



**2024-2025**

**Practical Nursing Student**

**Handbook**

### **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.

### **Pending Approval**

The Brightpoint Community College Practical Nursing Program has received initial approval from 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 Maryland Drive, Suite 300, Henrico, VA 23233, or call 804-367-4515.

## TABLE OF CONTENTS

<b>Introduction</b>	<b>5</b>
<b>Administration, Faculty, and Staff</b>	<b>6</b>
Chain of Command	
<b>General Nursing Program Information</b>	<b>7</b>
Nursing Program Mission Statement	
Practical Nursing Program Purpose	
Program Information	
Program Mission, Vision, and Values	
Student Learning Outcomes	
<b>Curriculum</b>	<b>9</b>
Cost of Program	
Financial Aid/Academic Calendar	
<b>General Policies and Procedures</b>	<b>12</b>
Admission	
Clinical Requirements for Admission	
<b>Readmission Requirements</b>	<b>14</b>
Transfer Students	
Program Information	
Program Progression	
Attendance	
Transfer Students	
Grading	
Graduation Requirements	
Instructional Methods	
Catalog Policy	
Testing Policy	
<b>Academic Honesty</b>	
<b>Classroom Policies and Procedures</b>	<b>20</b>
Attendance	
Classroom Behavior	
<b>Laboratory and Clinical Rotations</b>	<b>21</b>
Clinical Attendance and Progression	
Campus Laboratory Attendance	
<b>Clinical Policies and Procedures</b>	<b>24</b>

- Clinical Grading
- Clinical Hours
- Replace Clinicals
- Make-up Clinicals
- Switching Clinical Groups
- Clinical Orientation
- Clinical Evaluation

**Professional Behaviors and Expectations** **26**

- A Code for Nursing Students
- Standards of Professional Behavior

**Essential Functional Ability** **28**

- Assumption of Risk
- Administration of Medications by Students in Clinical Practice
- Exposure Guidelines
- Dress Code
- Student ID Badges
- Health Requirements

**Additional Policies** **33**

- Americans with Disabilities Act (ADA)
- Pregnancy
- Change in Health Status
- Class Outlines, Notes and PowerPoint Presentations
- Parking
- Alcohol, Tobacco, and Drugs
- Smoking
- Children and Family Members
- Social Media
- Use of Personal Electronic Devices
- Closing and Emergency Procedures
- Content Disclaimer

**Appendices** **39**

Appendix A: Principles of Profession Behavior and Integrity

Appendix B: Essential Functional Abilities

Appendix C: COVID-19 Guidelines

## 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. This handbook contains the policies and procedures specific to the Brightpoint Community College Practical Nursing Program. It is intended to be used by nursing faculty and students in conjunction with the Brightpoint Community College *Student Handbook* and the Brightpoint Community College *Catalog*. 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 packet while enrolled as a student in the Brightpoint Community College Practical Nursing Certificate Program.

The Practical Nursing Program requires discipline, mature behavior, a professional attitude, 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 commitment to caring. Students in the PN program will adhere to the legal requirements for students in health professions as described in the Nurse Practice Act of the Virginia Board of Nursing.

Personal flexibility is essential to meet the needs and demands of the nursing program. The college offers this program in affiliation with the health care agencies and practitioners in the communities the college serves. The often-rapid changes in healthcare law, standards of practice, technology, and content of credentialing examinations may necessitate immediate changes in 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 [www.BrightpointCommunityCollege.edu/about/publications](http://www.BrightpointCommunityCollege.edu/about/publications).

## **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 member of the Virginia Community College System (VCCS).

### **Administrative structure:**

- a. Administration:  
 President: Dr. William "Bill" Fiege  
 Vice President of Academic Affairs: Dr. Tara Atkins-Brady
- b. 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  
 Full-time nursing faculty
- c. Administrative Assistant: Victoria McDaniel

### **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

In the event of disciplinary action, the student has the right to file a [Grievance or Appeal](#).  
[\(Student Grievance Policy and Procedure - Brightpoint Community College - Acalog ACMS™\)](#).

