
4. All required general education (non-nursing courses) must receive a grade of “C” or better to progress through the AAS Nursing Program. A student may not enroll in the same general education course more than twice without approval.
5. A student who receives less than a “C” in a Nursing (NSG) course may not progress to the next level. If a student does self-enroll in a subsequent NSG course, the student will be administratively dropped.
6. A student must pass the clinical portion of a Nursing course before a theory grade for the course is calculated and submitted to S.I.S. (Student Information System).
7. A student must have a cumulative grade point average (GPA) of 2.0 or above and be in good academic standing to progress in the nursing program.
8. Transfer between hybrid and traditional tracks is not permitted unless a student receives permission from the Dean of Nursing and Allied Health.

Course Withdrawals [Updated May 2025]

An Academic Success Plan (ASP) is required prior to enrolling in a course after withdrawal.

1. 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.
2. The Request to Return must be submitted within 2 weeks of the end of the semester in which a student withdrew. This form requires an upload of the student's ASP.
3. The form must be submitted electronically, using this link: [Request to Return to the Nursing Program](#)
4. Readmission to repeat a course will be contingent on space-available basis and per course readmission policy.
5. Students must sign a "statement of understanding" for readmission and/or withdrawal.
6. Students will be notified of permission to repeat the course by the course faculty.
 - a. Readmission to repeat a course is on a space-available basis
 - b. Students must meet with course faculty to review the ASP during the first week of the new semester and at midterm
 - c. If the student does not return to the next semester and/or is unable to complete the program in 6 semesters, the student must submit a new application for admission and restart the program

Course Failures [Updated May 2025]

In the core nursing courses, exams will account for a minimum of 70%-80% of the course grade. Students must earn a course grade of 80% to pass the course and progress in the Nursing Program.

- Students who are unsuccessful in the clinical or lab component of the course will not be able to pass the course and will earn a grade of "D or F" in the course.
- A student who fails clinical, based on any aspect of Professional Behavior and/or Safety, will not be eligible for re-admission to the AAS Nursing Program or acceptance to the Practical Nursing Program, and the student will receive a grade of "F" for the course.

Any first-semester NSG course failure will require reapplication to the nursing program. In addition, students are required to write an academic success plan (ASP), as detailed by the course coordinator, that outlines their plan for success upon their return to the program. This document will be signed by both the student and faculty member and placed into the student file.

- Any drop or withdraw from NSG 100 or NSG 106 will result in a drop or withdraw from both NSG courses. Students may continue in NSG 200 and NSG 130
- Any drop or withdraw from NSG 200 will result in a drop or withdraw from NSG 100 and NSG 106
- Students must repeat all NSG courses if re-admitted

Students in the second through fourth semesters of the program who fail an NSG course will follow the policy below.

- A student who earns a clinical failure due to safety and/or professional behavior concerns must not participate in any clinical experiences until a resolution is achieved. This includes clinical experiences for co-enrolled nursing courses.
- Any withdrawal/drop from either NSG 252 or NSG 270 will result in a withdrawal/drop from both NSG courses; students may remain in NSG 230.
- Re-entry after a “W” or course grade of “D” or “F” in any Level Two, Three, or Four NSG course is subject to student eligibility and space availability.
- A student who does not complete the entire curriculum is ineligible for graduation from the AAS Nursing Program at Brightpoint Community College.

Students who earn two NSG course failures are dismissed from the program and may apply to restart the program during the next application period. This does not apply to students who failed clinically due to safety or professionalism issues.

In addition to the policies described for all RN students, those in the LPN to RN Transition Program:

- Are considered hybrid students and must remain in the hybrid track unless permission is granted to change tracks.
- Students who earn a D or F in NSG 200 or NSG 115 must reapply to the program

Math Competency [Updated May 2025]

- Drug Dosage Calculation (DDC) competency is an expectation in the following courses: NSG 106, NSG 115, NSG 170, and NSG 270.
- Each student must demonstrate achievement of dosage calculation competency at, or above, 90% before performing medication administration in the clinical setting.
- Students must seek remediation with the Nurse Retention Specialist or faculty member after any failed attempt to meet the 90% benchmark.
- A student will have a maximum of two (2) attempts to achieve the identified level of competency.
 - Success in the DDC is required for a student to pass any course associated with a lab or clinical in which students are practicing or administering medications.
 - A student who is unsuccessful in the Level One DDC competency (NSG 106) cannot be successful in the NSG 106 and will earn a grade of D or F, depending on the didactic grade.
 - A student who is unsuccessful with the DDC competency for Level Two cannot be successful in the clinical portion of either course and may drop or withdraw from both NSG 170 and NSG 152 (or NSG 115 for Transition students); students who remain in either course will earn a D or F based on their didactic grade.
 - A student who is unsuccessful in the Level Four DDC competency cannot be successful in NSG 270 and may drop or withdraw from NSG 252 and NSG 270 and remain in NSG 230.

It is recommended that both NSG 252 and NSG 270 be taken concurrently in the following semester if the student is eligible to return.

NOTE: If a student is unsuccessful in NSG 106, NSG 115, NSG 170, NSG 210/211, or NSG 270 and repeats the course, the student will be required to retake the Dosage Calculation Test.

Standards of Conduct [Updated May 2025]

Each student within the Nursing Program automatically assumes responsibility and accountability for themselves, as well as professional judgments and actions. Standards of Conduct for nursing students are more stringent than in other non-nursing majors. Dismissal from the Nursing Program may be recommended for violators of “Standards of Conduct.” Notification of the Virginia Board of Nursing – Complaint Division, will occur if the allegations are found true if applicable to Licensed Practical Nursing or Certified Nurse Aides who are under the jurisdiction of the Virginia Board of Nursing.

These circumstances include (but are not limited to) the following:

1. If a student is found in violation of any portion of the American Nurses Association (ANA) Code of Ethics, Federal, State, Local laws, or Virginia Board of Nursing regulations.
2. Exhibiting behavior in the clinical area that a faculty member deems potentially life-threatening or may lead to client injury, which can include observations reported by professionals within a healthcare agency.
3. Failing to act in a responsible or prudent manner in fulfilling professional responsibilities.
4. Violation of Brightpoint Policy for [Academic Dishonesty](#) in any form, including remaining silent when involved.
5. Violation of Brightpoint Policy for [Student Conduct](#) (classroom and/or clinical learning environment).
6. Violation of Brightpoint Policy for [Student Sexual Misconduct](#).
7. Being charged with professional misconduct related to their role as a Certified Nursing Assistant or LPN, resulting in the suspension or revoking of a certificate or license. Thus, such a student may not continue in the Nursing Program until the charge is resolved and the certificate or license is reinstated without restrictions.
8. It is a student's responsibility to report any such misconduct. Failure to report such occurrences will result in suspension or dismissal from the program.

Disciplinary Process [Updated May 2025]

1. The Dean of Nursing and Allied Health must be notified of any student action that violates any standard of conduct listed above or demonstrates an action that potentially falls into one of the categories.
2. Violation of [College Policy for Title IX Sexual Misconduct](#) will be managed by the Title IX Coordinator.
3. Violation of College Policy for Student Conduct will be managed by the [Threat Assessment Team](#).
4. Violation of [College Policy for Academic Dishonesty](#) in the classroom setting will be managed through the college process.
5. Violation of AAS Nursing Program Policies, including acts that **compromise patient safety, any portion of the ANA Code of Ethics, Federal, State, or local laws, or Virginia Board of Nursing Regulations** will be managed through the AAS Nursing Program.

