



Practical Nursing Student Handbook

Updated 2026 – 2027

Accreditation

Brightpoint Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) to award associate degrees and certificates. For questions about Brightpoint Community College's accreditation, contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500.

The Virginia Board of Nursing does not require programmatic nursing accreditation.

The Brightpoint Community College Practical Nursing Program is fully approved through the Virginia Board of Nursing to provide practical nursing education in the Commonwealth of Virginia. For questions regarding approval status, contact the Virginia Board of Nursing at Perimeter Center, 9960 Mayland Drive, Suite 300, Henrico, Virginia 23233, or call 804-367-4515.

Curriculum Transition Disclaimer

Beginning in Fall 2027, the Practical Nursing Program will transition from a traditional medical model curriculum to a Concept-Based Curriculum (CBC). This updated approach emphasizes the development of clinical judgment, critical thinking, and the application of essential nursing concepts across a variety of patient conditions, populations, and healthcare settings. The revised curriculum will remain fully aligned with the requirements of the Virginia Board of Nursing and will continue to prepare students for success on the NCLEX-PN® Examination and entry-level practical nursing practice.

This transition reflects the program's commitment to providing a contemporary nursing education that prepares graduates to deliver safe, effective, evidence-based care in an increasingly complex healthcare environment.

Students who enroll in the Practical Nursing Program prior to the implementation of the concept-based curriculum and are unable to complete the program as outlined in their original plan of study may be subject to the requirements of the new curriculum. As a result, students who experience an interruption in progression, course failure, withdrawal, dismissal, or other delays that extend their graduation beyond the implementation date may be required to complete additional coursework or curriculum requirements to meet program completion and graduation standards.

The Practical Nursing Program reserves the right to modify curriculum requirements as necessary to comply with accreditation standards, regulatory requirements, and best practices in nursing education. Students will be notified of any changes that may affect their progression or graduation requirements.

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Introduction

Welcome to Brightpoint Community College (BCC) and the Practical Nursing (PN) Certificate Program. The faculty and staff will help to facilitate your goal of completing the program and becoming a Practical Nurse. You are beginning an exciting journey to become a Practical Nurse, and we want to guide you as you work to fulfill this goal. This handbook contains the policies and procedures specific to the Brightpoint Community College Practical Nursing Program. It is intended for use by nursing faculty and students in conjunction with the Brightpoint Community College Student Handbook and the Brightpoint Community College Catalog. The college Catalog and Nursing Student Handbook are available to you while you are enrolled in the program. Please read and familiarize yourself with the content so that you may always remain in good standing with the program and the college. You will be asked to sign a statement that verifies that you understand the contents and agree to comply with the conditions contained within the handbook while enrolled as a student in the Brightpoint Community College Practical Nursing Certificate Program.

This Practical Nursing Handbook is a general guide. The Dean, Associate Dean, Faculty, and Practical Nursing Coordinator 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 that is not specifically addressed in this Handbook, or cases where extenuating circumstances may have an influence on situations that 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.

The Practical Nursing Program requires discipline, maturity, professionalism, and responsible decision-making. In addition, the nursing program expects each student to be accountable and professional. All students and faculty alike are expected to always exhibit professional behavior in academic and clinical settings. The student's commitment to the education process in the nursing program is a professional responsibility, so you must plan your educational path accordingly. In addition to professional behaviors, the successful student in this program will exhibit the highest ethical standards required of practical nurses, including, but not limited to, truth, honesty, fairness, and a commitment to caring. Students in the PN program will adhere to the legal requirements for health professions students as described in the Virginia Board of Nursing's Nurse Practice Act.

Personal flexibility is essential to meet the needs and demands of the nursing program. The college offers this program in affiliation with health care agencies and practitioners in the communities it serves. The often-rapid changes in healthcare law, standards of practice, technology, and credentialing examination content may necessitate immediate adjustments to the program's course content, policies, procedures, and course scheduling. Therefore, be prepared for possible class changes or clinical schedules that may require adjustments to your schedule. You may be required to travel to other campuses, labs, or clinical sites as the program's needs

determine. Students and faculty work respectfully to ensure your educational experience is positive.

Nursing students may find additional information in the Brightpoint Community College Student Handbook at [Brightpoint Community College](#).

Administration, Faculty, and Staff

The Practical Nursing Program is a certificate program within the Brightpoint Community College (BCC) academic organization. Brightpoint Community College is a Virginia Community College System (VCCS) member.

Administrative structure:

- a. Administration:
 - President: Dr. William Fiege
 - Vice-President of Learning and Student Success: Dr. Tara Atkins-Brady
 - Dean of Nursing and Allied Health: Dr. Bridget Wilson
 - Associate Dean: Dr. Nancy Leahy
 - Simulation Coordinator: Jaime Hupp
 - Practical Nursing Program Coordinator: Tiana Silvers
 - Coordinators
 - Nursing faculty
- b. Administrative Assistant: Victoria McDaniel, Wilda Jones
- c. Lab Assistant: Iris Friend

Chain of Command

- a. Course-related issues:
 - Student
 - Course faculty member (clinical faculty member)
 - Course coordinator, Program lead, Practical Nurse Coordinator
 - Dean of Nursing and Allied Health
- b. All other issues
 - Student
 - Course faculty member
 - Course coordinator, Program lead/Practical Nurse Coordinator
 - Dean of Nursing and Allied Health
 - Vice-President of Learning and Student Success

Students are to follow the proper chain of command when bringing forth academic or programmatic concerns. "Chain of command" refers to the order in which a student

seeks resolution for issues or problems. In Brightpoint's Practical Nurse program, issues should first be resolved 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 expected to act on their own behalf and encourage peers to contact faculty independently as indicated. Group complaints are discouraged.

In the event of disciplinary action, the student has the right to file a Grievance or Appeal. [Student Grievance-Appeal Policy](#)

Resources

Academic Resource Center (ARC) [Academic Services](#)

Student Accessibility Services [Student Accessibility Services](#)

Dean of Student Services [Dean of Students](#)

Trailblazer Tools [Current Students](#)

Help Hub [Help Hub Support](#)

Virginia Department of Health Professions [Virginia Board of Nursing](#)

Information about seeking accommodations for NCLEX PN testing can be viewed here [VBON guidance 90-22](#)

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, 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 violence or misconduct. The nursing program adheres to the College Nondiscrimination Statement.

General Nursing Program Information

Nursing Program Mission

The nursing faculty accepts Brightpoint Community College's mission as the basis for the Practical Nurse Certificate Program. The faculty believes nursing education should provide “quality educational opportunities that inspire student success and community vitality” (Brightpoint Community College Mission Statement). The college's vision: “**A success story for every student**” further affirms this.

The nursing faculty fully supports this mission and vision, grounded in a shared commitment to student success and community wellness. Faculty serve as nursing experts, facilitators of student learning, and role models in preparing students to become practical nurses. Consistent with the College's mission and vision statements, the faculty focuses on teaching and learning as the central priorities of our program, preparing students to meet the competency outcomes for health care practitioners. These recommendations support:

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

Practical Nursing Program Purpose

The purpose of the practical nursing curriculum is to prepare students to provide safe and effective nursing care and to become practical nurses capable of caring for groups of clients with multiple health needs, as defined by the practical nurse role. Upon completion of the curriculum, the graduate will be eligible to apply for the NCLEX-PN

examination, leading to licensure as a practical nurse. Additionally, Brightpoint Community College offers an associate degree in nursing (Registered Nurse) and has articulation agreements with nine area universities that offer baccalaureate degrees in nursing.

Program Information

The Practical Nursing (PN) Program is designed as a **four-semester** program, with general education courses taken in the first semester and nursing courses in subsequent semesters. Nursing courses are sequential, built upon content from previous courses (including non-nursing prerequisite general courses). The nursing curriculum is a **three-semester sequence** with practical nursing courses (PNE) taken after completion of the general education prerequisites and acceptance into the Practical Nursing Program. Elective courses may be offered for student enrichment or to fulfill the health sciences degree, but they do not substitute for required courses in the nursing sequence.

- A current working knowledge of biology and computer literacy principles is expected. Science and computer literacy courses taken before admission to the Practical Nursing program must have been completed within the previous ten (10) years.
 - Equivalent courses are available at Brightpoint Community College and may be taken during the first semester or before admission to the program.
- Students will be responsible for transportation to and from the College and health agencies utilized for clinical experiences.
- Information on scholarships and financial assistance is available in the Financial Aid Office.

Clinical assignments in nursing courses are contingent upon faculty availability and the availability of suitable clinical agency experiences. They may include day, evening, weekend, or night rotations. Students are advised to plan accordingly.

Program Mission, Vision, and Values

Mission

The Practical Nursing program aims to provide affordable, community-accessible, quality nursing education. The Practical Nursing program prepares qualified students to provide safe, competent, entry-level nursing care in 21st-century healthcare environments. It also strives to promote lifelong learning and to prepare graduates dedicated to serving their community, within the scope of practice for the practical nurse. Students will be ready to meet the ever-increasing complexity of Virginia's citizens' healthcare needs.

Program Philosophy

Brightpoint Community College nursing faculty ascribe to the core competencies for nursing and nursing education. While firmly grounded in science and the arts, the essence of nursing is compassionate, patient-centered care. Ethical standards, respect for individual dignity, and consideration of cultural context are implicit in patient-centered care. The nurse advocates for patients and families to promote self-determination, integrity, and ongoing growth as human beings. Nursing care is provided in collaboration with the patient, family, and the healthcare team. 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 about safe and effective nursing care. Information essential to nursing care is communicated through various technological and human channels.

End-of-Program Student Learning Outcomes (EPSLOs)

Students who complete the Practical Nurse Certificate Program will:

- Implement client care plans by providing safe and effective nursing care within the scope of the LPN role and education.
- Communicate therapeutically with clients/families and effectively with healthcare team members in all forms of communication.
- Provide culturally congruent care across the lifespan and all healthcare environments.
- Deliver safe and effective nursing care that conforms to the highest legal and ethical standards prescribed by the Virginia Board of Nursing.
- Identify and report suspected abuse with clients across the lifespan.
- Collaboratively apply critical thinking skills to the holistic care of clients.
- Demonstrate preparation and eligibility for evaluation through the NCLEX-PN licensure examination.

Curriculum

The PN curriculum is a 44-credit Certificate Program with general education and practical nursing courses. Students may take as many general education support courses as they choose before applying or entering the program. Once the student is in the program, all courses must be completed in the sequence as prescribed in the table below. All courses in one semester must be satisfactorily completed before advancing to the next semester.