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

- Care for 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 become practical nurses capable of caring for groups of clients with multiple health needs, as defined by the role of the practical nurse. 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 registered nurse program 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 as co-requisite courses with the nursing classes during subsequent semesters. Nursing courses are sequential, built upon content from previous courses (including non-nursing prerequisite college courses). The nursing curriculum is a three-semester sequence with practical nursing courses (PNE) taken after acceptance into the PN program. Elective nursing courses may be offered for student enrichment, but these courses are not substituted for required courses in the nursing sequence.

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

## **Program Mission, Vision, and Values**

### **Mission:**

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

### **Program Philosophy:**

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

## **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
Spring Prerequisites							
ENG 111	3	3	45				
PSY 230	3	3	45				
BIO 141	4	3	45	1			
MTH 154	3	3	45				
<b>Semester Total</b>	<b>13</b>	<b>12</b>	<b>180</b>	<b>1</b>			
1 <sup>st</sup> Semester							
PNE 162	11	6	90	5	45	122	16
PNE 174	2	1	15	1	45		
<b>Semester Total</b>	<b>13</b>	<b>7</b>	<b>105</b>	<b>6</b>	<b>90</b>	<b>122</b>	<b>16</b>
2 <sup>nd</sup> Semester							
PNE 151	4	3	45	1		45	8
PNE 158	1	1	15				
SDV 100 or 101	1	1	15				
<b>Semester Total</b>	<b>6</b>	<b>5</b>	<b>75</b>	<b>1</b>		<b>45</b>	<b>8</b>
3 <sup>rd</sup> Semester							
PNE 164	11	6	90	5		200	16
PNE 145	1	1	15				
<b>Semester Total</b>	<b>12</b>	<b>7</b>	<b>105</b>	<b>5</b>		<b>200</b>	<b>16</b>
<b>Curriculum Total</b>	<b>44</b>	<b>31</b>	<b>465</b>	<b>13</b>	<b>90</b>	<b>367</b>	<b>40</b>
<b>Total Contact Hours</b>							<b>407</b>

## 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. **11 cr.** (Lecture 6 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: 3 hours)

### **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 that emotions play. It enables students to understand their behavior as well as patient behavior. **1 cr.** (Lecture: 1 credit hour)

### **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 [www.Brightpoint Community College.edu/tuition](http://www.Brightpoint Community College.edu/tuition) for current rates).

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

The e-book package contains all the books needed for the practical nursing classes.

Testing packages and skills kits are purchased separately each semester.

Students are required to purchase a standardized testing and remediation package. The cost of the package varies each semester and is purchased at the start of each semester. **Students repeating a course must buy the products for the course each semester they are enrolled.**

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 600 MHz processor or faster and 128 MB of RAM or greater
- Internet Explorer, Google Chrome, and Mozilla Firefox required
- 1024 x 768 or greater screen resolution
- High-speed internet is preferred and strongly suggested
- Macromedia Flash Player, Quick Time, Real Player, and other media platforms can be downloaded free from the internet
- Logitech Comfort Set Clear Chat headphones with 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.

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

<b><i>Student Estimated Costs</i></b>	<b><i>Cost</i></b>
Tuition and Fees (44 credits X \$164.61*)	\$7,300
Uniforms and Shoes	\$200
Books	\$500
Achievement Tests (HESI)	\$500
Clinical Supplies	\$200
Malpractice Insurance (optional)	\$60
Criminal Background Checks/ Drug Screens/ Document Tracker	\$120
Castle Branch	\$50
Medical	\$500
Graduation and Licensure	\$500
Travel to Clinical Agencies	Variable
<b>Total Estimated Costs</b>	<b>\$10,500</b>

***Tuition and Fees are subject to change. All students entering the program must undergo 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 Brightpoint Community College Financial Aid Office welcomes inquiries about aiding. See: <https://www.Brightpoint Community College.edu/pay-for-tyler/financial-aid/>

## Academic Calendar

The academic calendar can be found on the college website at <https://www.BrightpointCommunityCollege.edu/academics/academic-calendar/>. It contains the start dates of classes, holidays, deadlines for adding/dropping a course and obtaining a tuition refund, a withdrawal date (without penalty), and final exams.