- a. The faculty member is responsible for informing the student of the notification to the Dean of Nursing and Allied Health when clinical issues occur related to safety or professional behaviors.
- b. If the observed behavior involves direct patient care safety, the student will be unable to return to the clinical learning environment until the program or college review process is complete.
- c. The Dean of Nursing and Allied Health will manage clinical or ethical issues related to patient safety, professional standards, and scope of practice.
- d. The Dean of Nursing and Allied Health will arrange a hearing date, time, and location within ten business days and provide notification to the following: (a) Student; (b) Witnesses to the event(s); (c) Dean of Nursing and Allied Health.
- e. A Hearing Panel will be composed of three (3) AAS Nursing faculty members selected by lottery, plus a facilitator which could include a faculty member who previously had the student in another Nursing course.
- f. Disciplinary Hearing outcomes:
 - i. Opportunity to remain in the program with specific behaviors outlined to be maintained
 - ii. Suspension, with conditions to be met prior to returning to the Nursing Program
 - iii. A final course grade of "F"
 - iv. Dismissal from the AAS Nursing Program without the right to reapply
- g. Notification of the Hearing Outcome is to be provided by college email. It is the student's responsibility to monitor their Brightpoint email for correspondence related to the outcome. Failure to read the notification is not grounds for appeal.

Classroom Policies and Professional Behaviors

The teaching-learning process is collaborative and mutually respectful. Participative presence is necessary to facilitate the teaching-learning process. The delivery of healthcare and nursing is a participatory activity and cannot be done without individual and collective involvement which means that your absence affects the learning of others. Missing class and arriving late or not participating in class may affect your grade. It is important to understand that class participation means more than showing up for class.

- Attendance policies are specific to each modality and are listed in Appendix G.
- Professional communication, in English, is always expected, and in all course learning environments. Unprofessional language or actions while in the learning environment are unacceptable [[See Brightpoint Student Handbook – Code of Conduct](#)].
- Each student is expected to arrive on time and prepared to be an active participant during the content identified in the Syllabus, and/or Canvas site. The student who arrives late may be unable to enter the classroom until there is a "Break," if one exists, and occurs; this decision is at the discretion of the faculty member.
- Every student is to implement the principles of professionalism in all class activities.

- Any student who identifies a class/course concern is expected to discuss the concern with course faculty as an initial action.
- Audio and/or recording of any individual without their permission is a violation of the law.
- Each student is expected to be honest (and sensitive) in reactions to class discussions.
- Every student is expected to demonstrate classroom courtesy always, which includes taking the closest available seat, not disrupting the class activities in progress, refraining from talking to others, and refraining from conducting non-classroom business while the lecture is in progress [this includes texting].

Use of Cell Phones/Recording Systems

- In accordance with Brightpoint Community College Policy, cell phones must be “silenced” in classroom/campus lab settings and use may be restricted. [See Brightpoint Student Handbook].
- Cellular (including cell phones and “smart watches”) or recording devices cannot be physically on a student, on a desk, or tabletop during any exam or exam review. A student observed in violation of this policy will be considered in violation of the Brightpoint Academic Honesty Policy and subject to dismissal from the AAS Nursing Program.

Oral, Written Communication and Netiquette Statement [Updated May 2025]

Throughout the progression of the AAS Nursing Program, the following guidelines will be followed whenever you communicate with faculty or peers. These expectations apply to all forms of communication.

Each student is expected to:

1. Show respect for the faculty members and students in the class
2. Respect the privacy of other students
3. E-mail your faculty member if you have questions about the course material or matters
 - a. include a salutation
 - b. provide your course section number and first and last name as it appears in SIS

If you feel that a student is communicating inappropriately, please send the faculty member an e-mail message explaining the situation as soon as possible. The purpose is to allow the faculty member the opportunity to manage the situation appropriately without causing an interruption in the course.

When using email or Canvas messages or forums, students should not:

1. Show disrespect for the faculty member or students in the class
2. Communicate or facilitate the sending of messages or comments that are threatening, harassing, offensive, or inappropriate in the context
3. Use inappropriate or offensive language
4. Use all uppercase letters in messages -- THIS IS THE EQUIVALENT OF SHOUTING!!!

Failure to adhere to the Communication/Netiquette statement will result in a meeting between the student and faculty member of the course. Further action may be taken by the Associate Dean, Dean, and, if necessary, the Office of the Dean of Student Services. The ultimate resolution may result in the student being removed from the course and potentially removed from the program.

Alerts & Inclement Weather Communication

Any changes in the course schedule will be announced as determined by the faculty member(s). Announcements can be made using the following: Canvas Course Announcements, Canvas Emails, or text messages.

Text Message Alerts: Students can sign up to receive text messages and email alerts about campus emergencies and inclement weather closing at [Brightpoint Alert](#).

Nursing Student Assessment of Learning

Students in the Nursing Program are required to complete a variety of assignments, unit exams, quizzes, standardized exams, and a final exam for the purposes of assessment of learning. Examples include Drug

Dosage Calculations, NCLEX-type questions, remediation, and preparation for success as first-time candidates on the licensing examination. Standardized examinations measure students' nursing knowledge and compare that measurement with the performances of students in similar Nursing Programs throughout the country. These exams serve to help students identify the knowledge areas in which they have performed well and those areas in which they need to review and remediate to be successful in the curriculum.

Tests/Exams [Updated May 2025]

Attendance is expected for all Tests/Exams/Quizzes (assessments)

1. To be excused from a test/exam/quiz, the student must submit the ["Request for Exception to Policy"](#) Form (See Appendix F) using the specific link.
 - a) For planned absences, students must submit the Petition for Exception to Policy with as much notification as possible, but no later than 5 business days before the planned absence.
 - b) For unplanned absences, students are required to notify the faculty by email prior to the start of the test when unplanned absences occur. Additionally, the student must submit the Petition for Exception to Policy no later than 24 hours post absence.
 - c) An unexcused test/exam/quiz absence is defined as a failure to notify the faculty member(s) before the scheduled start time of the assessment or if the reason given is unexcused.
 - d) In the event of an emergency that prevents notification, documentation for the unplanned event will be required and if not provided within 48 hours of the event, this will be considered an "unexcused" absence until documentation is received.
 - e) If no documentation is provided and/or if the Petition is not granted, the absence is "**unexcused**," and the student will receive a "**zero**."
2. **No more than ONE (1) make-up assessment is permitted in any course.**
3. Make-up assessment, if permitted by the faculty member, must be completed within three to five (3-5) business days of the original assessment, unless stated differently in a course syllabus. A student who does not take the test on the scheduled date and time will receive an alternate version of the test.
4. A student arriving after a test has started may not complete the test and will be required to reschedule and complete an alternate version of the test. Students with time accommodations from Student Accessibility Services will test as assigned by faculty.
5. No quizzes, tests, exams, or standardized assessments can be re-taken.
6. Each student is encouraged to meet with course faculty or the Nurse Retention Specialist to increase understanding of test-taking strategies, and comprehension of concepts included in the assessment.
7. All test grades are cumulative within a Nursing course.
8. Course examinations are scheduled by faculty as stated in the course syllabus and/or calendar.
9. Submitted answers will be the only basis on which grades will be determined.

10. Nursing faculty reserves the right to determine test designs, content, and methods as determined by regulatory agencies.
11. Collaborative tests are provided after the individual test and attendance is encouraged so that course concepts can be reviewed with peers.
12. No test/exam/quiz or standardized assessment questions, answers, or exam content may be recorded in any form.

No food or beverages will be permitted during a test/quiz/exam/review/standardized assessment

Brightpoint Community College Nursing Exam and Testing Policy

The Brightpoint Nursing Department Exam and Testing Policy are designed to improve NCLEX success and determine progression in the Nursing Program. Tests that determine progression include proctored standardized assessments, faculty-made unit exams, and the faculty-made final exam, skills competency.