Course	Course Credit Hours	Didactic Credits	Didactic Contact Hours	Curriculum Lab Credits	Skills Hours	Clinical Contact Hours	Simulation Contact Hours
Program Prerequisites							
ENG 111	3	3	45				
PSY 230	3	3	45				
BIO 141	4	3	45	1			
SDV 100	1	1	15				
MTH 154	3	3	45				
Semester Total	13	12	195	1			
1 st Semester							
PNE 162	10	5	75	5	45	133	9
PNE 174	2	1	15	1	45		
Semester Total	12	6	90	6	90	133	9
2 nd Semester							
PNE 151	4	3	45	1		90	12
PNE 158	2	2	30				
Semester Total	6	5	75	1		90	12
3 rd Semester							
PNE 164	11	6	90	5		158	12
PNE 145	1	1	15				
Semester Total	12	7	105	5		158	12
Curriculum Total	44	31	465	13	90	381	33
Total Contact Hours							414

Course Descriptions

PNE 162 - Nursing in Health Changes II

Continues the focus on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions. **10 cr.** (Lecture 5 credit hours, Laboratory 5 credit hours)

PNE 174 - Applied Pharmacology for Practical Nurses

Applies problem-solving skills in preparing and administering medications. **2 cr.** (Lecture 1 credit hour, Laboratory 1 credit hour)

PNE 151 – Medical Surgical Nursing I

Studies etiology, symptoms, prescribed treatment, and experiences in the nursing care of patients with selected disorders. Selects learning experiences to correlate related patient care with classroom instruction whenever possible. Provides observational experiences when available. **4 cr.** (Lecture: 3 hours. Laboratory: 1 credit hour)

PNE 164 - Nursing in Health Changes IV

Continues the focus on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions. **11 cr.** (Lecture 6 credit hours, Laboratory 5 credit hours)

PNE 158 - Mental Health and Psychiatric Nursing

Recognizes the emotional needs of patients. Provides knowledge of the role of emotions. It enables students to understand their own behavior and that of patients. **2 cr.** (Lecture: 2 credit hours)

PNE 145 - Trends in Practical Nursing

Studies the role of the Licensed Practical Nurse. Covers legal aspects, organizations, and opportunities in practical nursing. Assists students in preparation for employment. **1 cr.** (Lecture: 1 credit hour)

Cost of Program

The State Board for Community Colleges establishes tuition rates and fees, which are subject to change (visit [Brightpoint Tuition & Fees](#) for current rates).

Students will be responsible for purchasing textbooks, e-books, e-resources, lab skills kits, and clinical supplies, including a stethoscope, blood pressure cuff, and uniforms.

The e-book (Evolve) package contains all the books needed for the practical nursing classes. Testing packages (HESI) and skills kits are included in the tuition costs.

Evolve resources will be applied to student accounts each term. The package cost is spread over 3 semesters and is paid at the start of each semester. **Students repeating a course will not be charged again for resources purchased in a previous semester. Fees may be applied if new program resources are utilized that the student did not previously pay for.**

The Practical Nursing Program extensively incorporates technology to support teaching/learning outcomes across the curriculum. All students must have access to a personal computer with the following specifications.

- Windows compatible hardware with a 600 MHz processor or faster and 128 MB of RAM or greater
- Internet Explorer, Google Chrome, and Mozilla Firefox are required
- 1024 x 768 or greater screen resolution
- High-speed internet is preferred and strongly suggested
- Macromedia Flash Player, QuickTime, Real Player, and other media platforms can be downloaded for free from the internet
- Logitech Comfort Set Clear Chat headphones with an inline mute function are preferred and strongly suggested
- Respondus Lockdown Browser
- Web camera (Hybrid courses)

Students may access the on-campus Learning Resource Center and computer labs. Loaner laptops and equipment are available through the Learning Resource Center on a first-come/first-served basis. Contact the librarian for assistance. The use of cellular devices is not recommended for completing assignments in the Learning Management System (LMS) Canvas. Changes in the system's functionality may occur. The **student accepts responsibility** for these occurrences and is choosing to use devices not compatible with the system.

Students must have a headset with a microphone to access recorded lectures, study sessions, and synchronous web-based activities.

Student Estimated Costs	Cost
Tuition and Fees (44 credits X \$181.50*)	\$7,986
Uniforms and Shoes	\$200
Evolve Resource Package	\$2300
Clinical Supplies (Skills kit)	\$300
Malpractice Insurance (optional)	\$60
Criminal Background Checks/ Drug Screens/Medical Document Manager	\$150
Medical (physical/vaccinations)	\$500
Graduation and Licensure	\$370
Travel to Clinical Agencies	Variable
Total Estimated Costs	\$11866

Tuition and Fees are subject to change. All students entering the program must undergo and pass a background check and drug screening before being admitted to the clinical sites.

Financial Aid

Various financial aid opportunities are available to nursing students, including scholarships for healthcare students. The Practical Nursing Program does qualify for the Virginia G3 tuition assistance program. The Brightpoint Community College Financial Aid Office welcomes inquiries about aid. See: [Brightpoint Financial Resources](#)

Academic Calendar

The academic calendar is available on the college website at [Brightpoint Academics](#). It includes the start dates of classes and holidays; deadlines for adding/dropping a course and obtaining a tuition refund; a withdrawal date (without penalty); and final exam dates.

General Policies and Procedures

Program admission requirements

Are specific, and admission is selective and competitive.

- Completed Brightpoint Community College Practical Nursing Application
- Official high school transcripts validating completion of high school, homeschool, or official documentation of GED on file in the Office of Admissions and Records.
- Official college transcripts for all secondary and postsecondary courses attempted or completed must be on file in the Brightpoint Community College Office of Admissions and Records.
- Prerequisite courses must have an earned grade of “C” or better
 - BIO 141 (Within 10 years)
 - ENG 111
 - MTH 154
 - PSY 230
 - SDV 100/ SDV 101
- Applicants must be certified as a Nurse Aide (CNA) or certified as a Clinical Medical Assistant (CCMA) in Virginia or have received a Certificate of Completion from an approved Nurse Aide Program and be eligible to take the NNAAP. For CCMA, students must present a valid license or completion of an accredited program.
 - Applicants who do not have their CNA but have completed an approved program must provide their Certificate of Completion and their skills checklist or official transcript from the training site proving eligibility to test.

- Applicants may be taking a CNA course, but must have a Certificate of Completion by the start date to be enrolled if accepted into the program.
- Applicants who are currently employed as a Patient Care Technician (PCT) or Patient Care Associate (PCA) for at least 12 months may submit documentation from their employer that includes their start date, title, and job description.
- Successful completion of the ATI TEAS exam with a minimum composite score of 60% or higher (proficient).
- A completed nursing advising checklist signed by nursing faculty or advisor.
- Applicants must electronically submit the completed Practical Nursing Program application online by the established deadline. (September 30th - Spring, March 1st – Fall)
- **Applicants will be disqualified if the submission does not include all the required documentation or is submitted after the deadline.**
- If accepted into the program, students will be responsible for obtaining and maintaining the clinical requirements listed below and paying for fees associated with the program before classes start. Castlebranch is the medical document manager used for Brightpoint Community College's health science programs.
 - **Clinical requirements for admission**
 - Urine drug screen
 - Criminal background check
 - Current C.P.R. certification:
American Heart Association - BLS provider level.
 - ONLY American Heart Association or American Red Cross with in-person skills performance will be accepted
 - Current Physical Examination (within 6 months of program start)
 - Tetanus/Diphtheria Vaccine
 - Within 10 years
 - Measles/mumps/rubella (MMR) vaccine or titer
 - Varicella vaccine or titer
 - Seasonal flu vaccine or declination form
 - Hepatitis B vaccines (series of 3) or declination form
 - 2-step PPD, QuantiFERON Gold blood test, or chest x-ray within 12 months of each nursing course.
 - **Admission to the program is contingent upon completing these requirements and is subject to revocation if the applicant does not comply with any required items in the admission packet.**
- If the number of applicants exceeds the number of available faculty and the amount of enrollment space available in the program, some applicants may not be accepted for that term even if the minimum requirements for admission are met. Students who meet the requirements but are not admitted due to space will

be placed on a waitlist and admitted into the next enrollment term. **No new application is required for these students.**

- The number of qualified applicants admitted to the nursing program is contingent upon the number of faculty and space available in the classrooms, nursing laboratories, and clinical sites needed to meet the program's learning outcomes.
- Residents of Brightpoint Community College's service region (Amelia County, Charles City County, Chesterfield County, City of Colonial Heights, Dinwiddie County, City of Hopewell, City of Petersburg, Prince George County, Surry County, Sussex County) will be offered priority consideration for admission offers.
- Applicants must earn a "C" or better in the prerequisite semester courses to be accepted and enroll in core Practical Nursing Courses.
- Practical Nursing students must earn a minimum passing score of at least 80% (C) in the PNE courses to progress through the program.
- Applications for the Practical Nursing program are due by March 1st for Fall admission and September 31st for Spring admission.
- Applicants' transcripts and nursing pre-admission test scores will be evaluated and ranked according to the above priorities.
- Students who have been unsuccessful in the Registered Nursing (RN) program at Brightpoint Community College may make a request in writing to the Dean of Nursing to transition to the PN program. Approval from the Dean is required to start the transition process.
- RN transition students must have completed the first semester of the RN program to be considered for transition to the PN program.
- RN transition students have the nurse aide, medical assistant, and PCT/PCA requirements waived.
- The Practical Nursing Coordinator, Associate Dean, and Dean of Nursing and Allied Health make the final admission decisions.

Readmission Requirements

- Students who are unsuccessful in three **(3)** core nursing courses may not progress.
- Students must apply for readmission to the program if they withdraw from 2 courses within the same term or fail 3 core courses within the program.
- Students must complete an Academic Success Plan (ASP) with the Practical Nursing Coordinator after the second course failure. ASPs must be completed

within **14** days of receiving the final course grade. Students will not be enrolled in courses until this is completed.

- Students **must** meet current admission and curriculum requirements at the time of application.
- A readmitted nursing student must remain current in their clinical requirements, including CPR, TB testing, and immunizations.
- **A readmitted student must complete and update their criminal background check and urine drug screen if they are out of the program for 1 year or longer for any reason.**

Transfer students

Brightpoint Community College's practical nursing program does not currently accept transfer courses from other nursing programs. After the Fall 2027 term, the VCCS will implement a common concept-based curriculum. Students transferring from other VCCS schools may transfer nursing courses. This only applies to institutions within the VCCS that share the common PN curriculum. Transfer students may be required to take additional general education courses that align with the Brightpoint nursing curriculum.