## GENERAL POLICIES AND PROCEDURES

**Program Admission** Requirements for the nursing program are specific, and admission is selective and competitive.

- Completed Brightpoint Community College Practical Nursing Application
- Official high school transcripts validating completion of high school, home school, 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 (May be taken during Semester 3 with PNE 151 & PNE 158)
- Applicants must be Certified as a Nurse Aide (CNA) in Virginia or have received a Certificate of Completion from an approved Nurse Aide Program and be eligible to take the NNAAP.
  - 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.
- Successful completion of the ATI TEAS exam with a minimum composite score of 60% or higher (proficient) score. Categories: Reading, Math, Science, and English must score at least 40%
- Applicants must electronically submit the completed Practical Nursing Program application online by the established deadline. (*October 1- Spring, April 1– Fall*)
- Applicants will be disqualified if the submission does not include all the required documentation.

- 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.
  - **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
    - 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 to 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 admitted into the next enrollment term. A new application will not be required from 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, Surrey County, Sussex County) will be offered priority consideration for admission offers.
- Applicants must earn a "C" or better in the prerequisite semester courses leading to the Certificate in Practical Nursing to enroll in 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 April 1 for Fall admission and October 1 for Spring admission.
- Applicants' transcripts and nursing pre-admission test scores will be evaluated and ranked according to the above priorities.

- 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 any of the nursing courses in the semesters may not progress.
- Students seeking readmission to the program will apply for readmission to a course.
- 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 do not return to the program for a semester for any reason.**

**Program Requirements:** To advance to the next semester, students must earn a grade of "C" or better in all coursework and demonstrate satisfactory attendance and performance in nursing clinical areas.

**Transfer students:** Brightpoint Community College's practical nurse program does not accept transfer students from other nursing programs.

### **Program Information:**

- A current working knowledge of biology and computer literacy principles is expected. Science and computer literacy 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.

### **Program Progression**

- Students must have declared Practical Nursing as the curricular major before application.
- The following policy statements guide progression decisions in the PN program:
  - All curricular courses must be completed with a "C" or better grade.
  - 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.
- A failing grade (D or F) in PNE 151 or PNE 158 will require the student to repeat the course before being permitted to 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 two (2) core curricular nursing courses are not eligible to progress in the program and must reapply to the practical nurse program.
- Any unsuccessful attempts in the PN program will require the student to meet with the Practical Nurse Coordinator to discuss remediation plans before submitting any further application, which will be accepted on a space-available basis.
- 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 **must** meet current admission and curriculum requirements at the time of application for readmission to a course.
- A readmitted nursing student must remain current in their clinical requirements, including CPR, TB testing, and immunizations.
  - i. Failure to maintain appropriate credentialing will result in the student being dismissed from the course/program until documents are completed.
  - ii. Students who do not enroll in the subsequent semester must reapply to the program
- 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 a semester or more for any reason.
- An absence from the program for more than one year will require a reapplication to restart the program and an interview with the Practical Nurse Coordinator. Students will be required to 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.

## Attendance

Students who are at risk for exceeding the attendance policy for a course as described in each course syllabus will be required to meet with the course instructor to determine a plan of action. 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 failure or academic removal from a course. The student's permanent record will include a copy of the documented plan.

## 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 course** in the PN curriculum 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 a 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	<b>70-79</b>	<b>Below 70</b>	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 earned in the theory portion.
  - Students who fail both course components will earn a final course grade of “F.”
  - Students who fail a course must repeat 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 this is different from 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 (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 withdrawing without an academic penalty date to be considered for a grade of “W.” In this circumstance, the student must submit and meet special requirements.
- 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 course so that NCLEX-PN testing can be done within 6-8 weeks after graduation.
- Participate in the required pinning ceremony at the end of the program.
- Purchase the appropriate school pin for pinning.

## 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 before each class to participate and perform activities/skills required during each session. Students who do not read and prepare for class are usually unsuccessful in mastering the course. The Practical Nursing program uses active learning strategies to develop critical thinking processes. Therefore, active learning requires that the student spend substantial time engaging with course materials before each class. The student is responsible for all content assigned and taught in and out of class time, even if the content is not explicitly addressed during 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 an exam analysis has been completed by the faculty. Exam results will be given to students through the LMS (Learning Management System) or by course faculty. No exam grades will be given over the phone or by email.