For every core Nursing course (NSG 100, NSG 200, NSG 115, NSG 152, NSG 170, NSG 210, NSG 211, NSG 252) there will be a minimum of three exams and one cumulative final exam.

Required Remediation

A student who scores 80% or below on a course exam must schedule remediation with the course faculty member or the Nurse Retention Specialist within five (5) business days of the course test. Students are responsible for scheduling remediation with the Nurse Retention Specialist or course faculty. Students scoring 80% or below will be given priority scheduling. No remediation is offered for the final exam(s).

Written Course Assignments

Each student is accountable for meeting identified deadlines for submission of individual assignments within a Nursing course, including clinical assignments:

- The faculty will provide a late work policy in the course syllabus.
- “Ticket to Class/Lab” assignments are due prior to the class to which they are attached.
- Each student should proofread all written assignments before being submitted for grading. If a student has difficulty proofreading, then they should have someone else proofread the assignment. It is expected that all assignments will meet the standard for college-level written assignments. Spelling and grammar will be included within the grading rubric in addition to the appearance following American Psychological Association (APA) formatting guidelines using the current version.

Standardized Assessments

The AAS Nursing Program has contracted with a standardized assessment resource company which is a nursing education learning and resource company to facilitate student success within the program, as well as preparation for the NCLEX-RN® licensure exam.

1. Participation in standardized assignments and associated resources is mandatory.
2. A student must complete each standardized assessment as scheduled by the course faculty. Standardized assessment must be completed before submission of a final course grade.
3. After each standardized assessment, students should utilize remediation resources as outlined in results. Remediation of learning resource questions will facilitate student understanding of content and test-taking strategies.
4. A student will forfeit the opportunity to earn additional points for their final course grade if the assessment is taken after the identified date. See the syllabus for each course for details.

5. Students must have all standardized assessment(s) proctored, either by faculty, staff, and/or electronic monitoring. Any student who does not meet this standard will not receive credit for the assessment score. Each course syllabus will identify the role any learning resource has in the course grading.

Course Grades

Grading Scale:

A = 92 – 100%

B = 84 – 91%

C = 80 – 83%

D = 70 – 79% (course failure) F = 69.99% or below

Clinical performance must be at a satisfactory level to continue or receive credit for the course and have the theory grade calculated.

- If a student receives a "Satisfactory" in clinical, and a "D" or "F" in theory the student will receive the theory letter grade as the final course grade.
- If a student receives an "Unsatisfactory" clinical, the student will receive a final grade of "D" and may be unable to continue in the Nursing Program.

Final Course Grades

- A student who received an incomplete grade must complete the course before progressing to the next level.
- No extra credit is permitted to improve a student's academic average to a passing grade.
- A final course grade must meet the following:
 - Students must earn a **course grade** of 80% to pass the course and progress in the Nursing Program for all nursing courses.
 - Standardized assessment(s) will count for no more than 5% of the course grade.

Clinical Policies

Clinical Placements

This program requires clinical placements at a clinical facility. The facility has the right to dismiss any student for any reason. If a student is dismissed from a clinical facility and the student is unable to complete the clinical hours, then a failing grade is assigned. All identified hours must be completed for a Nursing (NSG) course.

The clinical site is where students participate in client care. Students are to adhere to the policies and procedures of the clinical agency, including, but not limited to, confidentiality, client belongings, food and drink, cell phones/electronics, and safety.

Brightpoint Community College does not represent or guarantee that a student will be eligible for placement in a clinical agency when a student is accepted into the AAS Nursing Program. Clinical agency providers reserve the right to refuse and/or reject for clinical practice any student whose background, drug screening, health screening, immunization, and/or other required information does not meet the applicable guidelines and agency contract with the college.

Each student must follow published clinical agency policies and provide safe care. Clinical agencies have the right to dismiss a student from their agency at any time for due cause. This will be done with advance notice except in an emergency. If a student is dismissed from a clinical agency, alternate placement if available will require disclosure of information related to the dismissal. The student must consent to disclosure through the completion of a FERPA Form (see Student Privacy and Release of Information below). If a student is dismissed from a clinical site due to a violation of policies and procedures of the clinical site, the Nursing Program, Brightpoint Community College, and/or the Virginia Board of Nursing, the student will be dismissed from the AAS Nursing Program.

Contractual Agreements

Students must practice within the contractual agreements between Brightpoint Community College and the affiliating agencies and the objectives of the specific course. Students must adhere to the uniform requirements outlined in this handbook and must always conduct themselves in a professional manner within the affiliating agencies.

Student Privacy and Release of Information

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is designed to protect the privacy of students. Each student should review the policy prior to or on the first day of class.

In the event that a student requires a re-assignment of a clinical experience to a different facility as a result of an issue in clinical performance, the student will be asked to complete a FERPA Form. **This is a release of student information form that gives the Dean of Nursing and Allied Health permission to share contact information with a facility and discuss legitimate educational and clinical issues with a clinical facility.** A legitimate educational interest is defined as when a college official, such as the Dean, needs to discuss the student's educational record to secure a clinical placement for a student. Only information that is relevant and necessary to complete the clinical placement will be discussed. Your signature on the release of information form gives the Dean permission to share information related to your clinical experience with the educational partner (clinical facility) for the sole purpose of securing a clinical placement (see [College Policy FERPA: Student Privacy and Release of Student Information](#)).

The Dean will share student records with a clinical facility under the following conditions:

1. The student has been dismissed from another clinical site resulting from unprofessional behavior as witnessed by the clinical instructor or clinical staff member(s) or found so by the agency or school by other means.
2. The student has been dismissed from another clinical site due to misconduct or has committed misconduct at any school site or event according to Brightpoint Policy for Student Conduct.
3. The student will be informed when information is shared with the clinical agency.

Clinical Documentation Requirements

Each student must complete certain health and other compliance requirements to attend clinical experiences. Each student must confirm that their CastleBranch Document Manager® account is active for viewing all clinical documents including partial social security numbers and remains active throughout the program. Each student must have the following documents approved by CastleBranch/BridgesEXP. **If a student does not meet the following criteria or deadlines set forth by the program, participation in direct patient care learning experiences will be denied.**

The program requires the following based on clinical affiliation agreements with healthcare agencies:

1. Background check /re-check if required
2. Negative Drug screening/testing – is required for admission to the program and cost is the responsibility of the student
3. Physical Health Exam upon admission (within 6 months of starting the program)

4. Titers documenting immunity to measles, mumps, rubella, varicella, and Hepatitis B and/or evidence of re- vaccination (upon admission only)
5. Tdap vaccine within 10 years
6. QuantiFERON® Gold (good for two years) or Negative PPD (2-Step/Annual process; required twice on admission and annually thereafter) or Negative Chest x-ray (good for five years) **
7. Seasonal Influenza vaccination (annually) received within identified guidelines*
8. COVID-19 vaccination per agency protocol
9. American Heart Association Basic Life Support for Healthcare Providers (AHA-BLS) CPR or Red Cross Equivalent
10. Assumption of Risk forms (general and COVID)
11. Professional Boundaries Acknowledgement
12. Virginia Board of Nursing Barrier Crimes Acknowledgment Document
13. Social Security Card and/or Green Card
14. Driver's License or government-issued identification
15. Family Educational Rights and Privacy Act (FERPA) Form (BridgesEXP)
16. HIPAA Certification (BridgesEXP)
17. Confidentiality & Security Agreement (BridgesEXP)
18. Any site-specific documents and/or orientation required by the site (Documents vary according to each healthcare facility)

***Note** that those receiving the seasonal influenza vaccine should not receive a live (nasal) form as healthcare agencies may prohibit the student from attending clinical for a period of time after the vaccine; an unexcused absence will result. Students should receive the **inactive** form.