Program Progression

- Students must have declared Practical Nursing as the curricular major on or after application submission.
- The following policy statements guide progression decisions in the PN program:
 - All curricular courses must be completed with a grade of "C" or better, and satisfactory attendance and performance must be demonstrated in nursing clinical areas.
 - A cumulative GPA of 2.0 or better must be maintained throughout the program.
 - Students earning a failing grade (D or F) in any required general education course must remediate and successfully repeat the course to be eligible for admission to the PN program.
 - A failing grade (D or F) in PNE 162 or PNE 174 will require the student to repeat the course before progressing to the third-semester courses. Students must successfully pass the skills in each course.
 - A failing grade (D or F) in PNE 151 or PNE 158 will require the student to repeat the course before being permitted to take the fourth-semester courses.
 - A failing grade of (D or F) in PNE 145 or PNE 164 will require the student to repeat the course before being permitted to graduate from the Practical Nursing Program.

- Students who fail three (3) core curricular nursing courses are not eligible to progress in the program and must reapply to the practical nurse program.
- After the second unsuccessful attempt in the PN program, the student will be required to meet with the Practical Nurse Coordinator to discuss remediation plans and complete the Academic Success Plan (ASP) before continuing in the program. After the third unsuccessful attempt, the student will be required to reapply to the program.
- Students are allowed one course withdrawal (W) from a core nursing course in a semester. Two withdrawals in **any** semester will require the student to reapply to the PN program.
- Students who do not enroll in the subsequent semester must meet with the program coordinator to discuss progression. Circumstances will be reviewed by the program coordinator.
- Not all courses are offered during every term. If a student is unsuccessful and must take a term off, they will be responsible for maintaining the medical document manager while waiting for the course to be offered.
- A current/readmitted nursing student must remain current in their clinical requirements, including CPR, TB testing, and immunizations.
 - Failure to maintain appropriate credentialing will result in the student being dismissed from the course/program until documents are completed.
- A readmitted student must complete and update their criminal background check and urine drug screen at the student's expense if they sit out for more than 1 year or 3 semesters for any reason.
- An absence from the program for **more** than one year will require a reapplication to the program and an interview with the Practical Nurse Coordinator. Students must apply for readmission to a course and will be accepted on a space-available basis. Acceptance into the next cohort of students is not guaranteed.

Maximum Time to Complete the Program

Students are required to progress through the Practical Nursing Program in the sequence outlined in the curriculum plan and course schedule. All nursing courses must be completed in the prescribed order, as successful completion of each course is a prerequisite for progression to the next.

Students must complete all requirements for the Practical Nursing Program within **six (6) semesters** from the initial enrollment in nursing courses. Students who are unable to complete the program within the six-semester time limit, regardless of the reason, are no longer eligible to continue under their original program admission.

Students who wish to continue pursuing the Practical Nursing Program after exceeding the six-semester completion limit must submit a new application for admission and meet **all current admission and program requirements** in effect at the time of application.

If readmitted, the student will resume the curriculum beginning with the **second-semester nursing courses (PNE 162 and PNE 174)** and must successfully complete all remaining program requirements.

Readmission is **not guaranteed**. Admission decisions are based on program capacity, applicant qualifications, and compliance with all current admission requirements. Students who exceed the six-semester completion limit should not assume that a seat will be available or that they will be readmitted to the Practical Nursing Program.

Attendance

Students at risk of exceeding the course attendance policy, as outlined in each course syllabus, will be required to meet with the course instructor to develop an action plan. Any student who misses over 20% of a PNE course must meet with the Program Coordinator. Violating the stated policy and continued absenteeism will result in a failing grade or academic removal from the course. The student's permanent record will include a copy of the documented plan.

Clinical and simulation attendance is mandatory. Students who miss 2 or more clinicals will receive an unsatisfactory grade for the clinical component of the course.

Grading

Oral and written tests, assignments, and other activities will evaluate students' knowledge and understanding. **A final grade of 80% ("C") is required in each PN curriculum course** for the student to continue the nursing sequence. Scoring in PN courses is done based on category percentages throughout the semester. Due to the rigor of the PN program, practical nursing courses are evaluated using a non-standard grading scale (see below). Each PN course in the nursing sequence uses a percentage scale to determine final course grades. Please review each course syllabus carefully; the percentages needed in each course to receive a passing letter grade may vary widely. Throughout the course, grades will not be rounded. The **only** grade in a course that will utilize rounding principles is the final course grade. (Ex. The final course grade is 79.5, which will round to 80; the final course grade is 79.4, which will round to 79)

Grading Scale

A	B	C	D	F	U	S
92-100	84-91	80-83	70-79	Below 70	Unsatisfactory	Satisfactory

The following guidelines apply in **all** nursing courses:

- Students must earn a minimum grade of "C" in all nursing courses.
- Nursing Courses where the clinical and theory/didactic portions are embedded into one course:

- A "satisfactory" clinical grade is required for all clinical courses and will result in a final grade corresponding to the theory grade.
- Students who are successful in both components of the course receive the letter grade earned in the theory portion.
- Students who pass the course's theory component but fail the course's clinical component will earn a final course grade of "D."
- Students who fail the course's theory component but pass the course's clinical component will earn a final course grade based on the theory portion.
- Students who fail both course components will earn a final course grade of "F."
- Students who fail a course must repeat the clinical and theory portions if eligible to return.
- Students who stop attending the didactic course but may have completed the clinical component of the course will earn a final course grade of "F." *(Please note that this is different from the Brightpoint Community College student handbook.)*
- When students receive a grade of "D" or "F" in a course, they earn no clinical hours.
- Students who withdraw from a course within the specified time (the "withdraw without academic penalty date") will earn a grade of "W."
- Students who withdraw after the withdrawal date with mitigating circumstances must have passed the course at the time of withdrawal to be considered for a grade of "W." In this circumstance, the student must comply with special requirements. The Dean of Nursing must approve withdrawals after the withdrawal date.
- Students who withdraw after the withdrawal period (withdraw without academic penalty date) will earn the grade of "F."

Graduation Requirements

It is the student's responsibility to:

- **Apply** for graduation by completing the Admissions and Records application, either online or in person.
- For NCLEX-PN requirements, application, fees, and testing options, contact the VA Board of Nursing (VA BON) or visit the NCSBN website.
- Apply with the VA BON by no later than the midpoint of the PNE 145 or PNG 260 (new curriculum) course so that NCLEX-PN testing can be done within 6-8 weeks after graduation.
- Participate in the HESI 2-day live NCLEX-PN review.
- **Participate in the required pinning ceremony at the end of the program.**
- Purchase the appropriate graduation regalia for the school graduation ceremony.

Instructional Methods

The Practical Nursing program is a fast-paced, intensive learning experience. There is a great deal of content covered each semester. The student is expected to be prepared for each class to participate in and perform the activities/skills required during each session. Students who do not read and prepare for class are unlikely to master the course. The Practical Nursing program uses a team-teaching model and active learning strategies to develop critical-thinking skills. Therefore, active learning requires students to spend substantial time engaging with course materials before each class. The student is responsible for all assigned content, both in and out of class, even if it is not explicitly addressed in class. Instructional methods include, but are not limited to:

- Reading assignments
- At-home activities
- Narrated lectures
- In-class lectures
- Discussion Board, journal, or blogging activities
- Independent, pair, or small group activities in or out of class
- Demonstration
- Discussion
- Role Play
- Simulation
- Videos
- Guest presentations
- Other Activities and Assignments as Needed

Catalog Policy

The Practical Nursing faculty of Brightpoint Community College reserves the right to change, delete, supplement, or otherwise amend rules and policies at any time. Given the context of the change, the faculty will communicate changes in writing with as much advance notice as possible.

Exam Policy

All unit exams, midterms, and finals will be given in a proctored setting. Quizzes may be provided online or in the classroom (see quiz section for details). Students will not have access to their scores until all students have taken the exam and the faculty have completed the analysis. Exam results will be provided to students via the LMS (Learning Management System). No exam grades will be provided by phone or email.

Exam Taking

- **Missing an Exam:** Students who must miss an exam for extenuating circumstances must contact the faculty member by e-

mail. Extenuating circumstances will be handled on a case-by-case basis and reviewed by the program coordinator. If it is determined that the student did not have an extenuating circumstance, the student will receive a grade of "0" on the exam. No makeup exam will be permitted. Students granted a makeup exam must schedule it at the testing center within **seven (7)** days of the original test date. If a student misses the opportunity for the makeup exam, they will forfeit the attempt, and a grade of "0" will be awarded. Students are allowed **one (1)** makeup exam during a course unless the program coordinator approves it due to extenuating circumstances.

- **Computer Testing:** Students must be familiar with electronic testing methods. If time is needed for practice, this must be arranged with the instructor before testing.
- **Time Limit:** NCLEX-style multiple-choice and alternate-format questions on tests and quizzes in the Nursing Program are timed at 1.5 minutes per question. NexGen case study and drug dosage calculation questions are timed at 2.0 minutes per question. Short answer and essay questions will be timed at the instructor's discretion. All exams are timed. Canvas will auto-submit when the exam's maximum time has been reached. Students with testing accommodations will have their time limits adjusted to reflect IAP requirements. The specific timeframe for each test will be noted in the test instructions provided at the beginning of each exam. Faculty reserve the right to use the auto-submit testing feature.
- **Test Availability:** Tests will be available only with the instructor or testing center staff supervision during the scheduled time. Students should consult the course syllabus or PN handbook for the make-up policy if an absence is necessary.
- **Exam Review:** Group reviews in class will be provided at the instructor's discretion. While student attendance is optional, it is strongly recommended that students who obtain less than 80% on unit exams attend a review session to obtain feedback. Students may make an appointment to discuss their test results. Students may make an appointment for up to **one week (7 days)** following an exam. Individualized or group exam reviews will not be conducted after the **7-day period**.
- **Exam Submission:** If there is difficulty submitting a question or submitting the exam, students should notify the instructor

immediately before exiting the exam. Only the answers in the electronic exam will be considered for grading.

- **Exam Security:** Items will be presented one at a time. Returning to previously answered questions is not allowed. Gradebook access will be limited to test scores and will be controlled by the course faculty. Simple, basic calculators will be provided for testing. Students are prohibited from using personal calculators or cell phone calculators during testing. **Students cannot leave the room** or access the Internet while in the test room. Additional testing security procedures may be implemented at the faculty's discretion. Students should download the Lockdown Browser to their device before taking the first exam in a course. Scratch paper will be provided to each student before the exam begins. Once completed, all pieces of scratch paper must be turned in to the faculty member or test center staff.

Collaborative Exam

After taking the individual proctored exam, the student must sign off on the computer and remain in their seat until it is time for collaborative testing. The student may not leave the testing room. Students will be assigned to groups to retake the test together. Students may discuss the questions within the group to arrive at and submit a group answer. No other resources are to be consulted. Each group will be given 30-45 minutes for collaborative testing. If the group grade is **90% or higher, 2 points** will be added to each group member's exam score. If the group grade is between **80% and 89%, 1 point** will be added to each group member's exam score. A grade lower than 80% will earn 0 points.