### 1. Exam Taking

- a. **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 case-by-case and reviewed by the program coordinator. If it is determined 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 the exam in 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 for extenuating circumstances.
- b. **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.
- c. **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 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 maximum time for the exam has been reached. Students with testing accommodations will have the time limit changed to reflect IAP requirements. The specific timeframe for each test will be noted in the test instructions. Faculty reserve the right to use auto-submit.
- d. **Test Availability:** Tests will be available only with 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.
- e. **Exam Review:** Group reviews will be provided at the instructor's discretion. While student attendance is optional, it is strongly recommended that students attend the review to obtain feedback. Students may make an appointment to review their test results. Students may make an appointment for up to one week following an exam.
- f. **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.

- g. **Exam Security:** Items will be presented one at a time. Returning to previously answered questions is not allowed. Grade book access will be limited to the test score only 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 discretion of the faculty. 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 starting the exam. Once completed, all pieces of scratch paper must be turned in to the faculty member or test center staff.
- h. **Collaborative Exam:** After taking the individual proctored exam, the student must sign off the computer and remain in their seat until it is time for collaborative testing. The student may not leave the testing room or the computer. Students will be assigned to groups to retake the test as a group. 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 minutes for collaborative testing. If the group grade is **90% or higher, 2 points** will be given to each group member. If the group grade is **between 80-89%, 1 point** will be provided. A grade lower than **80% will earn 0 points**.

## 2. Being Tardy for an Exam:

- a. Students who arrive more than 10 minutes late for an exam will not be admitted to the classroom. Due to tardiness, the student will have three (3) days to make up the exam. Students who are tardy after the first makeup exam will be penalized 10% for future exams that must be made up due to being late.

## 3. Make-Up Exams:

- a. 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.
- b. Make-up exams must be completed within seven (**7**) *calendar days* of the missed exam. Makeup exams will be scheduled in the testing center.
- c. Each course can implement a more rigorous make-up exam policy; see specific course syllabi for details.
- d. The student is responsible for contacting the course faculty and setting up a time to take the make-up exam.
- e. When collaborative testing is conducted, the student will forfeit the collaborative points for that exam.

## Quizzes

Online or in-class quizzes may be given as noted in the course syllabus. These may be either scheduled or unannounced. Course syllabi will contain specific guidelines for quizzes. The student must notify the instructor if 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 the quiz for a student needs to be reset more than once, they will need to make an appointment with the instructor to take the quiz in a proctored setting. Faculty reserves the right to require proctored testing when students demonstrate a pattern of requesting quiz resets. Faculty also 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 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*, which can be accessed at [www.Brightpoint.edu/about/publications](http://www.Brightpoint.edu/about/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 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 attendance is mandatory.**
- Replacement hours are offered for college-related cancellations, not personal absences of the student.
  - Consult your syllabus at the beginning of each class for the attendance policy for that course.
- Participation and attendance 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 with excessive tardiness.
  - See course syllabi for each nursing course's absence and tardy policy.
- 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 resolving the issue, the student will meet with the Practical Nurse Coordinator to discuss readmission.
- 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 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, but the instructor may allow them in the classroom.
- Tape recorders are permitted in the classroom **only** with the expressed approval by 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), unless in emergencies, violates 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 can determine exceptions if cell phones are used during learning activities.

## Laboratory and Clinical Rotations

The student will receive clinical/lab experiences in a variety of settings. The hours and clinical scheduling throughout the program may be adjusted according to 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 specific information regarding clinical hours, clinical 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 are expected to attend all campus lab sessions. These lab sessions count toward your **course grade and clinical hours** and are required for graduation and licensure progression. Students must satisfactorily perform skills and simulations in the campus labs and may not be allowed to perform a skill in clinical 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.

### Skills Lab Expectations

- Report to the lab on time and be prepared to stay the entire time.
- Come to lab prepared, with all supplies needed, and have read/viewed material before lab.
- No drinks or food are allowed in the lab. There will be a table outside for drinks. You may consume food and drink in the appropriate 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 permitted by the instructor.
- 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 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, attaining

practice experience, and meeting professional standards for accountability. Attendance is closely monitored, and issues with tardiness are strictly enforced.