****TB** test requirements will be explained in the Orientation upon acceptance into the Nursing Program.

Documentation Requirements During Program Continuation

The student is responsible for being current in all documentation areas. A student must maintain the following to be eligible to remain enrolled in a Nursing course or progress to the next course:

1. Background Checks update if requested
2. Completion of required clinical agency paperwork by the deadline established by the agency, or the AAS Nursing Program
3. Document approval by CastleBranch®/BridgesEXP. A student is responsible for monitoring emails from CastleBranch®/BridgesEXP and responding as directed
4. Barrier Crimes Form update if requested

Documentation Requirements for Student Returning After Gaps in Enrollment

A student returning to the program following any gap in enrollment must comply with all requirements at the time of readmission as identified in this student handbook or received in writing from the program.

A student who has a gap in enrollment greater than **1 semester** in a nursing course must repeat the Background Check and Drug Screening* and may be required to update health, immunization, influenza vaccination/ CPR, and other documents to maintain currency before returning to the Nursing Program.

Student Failure to Submit Timely and Acceptable Documentation

A nursing student who is unable to complete the clinical portion of a Nursing course, due to failure to timely submit documents or failure to have approved documents, will receive an “F” for the clinical portion of their course. If the student chooses to stay in the course past the “drop or withdraw” dates, it will result in a failing grade for the Nursing course.

Professional Behaviors to Demonstrate while in a Clinical Learning Environment

Each student should consistently demonstrate those professional behaviors identified in the statement of Behaviors of Professionalism (Appendix B), following the legal and ethical codes of nursing, and Commonwealth of

Virginia Nurse Practice Act, and the ANA Code of Ethics for Nurses with patients, family members, faculty, interdisciplinary team members, and peers. Each student must follow federal, state, and local laws, as well as Virginia Board of Nursing regulations.

1. Each student is to consistently implement principles of safety, accountability, and responsibility
2. Each student is expected to demonstrate accountability by ensuring the safe transfer of patient care to another healthcare individual, under the direction of course faculty, and before leaving the assigned nursing unit. A student will not leave the clinical learning environment without notifying the faculty
3. Professional communication, in English, is always expected, in all clinical learning environments
4. The use of nicotine in any form is not permitted when in uniform, except for a nicotine patch. A student observed using nicotine by a faculty member or member of the staff will be dismissed from the event or facility
5. Drinking alcoholic beverages while in uniform is not permitted
6. Gum is not to be chewed during clinical experiences
7. Food should not be eaten in nursing care areas

8. Use of any audio or visual recording device, including cell phones in a clinical area is prohibited
9. A student will be provided a unit contact number for emergencies
10. To maintain patient safety, a student must be well rested. Students may not work an overnight shift and attend clinical immediately following work.

Impaired Student

Each student is expected to attend clinical learning experiences unimpaired by potential side effects from alcohol and/or drugs, over-the-counter and/or prescription medications, and sleep deprivation. A student needs to be aware that even cold and cough medications can impact cognitive and psychomotor function which could impact self as well as patient safety. Any student demonstrating the effects of over-the-counter and/or prescription medications will be directed to leave the clinical learning environment. Clinical faculty may identify additional student safety actions that will be implemented.

Each student needs to recognize personal levels of stress and behavioral responses to the classroom and clinical environment that may impact patient safety or individual performance. Changes in cognitive and psychomotor function related to increased stress levels can impact patient safety. Any student demonstrating effects of altered cognitive and/or psychomotor function related to identified stress/anxiety levels will be directed to leave the clinical learning environment. Clinical faculty may identify additional student safety actions that should be implemented.

Each student is expected to adhere to the college's [Substance Abuse Policy for Students](#). Every nursing student is to demonstrate safe, effective client care in every clinical learning environment unimpaired by the effects of drugs or alcohol. Any nursing student whose performance is impaired by the effects of drugs or alcohol at the college or while representing the college at clinical or other sites may be subject to a random drug screen, disciplinary action, including dismissal, and/or referral to an assistance or rehabilitation program at the discretion of the program faculty. Notification regarding the situation to the Dean of Student Services is mandatory [See Brightpoint Student Handbook, Code of Conduct].

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

A student working in a clinical setting is accountable for understanding HIPAA. Each student must read the information below and uphold the highest standard of HIPAA. Because of the complexity and importance of compliance with HIPAA legislation, healthcare institutions are required to set up a HIPAA team to provide education and oversee the implementation of HIPAA regulations. HIPAA legislation can be divided into three basic components: administrative simplification, protection of patient privacy, and security of patient data. This link provides additional details to the overview below.

Administrative Simplification

The use of computers and other electronic systems has proven to be a tremendous benefit for healthcare providers and patients. However, there has also been a proliferation of different standards and formats for gathering, coding, and storing patient information which, in turn, presents numerous issues with clear communication of data and software compatibility. HIPAA Administrative Simplification provides a common language for the transfer of data and encompasses four sets of regulations: electronic transaction standards, privacy standards, security standards, and unique identifiers.

Privacy Standards

Institutions and healthcare providers must ensure the privacy of protected health information. Protected health information (PHI) is any information that includes the patient's name or other identifiers, such as birth date or medical record number. PHI can be written, spoken, or electronic. HIPAA regulations support "minimal disclosure" which means disclosure of PHI only if it is directly related to treatment and the minimum necessary for the immediate purpose. If disclosure is needed or requested for any other purpose, prior authorization must be obtained from the patient (exceptions discussed below).

Healthcare institutions must provide clear written notice of the allowable use and disclosure of PHI and explain patients' rights to their medical records. Patients must be asked to acknowledge that they have seen this privacy notice. However, if they refuse to sign it, treatment may still be provided.

HIPAA allows exceptions to the requirement for this privacy notice and written acknowledgment:

1. In situations when privacy notices and acknowledgment might prevent or delay timely care. However, the institution must still provide privacy notice and attempt to obtain written acknowledgment as soon as possible.
2. Disclosure of PHI may be permitted if the patient is given an opportunity to "object" before the disclosure is made, for example, disclosures made to family and friends. Often, family members or friends want to talk to healthcare providers about the patient's treatment or status. Before a healthcare provider can do this, they must ask the patient for permission to do so (or give them a chance to object). If the patient is unable to answer or is not there, the healthcare provider can use their judgment to decide whether to talk to the family member or friend.

3. Disclosures are viewed as "beneficial" to the public such as reporting vital statistics, communicable diseases, adverse reactions to drugs or medical devices, and information related to organ donation.

Security Standards

The healthcare institution must ensure data security. Data must be protected against unauthorized access and other breaches of confidentiality. Policies and procedures must guard passwords, change them frequently, and make sure there is no password sharing among staff. Electronic signatures, when required by HIPAA, must comply with standards set by HIPAA. The healthcare institution must also ensure that procedures are in place to remove an employee's access to the facility and electronic systems if they are terminated or reassigned, and audit employee access to electronic systems that contain PHI.

Clinical Setting, Simulation, and Nursing Skills Lab Attendance

Each student must demonstrate the achievement of the required hours identified in the Regulations of the Virginia Board of Nursing, and meet the hours identified in course credits.