- Not all courses in the program offer collaborative testing. Faculty reserve the right to cancel collaborative testing within a course at any time.

Being Tardy for an Exam

Students who arrive more than 10 minutes late for an exam will not be admitted to the classroom. If a student arrives late and is not permitted into the testing room, the student will have three (3) days to make up the exam in the testing center. Students who continue to arrive late will be penalized 10% on all future exams that must be made up due to tardiness.

- Students who miss exams due to tardiness will forfeit participation in collaborative testing.

Make-Up Exams

If a make-up exam is approved, the format may differ from the original exam and may consist of multiple-choice, fill-in-the-blank, essay, or any combination of testing strategies used in the NCLEX-PN test plan.

Make-up exams must be completed within **seven (7)** calendar days of the missed exam. Make-up exams will be scheduled in the testing center.

Each course can implement a more rigorous make-up exam policy; see specific course syllabi for details. Faculty can request that a student make up an exam before the 7-day period.

- The student is responsible for contacting the course faculty to schedule a time to take the make-up exam.
- When collaborative testing is conducted, the student will forfeit the collaborative points for that exam.
- A student can make up one (1) exam per course within a term or semester. Students requiring an additional makeup must receive approval from the program coordinator for extenuating circumstances.

Quizzes

Online or in-class quizzes may be given as noted in each course syllabus. These may be either scheduled or unannounced. Course syllabi will contain specific guidelines for quizzes. The student must notify the instructor if they have difficulty accessing online quizzes. Students are responsible for acquiring a reliable computer before accessing an online quiz. If reliability is uncertain or if dial-up connections are used, it is strongly recommended that the student plan to use on-campus computers. If a student's quiz needs to be reset more than once, they will need to make an appointment with the instructor to take it in a proctored setting. The faculty reserves the right to require proctored testing when students demonstrate a pattern of requesting quiz resets. Faculty also has the right to make a stricter policy. Failure to complete the online quiz within the timeframe may result in a grade of zero.

Academic Honesty

Sharing test content outside the testing room and printing test material violates the honor code. Any consultation with another individual during the test is also a violation of the honor code. Violations will result in disciplinary action, including expulsion from the Practical Nurse Program. Recognize that the nursing program's actions regarding honor code violations are more rigorous than the college policy due to the high level of competence required for nursing practice and the danger to patient safety resulting from moral misconduct. Violation of the Honor Code may result in program dismissal.

Honor Code

"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 tests/quizzes/exams, I assert that no one else is completing this assignment or test/quiz/exam for me. I also pledge to report any breach of the honor code immediately. I pledge to uphold the ethical standards of the ANA Code for Nurses and the Professional Behaviors/Essential Functional Abilities required of all nursing students.”

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

Classroom Policies and Procedures

Attendance

- Regular attendance of classes and laboratory sessions is required for all students in the practical nursing courses.
- The Practical Nursing Program adheres to the College’s policy concerning class attendance.
 - The policy states, “When absence from a class becomes necessary, the student must inform the instructor before the absence whenever possible. The student is responsible for completing all content missed during an absence.
- Brightpoint Community College’s attendance policy states that the student may not miss more than 20% of a course.
- Frequent absences may result in administrative withdrawal from a class and the termination or reduction of veterans’ benefits and other financial assistance programs” (Brightpoint Community College Catalog).
- **It is the responsibility of the student to obtain missed content.**
- Classroom and clinical absences are treated as separate occurrences and cannot be combined. Clinical and simulation attendance is mandatory.
- Replacement hours are offered for college-related cancellations, not for personal absences of the student.
 - Consult your syllabus at the beginning of each class for the attendance policy for that course.
- Participation, attendance, and tardiness are defined in each course syllabus for students in the Practical Nursing courses.
- Punctual attendance is required for class and clinical.
 - Tardiness to class, lab, and clinical is monitored, and the student will be counseled for consistent or repetitive tardiness.
 - Students will accrue absences due to excessive tardiness.
- Hospitalization and subsequent discharge limitations may prevent the student from meeting clinical requirements. These will be handled on a case-by-case basis.

- Students who are incarcerated are immediately **withdrawn** from the course. Following the resolution of the issue, the student will meet with the Practical Nurse Coordinator to discuss readmission to the program.
- Students are responsible for all course material missed during the absence. Faculty are not obligated to revisit missed content with the student.

Classroom Behavior

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

- No children or family members are allowed in the class, simulation, or clinical academic environment (see policy statements).
- Tardy students will take the closest seat or wait for the break to enter the classroom to minimize disruption.
- Food and drinks are prohibited in any Brightpoint Community College laboratory or simulation area, but the instructor may allow them in the didactic classroom.
- Tape recorders are permitted in the classroom **only** with the express approval of the faculty and all class members.
- Cell phones and pagers are to be muted and on vibrate only. Cell phone use in classrooms or labs (including texting) is prohibited. If an emergency arises, the student should leave the classroom. Other uses of cell phones during class time violate the student code of conduct.
- Students may be asked to leave the classroom if their cell phones are found to be in use during class. Faculty may grant exceptions for cell phone use during learning activities.

Hybrid Course Behavior

- 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 with **cameras on**.
- Students should be in a quiet setting to prevent disruption to peers. You may not attend class while working or driving. Faculty may remove you from the hybrid classroom if your behavior distracts other students or faculty.
- Students may wear headphones/earbuds if in an area where they can be overheard by others.
- Each course faculty member reserves the right to have a more stringent hybrid attendance policy.
- Punctual attendance is required for class.
- Students will be counseled for consistent and/or repetitive tardiness.

- Recorded Zoom classes are published and made available at the faculty's discretion.
- To receive credit for attendance, students must be in the Zoom classroom for no less than half of the total time allowed.

Laboratory and Clinical Rotations

The student will receive clinical/lab experiences in a variety of settings. Hours and clinical schedules throughout the program may be adjusted based on faculty, clinical site, and preceptor availability. Clinical schedules may include day, evening, night, or weekend hours for core nursing courses. Clinical courses may include alternative clinical experiences, simulations, and community service projects. Please refer to the course syllabus for details on clinical hours, preparation, assignments, and other important information.

Clinical/Lab Attendance and Progression

- **Attendance in clinical is mandatory.** Students must adhere to the attendance policy outlined in the handbook/syllabus, meet all clinical objectives, complete required assignments, and adhere to professional behavior to receive a satisfactory grade for clinical.
- **Students must remain Castlebranch compliant during their clinical rotations.** Students who miss a clinical due to noncompliance will receive an unsatisfactory clinical grade, resulting in a course failure. It is the student's responsibility to keep their clinical requirements up to date.
- Students are expected to attend all campus lab/simulation sessions. These lab sessions count toward your **course grade, and simulations** are required for graduation and progression toward licensure. Students must satisfactorily perform skills and simulations in the campus labs and may not be allowed to perform a skill in the clinical setting if it has not been supervised in the campus lab. Students are allowed one (1) missed skills lab day. A makeup skills lab day will be held each term. Students who miss the skills lab and makeup day will receive an "unsatisfactory" rating in the lab component of the course. **The "unsatisfactory" in the lab will result in a course failure.**
- All students must pass competency skills checkoffs within a course. Students will be allowed **one (1)** remediation after an unsuccessful attempt. If the student is unsuccessful after the second attempt, they will receive an unsatisfactory grade in the lab component of the course.
- Graded skills assessments are done during the second and third semesters of the program. Students are encouraged to schedule time with faculty to discuss best practices and review skills. First attempt grades are used for graded skills assessments.

Skills Lab Expectations

- Report to the lab on time and be prepared to stay the entire time.
- Come to the lab prepared, with all supplies needed, and have read/viewed the material before the lab.
- No drinks or food are allowed in the lab. Students may use the lockers outside the labs for drinks. You may eat and drink in the designated areas during break time.
- Respectful behavior is expected during lab time. Side conversations or disruptive behaviors will not be tolerated. If that occurs, instruction will cease until the behaviors stop.
- Adhere to uniform guidelines: see section: Dress Code for Lab and Simulation
- Practice time will be allotted during lab time. You are expected to practice skills as the instructor directs. Working on classroom assignments or any activities unrelated to skills practice is not acceptable unless the instructor permits it.
- Students will be expected to demonstrate competency in particular skills at the end of the semester.

Simulation (On-Campus Clinical) Expectations

Simulation may be used for direct-contact clinical hours as defined by the Virginia Board of Nursing and delivered consistently throughout the nursing program.

- Faculty will provide expected outcomes, pre-event activities, and preparation materials at least three (3) days before the simulation.
- Students must report to the simulation and be prepared to participate in the practice environment when it begins. Being on time is essential to earning contact hours, gaining practice experience, and meeting professional accountability standards. Attendance is closely monitored, and issues with tardiness will be addressed.
- Students must bring all materials needed to participate in the simulation, including clinical evaluation tools (CETs) and personal laptops for chart review. A laptop may be provided if needed.
- **CETs must be completed online within 24 hours after clinical.** Students who fail to complete their CETs will not receive credit for clinical hours until the documentation is complete.
- Drinks, food, and gum are prohibited in the simulation lab. However, you may eat and drink in the designated areas during break time.
- The use of cell phones during simulation is not permitted unless otherwise stated by the facilitator.

- Respectful & professional behavior is expected during the simulation.
- Adhere to uniform guidelines: see section: Dress Code for Lab and Simulation.
- Students must notify the simulation faculty before the start of the simulation experience if they must be absent. Students who do not notify the faculty appropriately will receive an unsatisfactory or a failure.
- Tardiness - A tardy is 5 minutes late (or more) for the simulation experience.
 - The first tardy infraction will result in a warning.
 - Any further tardiness for the simulation will result in dismissal from the simulation and an unsatisfactory.
- Elopement—Elopement is defined as leaving the simulation environment before the end of the scheduled experience without notifying the faculty. Any student who leaves before the end of the simulation experience and does not notify the faculty will be given an “unsatisfactory” and a course failure. Hours are lost, and absence time is accrued when a student must leave the simulation environment due to unforeseen extenuating circumstances, such as illness or emergency. Students who must leave the simulation experience due to extenuating circumstances must notify the faculty beforehand.
- When caring for patients at **Brightpoint Community Hospital**:
 - Treat the manikin like a patient
 - Participants will sign a confidentiality agreement and consent to video
 - Participants will sign a fiction contract
 - Protection of the content of the scenario and simulation
 - Confidentiality applies to all phases of the simulation, as well as debriefing, and all patient information
 - Demonstration of professional integrity and mutual respect
 - Delivery of honest and clear feedback in a respectful manner
 - Participants should receive and provide constructive feedback during simulation and debriefing
 - Utilization of clear, concise communication
 - Any issues with classmates will be addressed with the facilitator
 - Disruptive participants will be removed from the simulation experience
 - Clean up before leaving the space
 - Bed must be in the lowest position and locked with two (2) side rails up.
 - Under no circumstances will manikins be exposed.
 - All supplies and equipment will be returned to where they were found. ▪ Do not remove the manikin from the bed. ▪
 - Proper PPE will be worn when directed.
 - Any issues with a facilitator or staff member must be reported to the Simulation/Practical Nursing Coordinator or the Dean of Nursing and Allied Health.