- 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 uploaded to Canvas within 24 hours after clinical.** Students who fail to upload their CETs will not be given credit for clinical hours until documentation is uploaded.
- Drinks, food, and gum are prohibited in the simulation lab. However, you may consume food and drink in the appropriate 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 appropriately notify the faculty will receive an unsatisfactory or failure.
- Tardiness - A tardy is 5 minutes late (or more) for simulation experience.
  - The first tardy infraction will result in a warning.
  - Any further tardiness for simulation will result in dismissal from simulation and loss of hours for the day.
- 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 because of extenuating circumstances must notify the faculty before leaving.
- 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 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 while caring for humans in various healthcare environments. The Code for Nursing Students is based on the understanding that to practice nursing as a student is an agreement to uphold the trust that society has placed in us. The statements of the Code guide the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

### ● 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.

## 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 consist of simulation hours spent performing the roles of the practical nurse.
- Clinical tracking records (CTRs) are maintained throughout each semester to ensure the accuracy of clinical hours. It is the student's responsibility to have faculty sign the required documentation and upload it to Canvas. 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 not meeting the required hours will not progress to the following 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 they occur in.
- Replacement clinicals will be scheduled depending on the clinical faculty 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 considered a regularly scheduled clinical and follow the regulations and requirements for clinicals as per the handbook/syllabus.
- If the student does not attend the scheduled replacement clinical date/time, they forfeit the opportunity, which can 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.

### 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 to facilitate clinical environments conducive to learning.
- **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.**

### Clinical Orientation

- Clinical faculty is 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 given, which results 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** for the missed clinical 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 for 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.
- A final grade of "satisfactory" in the clinical area is required to pass practical nursing courses where both the clinical portion and theory/didactic portion are jointly embedded within one course. Students who cannot perform the essential functions described below cannot 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 the professional person, which include maturity, knowledge and skill, and a responsibility to self and others. Brightpoint Community College Nursing Department aims to support nursing students in developing professional abilities and attributes through experiences in clinical and academic settings. To provide a foundation for this development, students must adhere to approved standards of conduct/behavior and demonstrate patterns of clinical and academic performance 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; show respect for the rights of individuals. In addition, students are expected to obey the law and show respect for properly constituted authority, perform 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 consistent with quality in nursing care and the profession's ethical obligations.

## A CODE FOR NURSING STUDENTS

As students are involved in clinical and academic environments, we believe 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, timely, 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 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 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.**

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

## 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 are congruent with the Virginia State Board of Nurse Examiners' expectations of any individual seeking initial licensure as a practical nurse.

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 reasonably independently. 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 essential to successfully completing the practical nursing curriculum leading to initial licensure as a practical nurse. Essential functions are identified as:

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

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 work required in the nursing program. Therefore, the following areas must be deficit-free 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 for 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 printer 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 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 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-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 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** semester. Students must pass the drug dosage calculation examination with a score of 90% or higher to be able to administer medications.
- **The dosage calculation assessment is given during the first semester.** Students have three **(3)** attempts to pass the exam successfully. If they do not, an “F” grade will be given 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.
- Students may not administer blood, blood products, or chemotherapy.
- Students may not obtain nor 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, 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 <http://www.osha.gov/SLTC/bloodborne pathogens/index.html>.

**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**

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 a sense of dignity and professionalism. Unless otherwise specified by 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 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 skirt. All uniforms should be clean and wrinkle-free. Undergarments must always be worn, be of neutral color, and cannot be visible. 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 nurse's 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**. 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 as not to be below the collar.

***Clinical faculty reserves 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.***

### **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 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 syllabi 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 starting the clinical rotation during 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 who have a documented disability need to register with Disability Support Services at the Midlothian or Chester Campus. Refer to the Brightpoint Community College Student Handbook for more information. 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 impacts a student's or employee's ability to benefit from Brightpoint's program and services fully. 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 actively enrolled, the student must submit a medical release provided by 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 health provider statement 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 the discretion of each faculty and 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 area healthcare facilities. Students should check their announcements before attending clinical for details on parking.