Petition for Exception to Policy [Updated May 2025]

1. In the event of a clinical/simulation/Nursing Skills Lab absence, the student will be required to submit the Petition for Exception to Policy (See Appendix F) with appropriate documentation regarding the reason for the absence to the course coordinator using the link provided ([Exception to Policy Request](#)).
 - a. For planned absences, students must submit the Petition for Exception to Policy with as much notification as possible, but no later than 5 business days prior to the planned absence.
 - b. For unplanned absences, the student must notify the faculty by email before the experience is scheduled to begin. The student must submit the Petition for Exception to Policy no later than 24 hours post absence.
 - c. Reasons for a clinical absence include one's own sickness, death in the immediate family, military orders, or court subpoena.
 - d. For the absence to be considered excused, the appropriate documentation must be submitted to the instructor. Appropriate documentation includes a prescribing practitioner note for illness, a copy of the funeral program for death, and a copy of the subpoena or military orders.
 - e. If the student does not notify faculty, provide the appropriate documentation, and is not granted an Exception to Policy, then the absence will be considered "unexcused" and will not be eligible for a make-up.
2. A student who misses one clinical day due to an excused absence must meet with their clinical faculty within two (2) business days and may receive an assigned makeup date if available. If a student does not attend their scheduled makeup, they will not be able to meet course outcomes and will receive an "F" in the course unless there are extenuating circumstances. Clinical specialty rotations must be attended in full.
3. A student is allowed to miss (meaning no make-up), a total of 20 hours of clinical time during the entire program. All applicable missed hours must meet the following criteria:
 - a. The missed hours must be excused clinical time as evidenced by a granted Petition for Exception to Policy.
 - b. A make-up is unavailable due to time constraints and/or instructor or site availability. Otherwise, all clinical hours must be made up.
 - c. If a student reaches 20 hours of missing clinical time, they must schedule a meeting with the nursing course coordinator and course faculty.
4. Each clinical course has a set number of clinical/simulation/Nursing Skills Lab hours that a student must complete to meet course outcomes.
5. Note: The course and/or clinical faculty member reserves the right to restrict a student from attending direct client care experiences if there is a concern for safe client care.

6. Simulation is considered part of the required clinical hours, and therefore, subject to the same attendance policies as direct patient care experiences.
7. A “No Call/No Show” for a scheduled clinical day may result in an automatic dismissal from the course and
8. course failure pending investigation of mitigating circumstances.
9. Any student arriving more than **5 minutes** late without directly notifying the faculty member may be sent home at the discretion of the faculty. If sent home, the student may be unable to make up the scheduled activity which will result in an unexcused absence.
10. If the student anticipates being late, the student must contact the clinical faculty member directly via text, phone call, or email no later than the clinical/simulation/Nursing Skills Lab start time. It is unacceptable to contact a peer and have them relay the message to the faculty member. If the student is more than 5 minutes late without contacting the faculty member will result in dismissal from the clinical day and will constitute an unexcused absence (See above Items 1- 3).

Client Safety

Virginia Board of Nursing Regulation states, “A nursing student while enrolled in an approved Nursing Program, may perform tasks that would constitute the practice of nursing. The student shall be responsible and accountable for the safe performance of those direct patient care tasks to which he has been assigned.” [18VAC 90-20-96] Each student is responsible for maintaining all aspects of patient safety within the academic and clinical environment. (See additional policies/notes related to clinical evaluation).

Each student is expected to address and report to an appropriate official or supervisor, any individuals observed performing an act that risks client safety, is viewed as dishonest or unethical. Listed below are examples:

- Performing a skill that may adversely affect patient safety
- Performing in a dishonest/unethical manner in the classroom or clinical area
- Pilfering unauthorized clinical or academic materials (hospital or college supplies, exams, tutoring course textbooks, or electronic media)
- Unauthorized use of equipment (e.g., glucometer) or supplies in the clinical setting
- Preparing and/or administering medications without supervision of faculty or assigned preceptor
- Leaving the clinical unit without informing faculty and staff

If any healthcare agency should refuse to permit a student to continue to obtain clinical learning experiences at the agency, the program will seek student placement at another facility, based on availability. The program will activate the student’s signed FERPA Form and share details related to the reason the first agency has refused to permit the student to remain at that healthcare agency. It may not be reasonably possible to find an alternate placement, and the outcome of this event could be student dismissal from the program.

A student must always meet each criterion of the functional health abilities that are listed on the program health form. Examples that prevent a student from attending direct client care learning experiences: a splint or cast, lifting restrictions, side effects, or untoward effects of prescribed medications (supportive devices for a student with an injury may put at risk a client's safety during a transfer or other nursing care intervention).

Exposure/Development of Communicable Diseases

If a student has been exposed to a communicable disease, the student must immediately contact the Nursing Faculty and Dean to report exposure. It will be left to the discretion of the Dean, in conjunction with the faculty and agency staff, to determine if it is safe for the student to attend clinical assignments. Any student diagnosed with a communicable disease is required to present documentation to the Nursing Program Faculty indicating that they are no longer infectious before they will be allowed to participate in classroom/clinical activities/Nursing Skills Lab/simulations.

Incident/Infection Exposure Policy

While in the clinical setting, if the student is exposed to an infectious agent or becomes injured, they are to immediately report the incident to their clinical faculty member. Exposure policies of the clinical affiliate are to be followed by the student at the time of exposure, which may include testing of the student for Hepatitis B, Hepatitis C, HIV, and TB. Students will be required to pay for their own testing and may obtain these tests through their personal physician or other outpatient facilities. In the case of an incident/infectious exposure, the student must complete an Incident Report Form per the facility's policy. The clinical faculty member is responsible for reporting exposures and incidents to the course faculty lead and the Dean of Nursing and Allied Health via email promptly.

Significant Health Event

If a student suffers a significant health event impacting their ability to continue in the program, completion, and submission of the Medical Release Form (Appendix C) is required before the student can return to the clinical/simulation/Nursing Skills Lab setting. The form must indicate the student can fully participate in all aspects of clinical, simulation, and Nursing Skills Lab. This documentation must be submitted to the Nursing Program Coordinator before the student will be permitted to return to the clinical setting.

NOTE: A student cannot participate in direct patient care with a splint, cast, boot or any appliance that can compromise patient safety.

Clinical Course Requirements

Weekly Evaluation

A clinical evaluation will be completed weekly to ensure that the student is meeting the learning outcomes based on clinical performance. A student who receives a Needs Improvement (NI), or Unsatisfactory (U) mid-term performance rating will be expected to develop a written action plan

indicating what the student will demonstrate to meet clinical outcomes over the remainder of the course.

Mid-Term Evaluation

Prior to the withdrawal date for each clinical Nursing course, the student will receive a midterm evaluation of their clinical performance. The information contained in the weekly evaluation will be used as the basis for this evaluation.

Documentation of the meeting, review of the evaluation, and maintenance of the evaluation form (CET) will be performed by the faculty. The Dean of Nursing and Allied Health should be notified of any students who are clinically unsatisfactory at mid-term. Subsequently, all students who are clinically unsatisfactory at midterm will have a Clinical Warning - Notice of Concern documented with improvement plan, which will be placed in the student's program file. In 1-credit clinical courses, the students may only receive weekly evaluation and may receive a Clinical Warning - Notice of concern earlier than the midterm. This will allow the student to meet all clinical outcomes in a timely manner.

Clinical Evaluation Tool

The Clinical Evaluation Tool includes the criteria used to evaluate the student's clinical performance. The outcomes of the tool are the standards that will be used to measure Satisfactory (S), Needs Improvement (NI), and Unsatisfactory (U) performance. A satisfactory performance indicates that the student has met all outcome standards, performs consistently at the expected level, and demonstrates growth (progress).