Clinical Policies and Procedures

Nursing students are responsible to society to learn the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities when caring for patients across various healthcare environments. The Code for Nursing Students is based on the understanding that, as nursing students, we agree to uphold the trust society has placed in us. The statements of the Code guide the nursing student in developing an ethical foundation and need not be limited to the academic or clinical environment; they can also assist in the holistic development of the person.

Clinical Grading

- Clinical components are embedded within practical nursing didactic courses. Clinical grading is based on satisfactory/unsatisfactory performance in the clinical/simulation setting and a portion of the overall grade of PNE 151, PNE 162, and PNE 164.
- Students must receive a satisfactory grade in clinical and simulation to progress in the program. Students who do not achieve a satisfactory grade will need to repeat the didactic course attached to the clinical component.

Clinical Hours

- Students must complete a minimum of 400 direct client care clinical hours to be eligible to graduate from the Brightpoint Community College Practical Nurse Program and sit for the licensure exam (NCLEX-PN).
- Direct Client Care clinical hours include direct clinical hours spent caring for patients in hospitals or community settings under direct supervision. They may also include simulation hours spent performing practical nurse roles.
- Clinical tracking records (CTRs) are maintained throughout each semester to ensure the accuracy of clinical hours. It is the student's responsibility to ensure that the faculty sign the required documentation and either upload it to Canvas or complete it electronically. Students are advised to keep **all** clinical records throughout the program until graduation.
- Students must attain the indicated clinical hours in each course to be eligible for the next semester. Students who do not meet the required hours will not progress to the next term. Any student who falls below the necessary direct client care clinical hours in any semester without approval of the program coordinator or Dean of Nursing will not be eligible to progress to the next course and will receive a clinical failure.

Replacement Clinicals Defined

Clinical replacement hours will be provided when clinical hours are affected by unforeseen college circumstances (such as, but not limited to, delayed openings, closings, and unavailable clinical faculty).

- Every effort will be made to provide replacement clinicals during the semester in which they occur.
- Replacement clinicals will be scheduled depending on the clinical faculty's and sites' availability.
- If the replacement clinical hours must be provided during the subsequent semester, the student (s) will receive an “incomplete” for the course.
- Replacement clinicals will be assigned to the student(s). The scheduled replacement date/time will be treated as a regularly scheduled clinical and will follow the regulations and requirements for clinicals as outlined in the handbook/syllabus.
- If the student does not attend the scheduled replacement clinical date/time, they forfeit the opportunity, which will result in a clinical failure/course failure.
- Students who do not attend the scheduled replacement clinical date/time will not be eligible to make up the replacement clinical.

Clinical Absence

Any absence must be reported directly to the clinical faculty via email before the scheduled clinical day begins.

- “No Call/No Show” for a scheduled clinical day will result in an automatic unsatisfactory clinical grade and course failure.
- A student who misses clinical for medical issues/illness must present a doctor’s note within 72 hours (3 days) of the missed clinical. If documentation is not received, an unsatisfactory will be documented for the missed rotation.

Switching Clinical Groups

- Once a student has been assigned to a clinical group, they are expected to remain in that group for the clinical rotation. Students may not switch sections unless authorized by the Practical Nurse Coordinator or the Dean of Nursing.
- Clinical faculty have the right to reassign a student to another clinical section if extenuating circumstances exist.
- **Students may not move to another clinical group to cover clinical absences.** Mitigating circumstances must be approved by the Practical Nurse Coordinator or Dean of Nursing.

- Students may be allowed to switch simulation groups once during a semester. The change must be approved by the practical nurse coordinator and simulation facilitator. All requests for a change must be in writing.

Clinical Orientation

- Clinical faculty are responsible for orienting and coordinating students' orientation to the facility. Students will complete the required training and attestations before starting the clinical. Agencies may require initial orientation forms covering patient confidentiality, fire and safety, code of conduct, and other facility-specific policies.
- Students will maintain proof of CPR certification in Castle Branch.
- Document an annual flu shot and current PPD/TST within one year on the first day of each clinical course as agencies require.
- **Students will not be allowed to enter the clinical area without this documentation.**
- Castle Branch electronically maintains all student health forms and clinical requirements, which the Practical Nurse Coordinator reviews before the start of the clinical experience.
- Students are responsible for maintaining compliance with Castlebranch while enrolled in the practical nursing program. Students who do not remain compliant will be removed from the clinical site. If a student misses a clinical due to non-compliance, an "unsatisfactory" clinical grade will be assigned, resulting in course failure.

Clinical Evaluation

- Student performance in the clinical area will be formally evaluated each semester. For specific course policies, see the course syllabus or consult individual faculty.
- Students are evaluated daily during clinical/skills lab. Students may receive an unsatisfactory for unacceptable professional behavior, such as (but not limited to):
 - demonstrating unsafe behaviors
 - being tardy
 - not pre-assessing (if required)
 - not in the correct uniform
 - not being prepared for clinical/lab. See the specific course syllabus for details.
- Students can miss no more than one clinical during a term. If a student is ill, they must present a doctor's note before returning to clinical. A doctor's note must be provided to the clinical instructor within 72 hours of the missed clinical. If appropriate documentation is not submitted within the allotted time, the missed clinical will result in an **unsatisfactory** grade for that day.

- Students will be permitted **one excused** clinical absence during the term. Any subsequent absences will result in a clinical failure unless the program coordinator approves them due to mitigating circumstances. A student who receives a clinical unsatisfactory grade will receive an F in the didactic portion of the course.
- If a student receives a failure in clinical before the course withdrawal period, the student may choose to withdraw from the course. If a student remains in the course, an “F” grade will be given at the end of the course.
- A student may be denied continued enrollment in the course if, after reasonable accommodation, the clinical faculty concludes that he/she cannot perform safely in the clinical environment. All occurrences of unsafe behaviors will be reviewed by the program coordinator and the Dean of Nursing.
- A final grade of “satisfactory” in the clinical area is required to pass practical nursing courses, where both the clinical portion and the theory/didactic portion are jointly embedded within one course. Students who cannot perform the essential functions described below are not permitted to attend clinical.
- If a student is absent from clinicals to the extent that the clinical faculty cannot determine satisfactory achievement of the student learning outcomes/clinical objectives, then the student will be categorized as unsatisfactory in meeting the student learning outcomes/clinical objectives.

Professional Behavior and Expectations

One's behavior reflects the qualities of a professional, including maturity, knowledge and skill, and responsibility to oneself and others. The Brightpoint Community College Nursing Department aims to support nursing students in developing professional abilities and attributes through clinical and academic experiences. To provide a foundation for this development, students must adhere to approved standards of conduct/behavior and demonstrate patterns of clinical and academic performance that follow the legal and ethical codes of nursing; promote the actual or potential well-being of clients, other health care providers, and self; demonstrate accountability in preparations, documentation, and continuity of care; and show respect for the rights of individuals. In addition, students are expected to obey the law, show respect for properly constituted authority, fulfill contracted obligations, maintain absolute integrity and high standards of individual honesty in academic work, and observe a high standard of conduct within the academic environment.

Commitment to the education process in the Practical Nursing Program is a responsibility accepted by faculty and students. Accepting responsibility means demonstrating fairness, honesty, and dedication to the truth. All members of the Practical Nursing Program must adhere to ethical practice and conduct defined in the Code for Nurses by the American Nurses Association. The Code of Ethics for Nurses was developed as a guide for carrying out nursing responsibilities in ways consistent with quality nursing care and the profession's ethical obligations.

A Code for Nursing Students

As students engage in clinical and academic settings, we believe that ethical principles are necessary for professional development. Therefore, within these environments, we:

1. Advocate for the rights of clients
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide timely, compassionate, and professional care for the client.
5. Communicate client care truthfully, in a timely manner, and accurately.
6. Actively promote the highest moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs.
9. Collaborate with the academic faculty and clinical staff in every reasonable manner to ensure the highest quality of client care.
10. Use every opportunity to improve the faculty and clinical staff's understanding of nursing students' learning needs.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring full disclosure and proper authorization from clients regarding any form of treatment or research.
15. Do not use alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per the school grievance policy.

Professional Behaviors

The Brightpoint Community College Practical Nursing program has based its definition of professional behavior on the American Nurses Association Standards of Practice. Students are expected to meet these standards of conduct throughout the program. All professional behavior competencies must be met for the student to progress to the next semester.

Standards of Professional Behavior

- ** Accepts responsibility for one's actions and attitudes.
- ** Demonstrates the ability to develop and maintain therapeutic relationships and appropriate personal boundaries.
- ** Demonstrates respect, sensitivity, and nonjudgment when communicating with others, including peers, faculty, clients, staff, families, and the community.
- ** Demonstrates personal and professional ethics, honesty, and integrity.
- ** Completes assignments as required and scheduled.
- ** Provides prior notification to appropriate faculty when unable to meet commitments or requirements.
- ** Participates in clinical activities as scheduled, arriving on time and preparing for the daily assignment.
- ** Demonstrates professional appearance and presentation in clinical settings.
- ** Demonstrates the ability to use good judgment in all decision-making and provide sound rationale for actions.
- ** Respect others during clinical activities (i.e., no talking while others are talking, cell phones are silenced, and no inappropriate use of computers)
- ** Demonstrates respect and courtesy to all individuals regardless of culture, ethnicity, religion, work experience, gender, age, and sexual orientation.
- ** Communicates with others with respect, sensitivity, and courtesy in all forms (verbal, nonverbal, written, and electronic; includes listening and caring behaviors).
- ** Maintains confidentiality of client information in conversation, electronic, and written means.
- ** Actively participates as a patient advocate.

Essential Functional Ability

All applicants for and students in the Practical Nurse Program, including persons with disabilities, must be able to perform essential functions included in this document, either with or without accommodations. These vital functions align with the Virginia State Board of Nursing Examiners' expectations for individuals seeking initial licensure as practical nurses.