**Alcohol, Tobacco, and Drugs**

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

## Drug Screening

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 dismiss the student from the educational or clinical setting immediately and contact the Practical Nurse Coordinator, who will determine if there is reasonable suspicion to screen the student.

If the decision is made to screen the student, the faculty member will be directed to plan to have the screening performed 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, MySpace, 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, virtual or otherwise. 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 or including dismissal from the practical nursing program.

Additionally, students are legally responsible for individual postings and may be liable if they are found to be defamatory, harassing, or violating 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 clinical. Use is restricted to non-patient care areas (breakroom/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 of 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.

#### **CLOSING AND EMERGENCY PROCEDURES**

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

- Tyler Alert: [www.BrightpointCommunityCollege.edu/tyleralert](http://www.BrightpointCommunityCollege.edu/tyleralert).
- Closing and Emergency Procedures: [www.BrightpointCommunityCollege.edu/safety](http://www.BrightpointCommunityCollege.edu/safety).

## 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.Brightpoint Community College.edu), and the associated social media sites of [www.facebook.com/brightpointcc](http://www.facebook.com/brightpointcc), [www.twitter.com/brightpointcc](http://www.twitter.com/brightpointcc), [www.flickr.com/brightpointcc](http://www.flickr.com/brightpointcc), and [www.youtube.com/brightpointcommunitycollege](http://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 Profession 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 evaluations of the educational process.
- h. We strive to achieve fairness in our standards and procedures and 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 Catalogue 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 Catalogue 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 determine, by BRIGHTPOINT COMMUNITY COLLEGE and nursing program policies, 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 because of another policy, such as failure of two classes, failure to meet physical requirements, poor academic performance, etc. This refers to disciplinary suspensions or dismissals only.

#### **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 that the student is following.

#### **Failure to practice according to the American Nurses Association Code of Ethics, Virginia Nurse Practice Act, and 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 one 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 harming 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 interim suspension for unsafe or unprofessional conduct.

When faculty first identifies 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 self 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 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 families. 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 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.

- <http://nursingworld.org/MainMenuCategories/ThePracticeofProfessionalNursing/EthicsStandards/CodeofEthics.aspx>

➤ <https://www.nursingworld.org/coe-view-only>

## 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 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 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 self against combative client
- Carry equipment/supplies
- Use upper body strength (e.g., perform CPR, physically restrain a client)
- Squeeze with hands (e.g., operate 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 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 client with emotional support
- Adapt to changing environment/stress
- Deal with the unexpected (e.g., client going bad, crisis)
- Focus attention on task, including in distracting/chaotic environment

- Monitor own emotions
- Perform multiple responsibilities concurrently
- Handle strong emotions (e.g., grief)

#### Analytical Thinking

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

#### Critical Thinking

- Identify cause-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 of the clinical facilities that are used for learning do require proof of vaccination. Students who are assigned to go 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 are 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 some of the best ways to avoid being exposed to this virus and slowing the spread of disease. Individuals should maintain a minimum of 6 feet from each other in offices, classrooms, and shared spaces on campus.

Face coverings/masks are at the discretion of the student except when required in the clinical setting and as directed by faculty. In the event that the college has to close campuses due to severe conditions/public health directive, BCC will inform faculty and students of 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 will be required to follow the requirements of the respective clinical agency. Any student that 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 not following clinical agency requirements.

**Brightpoint Community College****2024-2025 PN Student Handbook****Student Acknowledgement Statement**

I have read and understand the material presented in the 2024-2025 Practical Nursing Student Handbook. I understand the material covered in the handbook may be changed any time without prior notification. Should a change occur, the instructor will then notify the student(s) of the changes made. I take full responsibility for making sure I read the handbook in its entirety and thoroughly understand its contents and what is required and expected of me as a student in this program. In addition, I hereby agree to the Student Academic Integrity Statement and promise to abide to policy. I understand that failure to abide to policy and procedures outlined in the handbook may result in course failure.

Student's name printed \_\_\_\_\_ Date \_\_\_\_\_