- Each student is expected to perform safely in all areas of client care in a consistent manner.
- Unsafe practice in the clinical area will result in documented unsatisfactory performance for the clinical experience.
- Mid-term evaluations may include acknowledgment of "Needs Improvement" evaluation for clinical outcomes.
- It is expected that the student, with faculty support, will continue to demonstrate growth to a satisfactory level of performance to successfully meet all clinical outcomes for the course.
- If the instructor observes, or learns of, a serious compromise of client safety, it may result in clinical failure and subsequent course failure (See Disciplinary Process, p. 27-28)
- If a healthcare agency or other learning experience requests that a student be removed from the facility because of compromised client safety, the student will receive a failing grade for the clinical portion of the course.
- All clinical outcomes must be rated at a "Satisfactory" level by the conclusion of the course.

Clinical Grades

Clinical laboratory performance must be at a satisfactory level to continue or to receive credit for the course and have the theory grade calculated. If a student receives a "Satisfactory" in clinical, and a "D" or "F" in theory the student will receive the theory letter grade as the final course grade.

Clinical Evaluation

Each student is accountable for meeting identified clinical learning experience outcomes. A student who is not demonstrating progression toward mastery of the clinical outcomes will be notified both verbally and in writing by the student's clinical faculty member.

Clinical Evaluation Policies

Clinical Evaluation Tools were created to be used in all VCCS nursing programs who share a common curriculum. The tools are leveled with increasing complexity, provide description of expected criteria for each learning outcome and build towards meeting program objectives at completion. Knowledge, skill and attitude while performing nursing actions are embedded in the clinical evaluation tool (CET) and serve as the basis for evaluation. The CET provides data relative to the student's progress toward achievement of specified outcomes. Faculty and student anecdotal records serve as a method to assess the student's observed knowledge and skill.

Clinical performance will be evaluated using "Criteria for Clinical Evaluation" and Course Outcome Standards as criteria

Personal qualities, attitudes, skills, and clinical reasoning of the student in the clinical area will be evaluated based on anecdotal notes maintained by both faculty members and students. These notes will be discussed in individual conferences and used for guidance purposes. Standards for clinical laboratory learning must be maintained at all times. Guidelines for grading may vary slightly in different clinical Nursing courses. These variations will be clearly outlined in the syllabi of those courses.

Final Evaluation of Achievement of Clinical Outcomes

The faculty member(s) will complete a Final Evaluation, the student must demonstrate satisfactory performance within each outcome to receive a Satisfactory for the clinical component of the course.

A satisfactory clinical evaluation is the criteria that must be met to have a theory grade calculated for submission into SIS [except for NSG 270].

Clinical Warning-Notice of Concern

Notice of Concern is a formal process that provides a student an opportunity to focus on learning experiences that demonstrate growth toward clinical outcomes.

1. An Academic Success Plan (ASP) will be initiated by the clinical faculty member and will identify the specific areas of concern observed.
2. The student is expected to sign the ASP indicating that they had the opportunity to read and discuss the observed behaviors.
3. The student will develop a written plan for clinical growth that focuses on the identified areas or outcomes of concerns.

4. The clinical faculty member and student will communicate weekly through the completion of the student's weekly self-evaluation. The student and faculty members will review/revise and document clinical growth that includes identified areas or outcomes of concern.
5. ASP status will end with the achievement of the clinical outcomes of the course.
6. A student who withdraws from the course with an active ASP and is eligible to return to the program, will have the ASP re-activated, regardless of the course, or clinical faculty member, unless specifically documented as resolved by all parties. The ASP will remain until a Final Clinical Evaluation demonstrates "*Satisfactory*" achievement of clinical outcomes.
7. The student who fails to demonstrate achievement of the clinical outcomes will receive a failing grade for the clinical learning experience.

Nursing Skills Lab Policies

Attendance is expected for all skills/simulation laboratories. Scheduled participation absences will be addressed in the individual course syllabus. A student may be assigned an alternate assignment that meets the Board of Nursing criteria for direct patient care hours. Simulation hours may be counted as laboratory or clinical hours based on course requirements.

Nursing Skills Lab Attendance

Petition for Exception of Policy

In the event of a Nursing Skills Lab absence, the student will be required to submit the Petition for Exception to Policy to the faculty member and include appropriate documentation regarding the reason for the absence. (See Appendix F)

- a) For planned absences, students must submit the Petition for Exception to Policy with as much notification as possible, but no later than 5 business days prior to the planned absence.
- b) For unplanned absences, the student must submit the Petition for Exception to Policy no later than 24 hours post absence.
- c) A student who is late/absent from laboratory experiences must demonstrate all missed learning competencies validated by faculty member evaluation prior to attending clinical where direct client care requires the competency.
- d) The campus Nursing Skills Lab must be made up within one week, or as identified in the course syllabus.
- e) A student who does not call or notify the faculty member via the faculty preferred method (in a verifiable manner, such as by text, phone, or email) and be granted Exception to Policy will be noted as having an unexcused absence and placed on clinical warning related to "Accountability."

A student who arrives more than fifteen (15) minutes late without notification to the laboratory faculty member will be placed on clinical warning related to "Accountability". The student without notification

may be sent home at the discretion of the instructor based on the expectations of the student assignment. A student who is sent home will have this absence considered unexcused. Repeated tardiness will be noted on the Clinical Warning Form and could result in the student failing to meet the clinical outcomes for the course.

The course and/or clinical faculty member reserves the right to restrict a student from attending direct client care experiences after any missed campus lab if any part of that lab is deemed necessary by the faculty member for safe client care in that week of clinical practice. This may occur even if the laboratory skill is in one course and the clinical hours are in another course.

Nurse Skills Lab Expectations

1. Each student is responsible for keeping the college nursing skill and simulation laboratory areas neat and orderly. This means returning all equipment to its proper place, taking personal belongings when leaving the laboratory and discarding used paper and supplies in the appropriate containers immediately after use.
2. Each student is expected to follow the published Simulation and Nursing Skills Lab Policies and Guidelines (See Appendix D: Nursing Skills Lab Safety Rules and Appendix E: Simulation Laboratory Usage and Safety Rules).
3. The Nursing Program seeks to support a student who misses time due to civic responsibilities (e.g., jury duty or military service). However, this student must consult with the Nursing Program Faculty and Dean in advance.

Dress Code Policy

Clients have the right to know the identity of the people caring for them. A student's appearance reflects professionalism and is representative of the Brightpoint AAS Nursing Program. Each student will wear the school uniform in the clinical setting. Any specific adaptations will be written in course syllabi or communicated by the individual clinical instructor. Each student must also adhere to any additional dress codes required by the clinical agencies. Any student who does not meet the standards identified below will be asked to leave the clinical agency and be required to make up missed learning experiences if available, based on the stated clinical attendance policy.

Each student in uniform must meet the following standards:

Uniform

- Uniform dress must be consistent in all clinical, simulations, and Nursing Skills Labs.
- The color of the uniform must match the uniform identified by the AAS Nursing Program.
- A Brightpoint Student Picture ID, which states "Professional Nursing Student" is to be always worn on the uniform top.
- The uniform must be clean, pressed, and in good repair with no obvious stains.
- The uniform must fit appropriately without evidence of being tight-fitting, such as creases, rolling, or pulling, or with the pant leg extending beyond the top of the shoe.

- Underwear should not be visible through the uniform, or over the top of the scrub bottoms of the uniform.
- A solid white, black, teal or gray short-sleeved, or long-sleeved tee shirt may be worn under a uniform top. Course and/or clinical faculty will identify any exceptions to this standard.

Foot and Leg Wear

- Nursing-style shoes must be clean and solid in color, either white or black. No athletic shoes displaying color designs/laces or logos may be worn.
- Shoes must be closed-toe and closed-heel, puncture-resistant, and impervious to fluids [no mesh fabric shoes].
- Socks must correspond to shoe color, such as black shoe color/black socks or white shoe color/white socks.