Essential functions are the primary activities that a student must be able to perform. Any student applicant who has met the necessary prerequisites and can perform the essential functions of the Practical Nursing program, either with or without reasonable accommodations, will be considered for admission. A candidate must be able to perform the identified essential functions with reasonable independence. Using trained intermediaries is not permissible because the candidate's judgment would be mediated by someone else's power of observation and selection.

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

- The Standards of Clinical Nursing Practice, established by the American Nurses Association and adopted by the faculty, are the standards for the Nursing program.

The "**essential functions**" are the basic cognitive, psychomotor, and affective activities required to successfully complete the practical nursing curriculum and obtain initial licensure as a practical nurse. Essential functions are identified as:

Reading	Gross motor skills
Arithmetic	Fine motor skills
Competence	Physical endurance
Emotional stability	Physical strength
Analytic thinking	Mobility
Critical thinking	Hearing
Clinical reasoning	Visual
Interpersonal skills	Tactile
Communication	Smell

These functional abilities are essential for a practical nurse and form the basis for the Brightpoint Community College Nursing Program's essential functions. Students in the Practical Nursing program must be mentally, physically, and emotionally capable of performing the required work. Therefore, the following areas must be free of deficits to allow the student to participate fully in the student experience. Further, students must present a signed statement at the beginning of the program attesting to these functional abilities (See Appendix A). Whenever these functional abilities change, the student must notify the faculty of a decision regarding continued participation in the program.

- ❖ **Speech:** Communicates in English orally and in writing with clients, physicians, peers, family members, and the health care team from various social, emotional, cultural, and intellectual backgrounds.

- ❖ **Hearing:** Auditory acuity to note slight changes in the client's condition, perceive and interpret various equipment signals, and use the telephone.
- ❖ **Vision:** The ability to read and distinguish colors, handwritten orders, and any other handwritten and printed data, such as medication records and scales; chart content, and ensure the safety of the client's condition by clearly viewing monitors to interpret data correctly.
- ❖ **Smell:** Olfactory ability is sufficient to monitor and assess health needs.
- ❖ **Mobility:** Walk or stand for over six to eight hours. Must be able to bend, squat, or kneel and assist in lifting or moving clients of all age groups and weights. Perform CPR, i.e., move above the patient to compress the chest and manually ventilate the patient. Work with arms fully extended overhead.
- ❖ **Manual Dexterity:** Determine eye/hand coordination and manipulation of equipment such as syringes and IV infusion pumps. Able to use a computer/keyboard.
- ❖ **Fine motor skills:** Use hands for grasping, pushing, pulling, and fine manipulation. Possess tactile ability sufficient for physical assessment and to differentiate change in sensation.
- ❖ **Arithmetic Competence:** Comprehend and apply basic mathematical skills, e.g., factor labeling, using conversion tables, and calculating drug dosages and solutions. Measure time, use a calculator, and read and record graphs.
- ❖ **Writing:** Communicate and organize thoughts to prepare written documents that are correct in style, grammar, and mechanics.
- ❖ **Emotional Stability:** Establish therapeutic boundaries, adapt to changing environments and stress, perform multiple responsibilities concurrently, handle strong emotions, provide clients with emotional support, and focus attention on tasks.
- ❖ **Analytical Thinking:** Transfer knowledge from one situation to another, process information, evaluate outcomes, prioritize tasks, and problem-solve.
- ❖ **Critical Thinking:** Identify cause-and-effect relationships, plan/control activities for others, synthesize knowledge and skills, and sequence information.
- ❖ **Interpersonal Skills:** Negotiate interpersonal conflict, respect clients' differences, establish rapport with clients and coworkers, explain procedures, and educate clients and their families.

Assumption of Risk

Students are required to practice safely in clinical and laboratory settings. At the beginning of each semester, each student will read, understand, and sign the Assumption of Risk form, which denotes that the student assumes all the risks inherent in clinical practice. This form will be maintained in the student's file throughout the program.

Administration of Medications by Students in Clinical Practice

- In the clinical setting, all medications will be administered according to the policies of the clinical facility.
- No medication administration is to be done in the first or second semester. Students must pass the drug dosage calculation examination with a score of 90% or higher to administer medications.
- The dosage calculation assessment is given during the second semester. Students have three **(3)** attempts to pass the exam successfully. If they do not, they will receive an “F” grade in the course (PNE 174).
- Students who are unsuccessful in the dosage assessment may withdraw from the course by the withdrawal date.
- Students will be supervised by the clinical faculty or preceptor when preparing and administering medications in the clinical setting.
- Students must demonstrate medication administration competency by safely administering medications within the clinical environment by the last semester.
- Medication administration records must be documented electronically or submitted to the appropriate clinical Canvas course.
- Students may not administer blood, blood products, or chemotherapy.
- Students may not obtain or witness informed consent.
- Students may not take verbal or telephone orders.

Exposure Guidelines

- Students must wear appropriate protective clothing/equipment when performing any task(s) that may involve exposure to body fluids.
- Any direct exposure to body fluids as a nursing student must be reported immediately to the clinical instructor. Students exposed to body fluids shall follow this protocol:
 - Wash the area immediately with a disinfectant agent; rinse the area with clean water for eye splashes.
 - Report the incident to the clinical instructor.
 - The student should go to an Emergency Department, Employee Health (if available), or Urgent Care to seek triage and treatment. The student is responsible for all exposure, triage, and treatment costs.
 - The clinical instructor and student will notify the agency department supervisor, the program coordinator, and the Dean of Nursing.
 - The student, with faculty assistance, will complete an agency site occurrence report and the Brightpoint Community College Personal Injury Form.
 - Information from the U.S Department of Labor, Occupational Safety & Health Administration (OSHA), is available at [OSHA Bloodborne Pathogens](#).

Please note that students are responsible for all medical expenses related to any exposure or incident they experience in class, skills lab, simulation, or clinical.

Dress Code for Lab and Simulation

Brightpoint Community College nursing students are expected to conform to high standards of personal appearance and hygiene. The attire worn at the College should reflect dignity and professionalism. Unless otherwise specified by the faculty, students must adhere to the uniform guidelines as follows during lab and simulation:

- Students must be in full uniform, including their Brightpoint Community College student ID badge, a watch with a second hand, bandage scissors, penlight, and stethoscope during clinical hours in the affiliating agencies. Uniforms are required in the nursing skills lab unless otherwise specified by the faculty.
- The student uniform consists of a teal top with the Brightpoint Community College logo embroidered on the left upper side, and teal pants or a skirt. All uniforms should be clean and wrinkle-free. Undergarments must always be worn, be neutral in color, and remain invisible. Matching teal scrub jackets are optional but recommended.
- Uniforms must be purchased through the Bookstore on the Chester Campus.
- Uniforms should fit so that when the student bends forward, the bottom hem of the top covers the pants' waistband in the back. Visible chest cleavage or tight clothing is not permitted.
- Students should wear white nurses' shoes or solid white, gray, or black leather athletic shoes with backs and no open holes. Shoes should be clean; **canvas tennis shoes are not appropriate**. Multiple colors on the shoes are not acceptable. Sock colors must match the shoe color.
- Hair must be natural (not pink, blue, purple, etc.), clean, neat, and off the collar. It must also be secured off the face and collar with an appropriate band or device and in a professional style (no Mohawks, shaved designs, etc.).
- Fingernails must be clean and kept short. Nail polish (including clear), gel, acrylic, and other artificial nails are prohibited.
- Jewelry should be kept to a minimum. Wedding rings (band only) are acceptable. A pair of small stud earrings worn in the lowest hole in the ear lobe(s) is acceptable. All other jewelry, including ear gauges and spacers in other pierced areas, is prohibited in the lab or clinical setting.
- Perfumes, colognes, aftershave lotions, and other strong fragrances are uniformly prohibited. Deodorant must be unscented or mild.
- All visible tattoos must be non-offensive (no naked bodies, hate symbols, etc.)
- Make-up must be discreet and natural in appearance.
- All students must be clean, neat, and free of odor.

- Smoking in uniform is not permitted.
- Drinking alcoholic beverages while in uniform is forbidden.
- Unprofessional language or actions in uniform, class, or clinical are unacceptable and can be grounds for dismissal from the program.
- Gum is not permitted while in uniform.
- If worn, beards, mustaches, and sideburns must be neat, closely trimmed, and in accordance with facility policy for client safety.
- The dress code may be modified during maternity, pediatrics, psychiatric, surgical, or community rotations if instructed by the course faculty.
- When assigned to a clinical agency where the uniform is not required, the following guidelines apply:
 - Business Casual Street clothes – no jeans, tee shirts, tank tops, spaghetti straps, sweatshirts, hoodies, provocative clothing, damaged or soiled clothing, or stenciled writing. No sandals, flip-flops, or beach-type footwear. The same jewelry and tattoo regulations (above) apply.
 - Students will wear a lab coat/scrub jacket and display their Brightpoint Community College Student ID badge.
 - Hair will be neat and styled. Long hair must be secured with an appropriate band or device so that it does not fall below the collar.

Clinical faculty reserve the right to dismiss students who violate the dress code policy from the clinical area for the day. If dismissed, the student accrues a clinical absence and is graded unsatisfactory on the clinical evaluation tool.

Student ID Badges

Student ID badges will be available after the first mandatory orientation. Student ID badges must always be worn in the Nursing Education Center and at every clinical session. If you do not have your ID badge, you will be sent home by your course instructor or the security officer. Students sent home for non-compliance may accrue a class or clinical absence. If students are sent home on a quiz day, the quiz may not be made up. If the student is sent home on an exam day, the student will make up the exam per syllabus requirements and will forfeit collaborative exam points.

Health Requirements

All health requirements for admission must be maintained throughout the Practical Nursing Program. Noncompliant students will not be permitted to attend clinical and may incur a clinical failure. Castle Branch will be reviewed for compliance before the clinical rotation begins in any given semester. Clinical agencies can change clinical requirements for students/faculty at any time, and compliance is expected.

Students who cannot perform the essential functions will be removed from clinical until they obtain a letter from their healthcare provider stating they can return to unrestricted activity. Accrued clinical absences may result in clinical failure.

Additional Policies

Americans with Disabilities Act (ADA)

Students with a documented disability must register with Disability Support Services at the Midlothian or Chester Campus. Refer to the Brightpoint Community College Student Handbook for more information. The student is responsible for providing their IAP (Instructional Accommodations Plan) to the course faculty. IAPs are not retroactive.

Students must meet the essential functional abilities with or without accommodation to be admitted to or continue in the Nursing Program.

Pregnancy: Title IX

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

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

Title IX includes protections for pregnant students.

For more information, contact Sandra Kirkland, the Title IX Officer and Dean of Students, or Michelle Spencer, the Deputy Title IX Officer and Associate Dean.

While it is recognized that pregnancy is a normal condition, there are specific legitimate concerns regarding the pregnant student. If there are limitations, they must be documented. Pregnant students must meet all the Essential Functional Abilities without restrictions to remain in clinicals. **See Essential Functional Abilities.** Should delivery or hospitalization occur while the student is actively enrolled, the student must submit a medical release from the physician before resuming classes and clinicals.

Change in Health Status

If a student's health status changes, they need to contact their healthcare provider to determine if clinical practice could potentially endanger themselves or others. The student is not obligated to disclose the nature of the change in health status. However, the student assumes all associated risks. Suppose a change in health condition also causes a change in functional abilities. In that case, the student must submit a

statement from a health provider attesting that the student can perform full clinical duties.

Class Outlines, Notes, and PowerPoint Presentations

Class outlines and notes may be available in specific courses. PowerPoint presentations are the intellectual property of individual faculty and may be available in narrated or un-narrated format. This is not a requirement of the faculty. Zoom sessions may be archived at each faculty member's discretion and made available for student use. See course syllabi or consult individual faculty for specific course policies.

Parking

Refer to the Brightpoint Community College Student Handbook and Catalog for more information. The clinical faculty will provide information about parking at local healthcare facilities. Students should check the announcements before attending clinical for parking details.

Alcohol, Tobacco, and Drugs

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

Drug Screening

The Brightpoint Community College School of Nursing requires a 10-panel urine drug screen on all nursing students upon admission to the Practical Nursing Program and when a student has been out of the program for one semester. Then, randomly after that, if behavior warrants another screening during the student's tenure in the Practical Nursing Program.

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

Impaired: Under the influence of alcohol, any drug, or the combined influence of alcohol and any drug or substance to a degree that renders the person incapable of safely operating a vehicle and performing the cognitive and physical functions of a student nurse, resulting in risk to the safety of self or others. Behaviors that may warrant further drug screens include, but are not limited to:

1. Failure to comply with facility protocols while working in clinical settings.

2. Observable phenomena, such as direct observation of drug use or the physical symptoms or manifestations of being under the influence of a drug, such as but not limited to:
 - a. Unusual slurred or rapid speech
 - b. Noticeable change in appearance and hygiene
 - c. Impaired physical coordination
 - d. Inappropriate comments, behaviors, or responses
 - e. Trembling hands; persistent diarrhea
 - f. Flushed face
 - g. Red eyes
 - h. Unsteady gait
 - i. Declining health
 - j. Irritability
 - k. Mood swings
 - l. Isolation
 - m. Decreased alertness
 - n. Pupillary changes.
3. Suspected of being impaired by clinical faculty or clinical staff.
4. Suspicion of drug use during school and abnormal conduct or erratic behavior in the clinical unit or classroom setting, including absenteeism, tardiness, or deterioration in performance.
5. Evidence of tampering with a drug test.
6. Information that the individual has caused or contributed to an incident in the clinical agency.
7. Evidence of involvement in the use, possession, sale, solicitation, or transfer of drugs while enrolled in the nursing program.
8. Suspicion of alcohol consumption (odor/smell).

Admission and continuing status in the nursing program are contingent upon satisfactory results of initial and subsequent drug screens. Failure to submit to a requested drug screen may result in immediate dismissal from the program.

If a faculty member or clinical agency staff member observes or suspects such behavior, the faculty member must immediately dismiss the student from the educational or clinical setting and contact the Practical Nurse Coordinator, who will determine whether there is reasonable suspicion to screen the student.

If the decision is made to screen the student, the faculty member will be directed to arrange the screening immediately. The student will be responsible for obtaining transportation to the designated lab for screening; the student will not be allowed to drive to the selected lab. Any incurred cost will be the responsibility of the student.

Smoking

Refer to the Brightpoint Community College Student Handbook and Catalog. Nursing students cannot smoke while wearing the Brightpoint Community College nursing student uniform.

Children and Family Members

Children or family members are prohibited in classrooms, computer labs, or clinical areas. Children under 18 must be accompanied by an adult when in the College. Family members are not allowed in the clinical area.

Social Media

This policy provides guidelines for using and conducting social media sites. Examples of social media include, but are not limited to, Wikipedia, blogs, microblogs, wikis, virtual worlds, Facebook, YouTube, Twitter, Snapchat, Instagram, and Flickr. Once you become a student in a professional nursing program, your public visibility options on social media may change. You are subject to scrutiny by a wider audience, including future employers.

- a. Do not post confidential or sensitive information about Brightpoint Community College or its community affiliates, including patients, other students, faculty, or staff. Also, no pictures should be taken while wearing your Brightpoint Community College Nursing Uniform.
- b. Do not post comments or use language that could reflect poorly on you, the College, or the Nursing Program. Students who participate in social networking represent themselves, Brightpoint Community College, and the Nursing Program.
- c. Think before you post. Always conduct yourself professionally in all social settings, whether virtual or in person. Use privacy settings when appropriate. You do not have college permission to use the Brightpoint Community College name or brand. You cannot discuss faculty, clients, or other students. You are not permitted to use images of the Nursing Program, the College, or any faculty or staff. What you write, post, or display, and any repercussions, are your responsibility.

Violation of this policy may result in disciplinary action, up to and including dismissal from the practical nursing program.

Additionally, students are legally responsible for their individual postings and may be held liable if they are found to be defamatory, harassing, or in violation of any other

applicable law. Students may also be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.).

Use of Personal Electronic Devices

1. Smartphones/tablets and other social media devices are expected to be used only as authorized by faculty and facility policy during clinicals and classes.
2. No personal phone is allowed for any reason while in patient/client care areas or on the clinical agency units.
3. Students may bring their cellular devices to the clinical. **Use is restricted to non-patient-care areas (break room/cafeteria).** Students who have their cellular devices in patient care areas will be given an unsatisfactory for the clinical day. Faculty have the right to impose a more stringent policy if cell phone usage distracts students from delivering patient care. Students should only use their cell phones during assigned breaks or with the faculty's permission.
4. Smartwatches are prohibited in clinical, simulation, or laboratory settings. If worn, one warning will be given. Subsequent instances will result in an unsatisfactory. The practical nurse coordinator will review repeated offenses.
5. No pictures can be taken in the clinical facilities for any reason. Photographs containing patient information, with or without visible identifiers, violate HIPAA guidelines.
6. At no time shall patients/clients be videotaped, photographed, or voice-recorded.
7. Violating patient/client privacy with an electronic device will be subject to HIPAA guidelines and consequences.

Medical Withdrawals

Students who withdraw from the Practical Nursing Program due to a medical condition or other medically necessary circumstance must provide documentation from a licensed healthcare provider before being considered for readmission to the program.

The healthcare provider's documentation must verify that the student is medically cleared to participate in all aspects of the Practical Nursing Program and can perform the Essential Functional Abilities identified in this handbook **without restrictions or limitations**. The documentation must indicate that the student is capable of safely meeting the physical, cognitive, sensory, behavioral, and communication requirements necessary for classroom, laboratory, simulation, and clinical learning experiences.

Students who are unable to provide the required medical clearance will not be permitted to return to the Practical Nursing Program until the Dean of Nursing and Program Coordinator have received and approved the appropriate documentation. Submission of medical clearance does not guarantee readmission and does not supersede any other program progression, readmission, or admission policies outlined in this handbook.

Closing and Emergency Procedures

Refer to the BRIGHTPOINT COMMUNITY COLLEGE Student Handbook and Catalog for:

- Brightpoint Alert: [Brightpoint Alert System](#)
- Closing and Emergency Procedures: [Brightpoint Safety Communications](#)
Emergency Evacuation Assembly Areas

SEVERE WEATHER/TORNADO WARNING SHELTERS

Content Disclaimer

Brightpoint Community College provides its website, catalog, handbooks, and any other printed materials or electronic media for your guidance. The College does not guarantee that the information contained within them, including, but not limited to, the contents of any page that resides under the DNS registration of [www.Brightpoint Community College.edu](http://www.BrightpointCommunityCollege.edu), and the associated social media sites of www.facebook.com/brightpointcc, www.twitter.com/brightpointcc, www.flickr.com/brightpointcc, and www.youtube.com/brightpointcommunitycollege is up-to-date, complete and accurate, and individuals assume any risks associated with relying upon such information without checking other credible sources, such as a student's academic program advisor or a member of the counseling office. In addition, when making academic decisions, a student's or prospective student's reliance upon information contained within these sources or individual program catalogs or handbooks does not constitute. It should not be construed as a contract with the College. Further, the College reserves the right to change any provision or requirement within these sources and any curriculum or program, whether during a student's enrollment or otherwise.

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

Appendices

Appendix A: Principles of Professional Behavior and Integrity

Appendix B: Essential Functional Abilities

Appendix C: COVID-19 Guidelines

Appendix A

Principles of professional behavior and integrity

- a. Responsibility is the foundation of integrity.
- b. We hold ourselves and others responsible for acting honestly, respectfully, and fairly.
- c. Honesty is fundamental in learning, teaching, and research.
- d. We act honestly and do not tolerate or justify dishonest conduct.
- e. Respect is the foundation of our academic community.
- f. We use appropriate speech and behaviors to demonstrate respect for one another and the educational process.
- g. Fairness is essential for the evaluation of the educational process.
- h. We strive to achieve fairness in our standards and procedures and in our evaluation of the work of others.
- i. Trust is achieved when all involved in the educational process adhere to the principles of integrity.

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

Expectations for Professional Behavior

1. Standards of professional/safe conduct and academic honesty are based on the following:
 - a. Virginia Nurse Practice Act.
 - b. American Nurses Association (ANA) Code of Ethics.
 - c. National Student Nurses Association (NSNA), Code of Academic and Clinical Conduct.
 - d. Brightpoint Community College Nursing Student Handbook.
 - e. The Brightpoint Community College Student Catalog and Handbook.
 - f. Brightpoint Community College Appeals Policy.
2. Students are responsible for studying, demonstrating understanding, and adhering to published guidelines.
3. Students have the right to challenge Department of Nursing policies, related regulations, and disciplinary actions according to the established grievance or related policies of the Department of Nursing and the College as outlined in the College Catalog and Student Handbook.
4. Department of Nursing faculty and administration have the responsibility and authority to enforce standards of conduct in clinical and academic settings; report and document substandard student performance or conduct, dishonesty, and be guided by a commitment to safeguarding the well-being of those with whom the student comes in contact while performing student nurse functions.
5. Consequences of a student's failure to comply with professional standards will be based upon the offense or pattern of deficiencies. They may range from a verbal

warning to immediate dismissal from clinical or class as determined by the supervising faculty. Faculty may immediately place a student on a temporary suspension if there is reasonable cause to believe that the student is impaired or is unable to practice nursing with reasonable skill and safety to clients because of illness, lack of preparation, suspected use of alcohol, drugs, narcotics, chemicals, or any other substances, or because of any mental or physical condition.