Hair

- Hairstyles must be clean, well-kept, conservative, and neatly arranged above the uniform collar.
- Beards, mustaches, and sideburns must be neatly trimmed.
- No baseball caps, bows, hair bands, bandanas, or ribbons are to be worn in the hair.
- Hair color must be a natural color i.e., black, brown, silver/gray, blonde, or natural-looking reds. Unnatural dye colors, tips, and/or streaks are prohibited.

Jewelry/Body Modifications

- Jewelry will be limited to one pair of small stud earrings in the lowest hole.
- Gauges are not permitted. Ear spacers must be flesh-tone.
- A student may not wear facial or oral jewelry of any kind.
- Loop/dangling earrings, bracelets, necklaces, and rings of any kind are prohibited.
- Course and/or clinical faculty members will identify specific healthcare agency policies.
- 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

Nails

- Fingernails must be clean, groomed, and no longer than the ends of the fingertips.
- All fingernail polishes, artificial nails, acrylic overlays, nail tats, etc. are prohibited due to the related patient infection risk.
- If you were not born with it, it is artificial and therefore prohibited.

Miscellaneous

- Cell phones may only be used for academic purposes (i.e., drug information, pathophysiology, Nursing Process, patient teaching, lab values)
- No perfume, cologne, or after-shave is to be worn in the classroom, clinical, skills lab, or simulation settings.
- Make-up must be discreet and of limited quantity.
- A student must be clean, neat, and free of odor.
- Equipment needed in the clinical setting includes a stethoscope, pen light, a ballpoint pen, a pocket notebook, and any required clinical documents.
- Use of clipboards/large notebooks may provide a means to spread organisms and should not be carried into patient rooms.
- Smoking, use of smokeless tobacco, or alternative forms of “smoking” (i.e., electronic cigarette) is prohibited when in uniform. Any form of “smoking” is nationally prohibited within a healthcare agency.

Recognition Ceremony and Graduation

Recognition Ceremony: Pinning

The Nursing Program at Brightpoint Community College has determined this ceremony will be scheduled twice a year (December and May). Students must meet the following to participate in the Professional Recognition Pinning Ceremony and/or Commencement:

- Completed all program requirements with a grade of C (80%) or better
- Meet all graduation requirements
- Be in good standing with the Nursing Program
- Follow the Dress Code for Pinning Ceremony

Graduation

- Each student is responsible and accountable for meeting all college expectations for graduation.
- Each student must complete an application for graduation as dictated by the college.
- A student who does not complete the applicable program coursework is ineligible for graduation from the Brightpoint Community College AAS Nursing Program.
- Each student is responsible for participating in the Graduate Initial and Follow-up Surveys.

Appendix A: Definition of Terms

Terms	Examples include but are not limited to:
Plagiarism is the representation of the words and/or ideas of another as one's own in any academic assignment	Stealing or downloading the entire text of a paper, cutting, and pasting various sources together to simulate a new essay, copying small portions of a paper, or misattributing source material
Cheating is using or attempting to use unauthorized materials, information, or study aids in any graded assignment	Copying from another student, accessing unauthorized books or documents, receiving messages without authority during an exam, and improper use of calculators, computers, or any other cellular devices during exams or other assignments
Fabrication is the falsification of any information or citation in any academic assignment	Inventing sources, data, or citations for a paper or assignment.
Facilitation is knowingly aiding or abetting acts of academic dishonesty	Assisting others to cheat or plagiarize or participating in a conspiracy to cheat
Misrepresentation is engaging in acts of deception or forgery in an academic context	Misrepresenting one's own work as something that it is not, lying to an instructor or fabricating excuses to improve a grade or to make up for missed work, and excessively misusing computer software to create

Appendix B: Behaviors of Professionalism

The ability to demonstrate professionalism is part of the pursuit of becoming an excellent nurse who displays compassion, empathy, and commitment regardless of their level of nursing. In addition, exceptional nursing students are committed to personal growth and professional development throughout their education and career.

As defined by the American Nurses Association, “Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations.” Thus, demonstrating professionalism in nursing is a firm commitment to the nursing profession and dedication to providing the highest quality of care to all patients while safeguarding the principles of accountability, respect, and integrity.

When a nursing student demonstrates professionalism, all parties benefit such as patients, healthcare team members, and support staff which then promotes:

1. Better care of patients
2. Improved team communication
3. Increased accountability
4. Positive clinical environment

Professionalism in Nursing

1. Advocate for Patients

Putting patients first! Upholding patients’ rights is important and care about how they feel. Always treat patients with kindness, respect, and compassion, and listen to their preferences and concerns. Be prepared to always serve as an advocate for your patients and act in their best interest.

2. Communicate Effectively

It is imperative for nursing professionals to always communicate clearly and effectively. Ensure to use terms that are easily understood by your patients and family members. You should take reasonable steps to meet the patient’s language and communication needs, such as using the language line. It is important to communicate effectively by keeping clear and accurate patient records, maintaining good interprofessional teamwork, and handoff skills (SBAR).

3. Work as a Team

As a nursing student, you are acting as part of a team; therefore, is vital to have a collaborative attitude and value the contributions of others. As a team member, you will need to be open to receiving advice and constructive criticism along with offering your peers both praise and constructive feedback on their work to help foster a more educated and

effective team. Mentoring and helping each other will strengthen bonds within the team and provide professional growth experience for all team members.

5. Keep a Positive Attitude

It is important to maintain a positive attitude to succeed in nursing. Remember that patients are looking to you not only to provide excellent care but to provide emotional support as well. During this pursuit of nursing, you will face many challenges, and you will not do everything perfectly. You should not allow yourself to get weighed down by “negative self-talk,” because this can affect your ability to provide the best care for your patients and take a toll on your mental health.

6. Deliver Top-Quality Care

Uphold the standard of care by always delivering evidence-based care by keeping your knowledge and skills updated. As a patient advocate, you can help prevent medical errors by ensuring your knowledge base or any advice offered is up-to-date by research. As you grow within the nursing profession, you can expand your knowledge to specialty areas or invest in advancing your education.

7. Maintain Your Integrity

For those in the nursing profession, it is important to maintain integrity by taking personal responsibility and being accountable for any mistakes. You must stay actively engaged in the care process, but also recognize your own limitations and ask for help when needed. When you make a mistake, you should offer a salutation for correction. For example, upon realizing that you have made an error within a patient record, it is vital to notify the necessary team members to have it resolved.

It involves both personal and professional development to become an excellent nurse. In order to demonstrate professionalism in nursing, focus on the following skills:

- **Conflict Resolution**

Use the “Chain of Command” to resolve issues (see section on Chain of Command). In addition, you could assist two parties, a patient and a physician, to find a realistic and peaceful solution to a conflict.

- **Critical Thinking**

Decisions are based on data and unbiased analysis. For example, you suggest a lifestyle change to a patient based on scientific evidence and not personal opinion.

- **Attention to Detail**

Adherence to each order in the nursing care plan and maintaining meticulous clear notes in the patient record. Double-checking yourself will help avoid mistakes that might affect patient care.

- **Adaptability**

The ability to alter the approach when the situation dictates. For example, your patient has an infectious disease, and you implement safety protocols as the situation indicates.

- **Leadership**

Ability to motivate yourself and others to achieve a specific goal. For example, maintain current knowledge about health conditions and treatment, and this information is shared with team members.

- **Ability to Grow**

Take time to work on personal growth which can help you understand your goals, strengths, and weaknesses.