6. Whenever a student's conduct or pattern of deficiency warrants interim suspension, the circumstances will be reported to and reviewed by the Dean of Nursing and Allied Health as soon as possible. The Director will review the circumstances and, in accordance with Brightpoint Community College and nursing program policies, determine the appropriate actions to take. If it is determined that a student should be suspended or removed from the nursing program, the action must be reviewed and confirmed by the Dean of Math and Natural Sciences, the Dean of Students, and the Vice President of Learning and Student Success. A student on a temporary suspension from the practical nursing program will not be allowed to participate in remaining clinical or classroom experiences until the dismissal has been reviewed by appropriate personnel and it has been determined that the student may return to the clinical setting or classroom. This statement does not apply to students who cannot return to the program due to another policy, such as failing two classes, failing to meet physical requirements, or poor academic performance. This refers only to disciplinary suspensions or dismissals.

Indicators of unprofessional or unsafe conduct:

- a. Failure to practice within the boundaries of the Virginia Nurse Practice Act, the guidelines of the Department of Nursing, and the rules and regulations of the health care agencies in which students practice.

Examples of unprofessional/unsafe conduct include, but are not limited to, the following:

1. Arriving for clinical under the influence of drugs or alcohol.
2. Failing to follow applicable policies and procedures of Brightpoint Community College, the Department of Nursing, and health care agencies.
3. Arriving for clinical too ill, tired, or unprepared to perform safely.
4. Leaving the assigned area without the express permission or knowledge of the instructor or nurse whom the student is following.

Failure to practice according to the American Nurses Association Code of Ethics, the Virginia Nurse Practice Act, and the National Student Nurses Association, Inc. Code of Academic and Clinical Conduct.

Examples of unprofessional conduct include, but are not limited to, the following:

1. Refusing assignments based on client attributes such as gender, medical diagnosis, race, culture, or religious preference.
2. Misrepresenting oneself or practicing beyond student role expectations.
3. Failing to report peers' and other healthcare team members' unethical, unprofessional, or unsafe conduct.
4. Failure to meet safe standards of practice from a biological, psychological, sociological, and cultural standpoint.

Examples of unprofessional practice include, but are not limited to, the following:

1. Failing to exhibit appropriate mental, physical, or emotional behavior(s).
2. Acts of omission or commission in the care of patients/clients, such as, but not limited to, allowing or imposing physical, mental, emotional, or sexual misconduct or abuse; exposing self or others to hazardous conditions, circumstances, or positions; intentionally or unintentionally causing or contributing to the harm of patients/clients; making grievous errors.
3. Failing to recognize and promote patients' rights.

Failure to demonstrate responsible preparation, documentation, and continuity in the care of patients/clients.

Examples of unprofessional practice include, but are not limited to, the following:

1. Failing to respond appropriately to errors in the provision of care.
2. Failing to provide concise, inclusive, written, and verbal communication.
3. Failing to report questionable practices by any healthcare worker.
4. Attempting activities without adequate orientation, theoretical preparation, or appropriate assistance.
5. Dishonesty and miscommunication may disrupt care and unit functioning.

Failure to show respect for patients/clients, health care team members, other students, faculty, and self.

Examples of unprofessional practice include, but are not limited to, the following:

1. Failing to maintain confidentiality of interactions and protected client communications.
2. Failing to maintain confidentiality of records, including adhering to HIPAA and facility regulations.
3. Dishonesty.
4. Using stereotypical assessments or derisive comments or terms.
5. Disruption of class, lab, or clinical with audible use of cell phones or other electronic devices.

Refer to the Virginia Nurse Practice Act for further clarification and definition of unsafe/unprofessional conduct.

- a. A student whose performance endangers the safety of a client, peer, self, health care team member, or faculty, or whose conduct/behavior is deemed unprofessional, will be removed from the situation and given verbal and written instructions by the instructor. Faculty may immediately institute an interim suspension for unsafe or unprofessional conduct.

When faculty first identify indications or patterns of unsafe or unprofessional conduct/behavior, the faculty will:

- b. Discuss concerns with the student, precepting nurse, or charge nurse as applicable.
- c. Determine if the student may stay at the site for the day/rotation.
- d. Document concerns, circumstances, and plans for remediation or disciplinary action.
- e. Determine if the student will be placed with a consulting clinical instructor/mentor for further evaluation.
- f. Discuss concerns with the Course Coordinator and Director of Nursing, as appropriate.

Students are expected to

- Attend all class sessions, arriving on time and remaining until dismissed.
- Notify the instructor in advance of anticipated absences, late arrivals, or early departures.
- Refrain from class disturbances.
- Turn off and store away cell phones and all electronic devices unless permission has been otherwise granted.
- Prepare fully for each class.
- Participate in all classes.
- Respect classmates and the instructor
- Complete all assignments and exams honestly, punctually, and to the best of their ability.
- Cite sources appropriately, following the course requirements. Plagiarism is defined as "...unacknowledged appropriation of another's work, words, or ideas in any themes, outlines, papers, reports, speeches, or other academic work."
- Refrain from giving or receiving inappropriate assistance.
- Conduct oneself ethically, honestly, and with integrity in all situations.
- Treat fellow students, faculty, staff, and administrators fairly and impartially.
- Dress appropriately, avoiding clothing that is revealing, provocative, or includes offensive language or visuals.
- Make every effort to prevent discrimination and harassment.
- Behave and speak professionally, respectfully, and courteously at all times.
- Use the college's property, facilities, supplies, and other resources most effectively and efficiently.
- Be fair in the evaluation of administrators, faculty, staff, and fellow students

- Make good use of time by engaging in appropriate activities and, when possible, participating in worthwhile organizations and activities on campus and in the broader community.

Maintaining patient confidentiality is a critical performance behavior.

- a. No chart copies or computer-generated printouts with identifying information will be removed from the facility.
- b. Patient names are not to appear on written work or papers carried by the student. Patient names and information are only shared in the clinical setting for educational purposes. This data should not be included in any conversation outside the educational environment or with those not involved in the clinical experience.
- c. Students are expected to use headsets to access all narrated content. No course content should be available to the public, including your family. Specific clinical examples may be used during teaching sessions; these discussions are private and not for public exposure.

Professional communication is expected of all students.

- a. Students will identify themselves appropriately in all forms of communication, including telephone messages, e-mails, and facsimiles.
- b. Students are advised to use only the official Brightpoint Community College e-mail account for communication with faculty. They are also advised to edit any written communication.
- c. Unprofessional communication of any kind will result in counseling at a minimum and may result in disciplinary action up to and including program dismissal.
- d. All unprofessional written content will be included in the student's files.

Students may be dismissed from the Practical Nursing Program for unprofessional conduct or prevented from participating in clinical activities by the affiliating clinical agency. Students in the Brightpoint Community College Practical Nursing Program reflect the college in the community. Nursing students are always expected to represent Brightpoint Community College with dignity and professionalism. A respectful, professional demeanor is required in all activities, including the classroom, campus lab/clinical, and online environments. Behavior that is respectful to faculty, patients, other students, and staff is expected. In the event of disciplinary action, the student has the right to file a grievance or to appeal the action.

The overall expectation is to be consistent with the ANA Code of Ethics for Nurses.

Principles of the Nursing Code of Ethics

Revised in 2015 to include 9 provisions, the ANA's nursing code of ethics now includes interpretative statements that can provide more specific guidance for nursing practice. Currently, the nurse's code of ethics contains 9 main provisions:

1. The nurse practices with compassion and respect for every person's inherent dignity, worth, and unique attributes.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the patient's rights, health, and safety.
4. The nurse has authority, accountability, and responsibility for nursing practice, makes decisions, and takes actions consistent with the obligation to provide optimal patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. Through individual and collective effort, the nurse establishes, maintains, and improves the ethical environment of the work setting and employment conditions that are conducive to safe, quality health care.
7. In all roles and settings, the nurse advances the profession through research and scholarly inquiry, professional standards development, and nursing and health policy generation.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organization, must articulate nursing values, maintain its integrity, and integrate principles of social justice into nursing and health policy.

The nine provisions were implemented to help guide nurses in ethical decision-making throughout their practice.

Please refer to the link below for additional information.

- [Nursing World Code of Ethics](#)
- [Nursing World Organization](#)

Appendix B

Essential Functional Abilities (representative examples)

Gross Motor Skills

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

Fine Motor Skills

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

Physical Endurance

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

Mobility

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

Hearing

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

Visual

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

Reading

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

Smell

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

Arithmetic Competence

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

- Write numbers in records

Emotional Stability

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

Analytical Thinking

- Transfer knowledge from one situation to another
- Process information
- Evaluate outcomes
- Problem-solving
- Prioritize tasks
- Use long-term memory
- Use short-term memory

Critical Thinking

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

Interpersonal Skills

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

Appendix C

COVID-19 guidelines: Brightpoint Community College follows the guidelines and recommendations of the CDC and the Governor of Virginia. Brightpoint Community College does not require that students be vaccinated/boosted against COVID-19. However, many clinical facilities used for learning do require proof of vaccination. Students assigned to a clinical site are expected to adhere to all rules and regulations of BCC and the clinical facility. Students unable to attend clinical due to vaccination status will incur a clinical absence and subsequently may not meet the clinical objectives for the course. Before coming to campus or clinical, an initial screening by the student is to be completed:

- Am I sick?
- Do I have symptoms consistent with COVID-19?
- Have I been tested for COVID-19 and am awaiting results?
- Have I recently been exposed to COVID-19?
- Have I been exposed to someone who has tested positive for COVID-19?
- Have I returned from international travel within the last 14 days?
- Have I traveled recently to an area with a high percentage of COVID-19?

The student should remain home or leave campus/clinical and contact Sandra Kirkland, Dean of Students, for guidance.

According to the Centers for Disease Control and Prevention (CDC), social distancing and masking are among the best ways to avoid exposure to this virus and slow its spread. Individuals should maintain a minimum distance of 6 feet from one another in offices, classrooms, and shared spaces on campus.

Face coverings/masks are at the student's discretion, except when required in the clinical setting and as directed by faculty. If the college must close campuses due to severe conditions/public health directives, BCC will inform faculty and students of the policies and procedures for continued learning and alternative educational formats.

The requirements at the clinical agency facilities may differ from those required by Brightpoint in the on-campus setting. Students must follow the requirements of the respective clinical agency. Any student who is unable to meet/does not meet the clinical agency requirement will not be permitted to attend clinicals. Students will not be offered replacement clinical hours for failing to follow the clinical agency requirements.