University of St. Augustine for Health Sciences, "The Importance of Professionalism in Nursing," June 2020: [Professionalism in Nursing: Why it's Important | USAHS](#)

Appendix C: Medical Release Form

Nursing Program: Resume Attendance

Medical Release Form after Illness or Injury

Term/Year: _____

Student Name: _____ I.D. #: _____

Street Address: _____

Course: _____

Functional/Technical Skills Requirement

A student in any Nursing Program must be able to demonstrate the following functional skills:

- Sufficient eyesight to observe patients, read records, manipulate equipment, and visually monitor patients in dim light.
- Sufficient hearing to (1) hear a baby's cry; (2) hear an elderly patient's whisper without facing the patient; (3) hear audible alarms and sounds; (4) communicate with patients and members of the healthcare delivery team; (5) monitor patients using electronic equipment; and (6) auscultate physical assessment data – such as blood pressure, and heart sounds
- Satisfactory speaking skills to effectively communicate in English in a timely manner and to effectively interact with patients, families, and healthcare team members
- Accurate writing skills to meet time constraints for documentation of client assessment and outcome of nursing care, as well as course written assignments. Correct spelling and grammar are mandatory
- Ability to read, understand, and implement written directions
- Sufficient bilateral finger dexterity to manipulate equipment
- Sufficient strength and mobility to lift, stoop, or bend in the delivery of safe nursing care
- Satisfactory physical strength and endurance to stand for extended periods and to move immobile patients (70 pounds)
- Intellectual ability and emotional function to ensure patient safety and to exercise independent judgment and discretion in performing assigned tasks

This student can meet the functional requirements listed above and return to the clinical setting without restrictions.

Healthcare Provider Name (printed): _____

Signature: _____

Date: _____

Appendix D: Nursing Skills Lab Safety Rules

- No eating or drinking in the lab except for bottled water.
- No smoking in the lab.
- All furniture and equipment should be used in the manner intended by the manufacturer.
- Horseplay or practical jokes cause accidents and, therefore, have no place in the laboratory.
- Always use proper body mechanics.
- Maintain a broad base of support by keeping the feet 6-8 inches apart.
- Use the stronger and larger muscles of your body, which are in the shoulders, upper arms, thighs, and hips.
- Bend from the hips and knees to get close to an object.
- Use the weight of the body to help push or pull an object.
- Whenever possible, push or pull rather than lift.
- Carry heavy objects close to the body.
- Avoid twisting the body as you work; turn your feet and entire body and face the direction in which you are working.
- Avoid unnecessary bending and reaching and bending for prolonged periods.
- Get help from a co-worker to move heavy objects or patients when necessary.
- While working with a partner in patient simulations, observe all safety precautions taught in caring for a patient.
- Do not operate or use any equipment until instructed how to use it.
- Check labels three times before contents are used and discard unlabeled bottles.
- Refer to the SDS manual as needed. Remember: Some solutions can cause injury or be poisonous; therefore, avoid contact with the eyes and skin and need to be used as directed.
- Attend immediately to the removal of spilled liquids, broken glass, and other trash
- Report any injury to the instructor immediately.
- Know the location of and how to operate the fire alarm and the fire extinguishers; all exits must be marked clearly with exit signs.
- Wear closed-toe flat shoes only, unless in bed.
- If a latex allergy or betadine allergy exists or is expected, please notify the clinical instructor or lab personnel.
- Identify all personal items with your name; keep purses and wallets with you
- All simulated needles should be safely capped and disposed of in the red sharps containers; all syringe boxes, syringes, and needles must remain in the nursing lab.
- At the end of the lab, students and instructors should leave the lab area neat.
- All chairs should be placed under the table.
- All over-bed tables should be at the foot of the beds, and beds should be locked and in a low position.
- If linens are soiled, they should be put in the hampers.
- All beds must be made neatly.
- All equipment should be put back in boxes and on carts.

- Students will not be allowed in the lab without direct supervision by a nursing faculty member.
- No lab equipment is to be removed from the lab without completion of the proper form.
- Cell phones must be turned off in the lab. All other handheld technological devices are to be used only when instructed by the faculty member.

Appendix E: Simulation Laboratory Usage and Safety Rules

The entire Brightpoint Community Hospital Student Policy and Procedure Manual is located here:

[Nursing Student Simulation and Skills Lab Policies and Procedures.](#)

Below are some of the essential policies for quick reference.

- No faculty are allowed to use the simulation space without the pre-scheduling with the Simulation Coordinator.
- Instructors are to follow and consult the Simulation Coordinator to ensure the best outcomes and prevent any damage to the laboratory equipment.
- No students are allowed to use the simulation/skills space without a faculty member present.
- All bags and personal belongings are to be left in the debriefing room or placed in a locker as they can be hazardous to the laboratory environment.
- No foods or liquids are allowed near the manikins or in the laboratory; they shall be left in the debriefing room with other belongings.
- The debriefing room must be locked when there are no students present to attend to their belongings.
- Students are to follow the instructor's directions.
- If any damage or malfunction occurs, it must be reported to the Simulation Coordinator immediately by using the QR code posted throughout the Simulation Center.
- In addition, students are expected to adhere to the Nursing Skills Lab Safety Rules while in the Simulation Lab as listed in Appendix D.
- All mannequins in the simulation space require special care:
 - No ink can be used on or near the mannequins
 - No liquids can be introduced into the mouth (use of fluid to take medications must be simulated)
 - No pills can be introduced into the mouth, vagina, or rectum (these activities must be simulated)

Students may request practice time by completing by the [Skills Practice Request form.](#)

Appendix F: Petition for Exception to Policy [Updated May 2025]

Student Instructions: Please use this Google Form link to request an [Exception to Policy](#).

Email or paper submissions are not accepted.

Name: _____ VCCS EMP ID number: _____

VCCS Email Address:

Phone Number:

Term and year for exception:

Course Number _____ Course and/or Clinical Faculty _____

____ Check here if this is your final semester and if the decision of your petition will effect your graduation.

Exception to Academic Policy:

Brightpoint AAS Nursing will consider an exception to assignment, attendance, and/or testing policies as written in the Nursing Student Handbook **only in rare & extraordinary circumstances that were beyond your control**. The AAS Nursing Program does not make exceptions for poor judgment, poor performance, or forgetfulness. It is your responsibility to know and adhere to all academic policies.

Supporting documentation will be required for requests. Additional documentation may be requested when deemed necessary for an exception decision to be rendered. ****Submission of false statements and/or documentation will result in referral to the Office of Student Affairs and possible dismissal or suspension from the College.** **** Failure to submit the documentation requested will result in automatic denial.**

Decisions on exceptions to policy will be sent to your VCCS email address within 3-5 business days.

Academic Policy for which an exception is requested: Clinical/Testing/or Other

Brightpoint AAS Nursing Student Handbook page:

In the space below, provide a statement of justification that explains why your situation warrants an exception to academic policy. In your statement, describe the circumstances leading to your request. Include any information and documentation that may be pertinent to making a decision, including future plans.

Appendix G: Attendance Policies by Modality

General Attendance Policies and Procedures

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 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.
- Hospitalizations and discharge limitations may force the student to be unable to meet attendance requirements and 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.

Traditional Track Classroom Attendance

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.
 - The course syllabus includes the faculty policy for tardiness.
 - Tardiness to class and/or lab is monitored.
 - Students will be counseled for consistent and/or repetitive Tardiness.

Hybrid Track/Zoom Classes Classroom Attendance

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.
- Each individual course faculty reserves the right to have a more stringent attendance policy.

- Punctual attendance is required for class.
 - The course syllabus includes the faculty policy for tardiness.
 - Tardiness to class and/or lab is monitored.
 - Students will be counseled for consistent and/or repetitive tardiness.
 - Students who arrive on Zoom after the class start time may not be admitted.
- Recorded Zoom classes are published and made available at faculty discretion