



AAS NURSING STUDENT HANDBOOK

Disclaimer: The contents of the AAS Nursing Student Handbook are effective as of August 1, 2026. Any information contained herein is subject to change. Policies in this handbook supplement and, where required by regulatory or accreditation standards, take precedence over general college policies applicable to the Nursing Program. Please contact the AAS Nursing Program if you have any questions or wish to confirm the information contained herein. Further, the AAS School of Nursing reserves the right to amend any provision or requirement within these sources or changes to any curriculum or program, whether during a student's enrollment or otherwise.

Updated 2026-2027

Dear Nursing Student,

Welcome to the Associate of Applied Science (AAS) Nursing Program at Brightpoint Community College. We are pleased you have chosen to pursue your nursing education with us and congratulate you on your acceptance into the program. You are embarking on a challenging and rewarding journey toward becoming a Registered Nurse, and we are committed to supporting your success every step of the way.

Your selection into the Nursing Program reflects the qualities and potential necessary for successful completion of this rigorous course of study. Success in nursing education requires personal accountability, active engagement, and a commitment to lifelong learning. Students are expected to come prepared for class, seek clarification when needed, and utilize the many resources available to support their academic and personal success.

Brightpoint Community College offers a variety of support services, including your assigned Academic Advisor, the [Academic Resource Center](#) (ARC), [Student Accessibility Services](#), the [Dean of Student Services](#), and the [Library](#). We encourage you to familiarize yourself with these resources and take advantage of the support they provide throughout your educational journey.

The nursing faculty are dedicated to helping you achieve your academic and professional goals. Faculty maintain scheduled office hours and welcome opportunities to meet with students to discuss course content, academic progress, or other concerns. Office hours are listed in course syllabi and may also be posted outside faculty offices. Nursing faculty offices are located in Beacon Hall on the Chester Campus. The department employs a Retention Specialist, Ms. [Barbara Dudley](#), and a Tutor, [Brandy Hawthorne](#), to provide academic support and promote student retention and success within the program.

The College Catalog and Nursing Student Handbook serve as important references throughout your enrollment in the Nursing Program. Students are responsible for reviewing and adhering to the policies, procedures, and requirements outlined in these documents. Familiarity with these resources will help you maintain good standing within both the Nursing Program and the College.

Please note that this Nursing Student Handbook is intended to provide general guidance regarding program policies, procedures, and expectations. The Dean, Associate Dean, Nursing Department Chair, and Nursing faculty within the School of Nursing and Allied Health reserve the right to make decisions on a case-by-case basis when circumstances arise that are not specifically addressed within this handbook or when extenuating circumstances warrant individual consideration. Students are encouraged to seek clarification from faculty or program administrators regarding any information contained in this handbook.

As you begin your nursing education, it is important to recognize the professional responsibilities associated with the nursing profession. Nursing students are held to high standards of ethical conduct, professionalism, accountability, and integrity. Throughout the program, you will engage in learning experiences within diverse healthcare environments and participate in patient care activities. We strongly encourage you to review and become familiar with the ten provisions of the **American Nurses Association (ANA) [Code of Ethics for Nurses](#)**, which establishes the ethical principles and professional standards that guide nursing practice and relationships with patients, families, colleagues, and the broader community.

We look forward to partnering with you as you work toward achieving your educational and professional goals. We wish you success in your studies and welcome you to the Brightpoint Community College Nursing Program.

Sincerely,

Brightpoint Community College Nursing Program Faculty

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Introduction

This handbook contains policies and procedures specific to the Brightpoint Community College Nursing Program. It is intended to be used by nursing faculty and students in conjunction with the Brightpoint Community College Student Handbook and Catalog. Associate degree Nursing Students may find additional information in the [2026-2027 Brightpoint Community College Catalog & Handbook](#).

Administration, Faculty and Staff

The following describes the administrative structure for the Nursing Program:

Administration:

President: Dr. William Fiege

Vice-President of Academic Affairs: Dr. Tara Atkins-Brady

Dean of Nursing and Allied Health: Dr. Bridget Wilson

Associate Dean of Nursing and Allied Health: Dr. Nancy Leahy

Nursing Department Chair: Ms. Nina Gartrell

Simulation Coordinator: Ms. Jaime Hupp

Course coordinators

[Full time nursing faculty](#)

Administrative Assistants: Victoria McDaniel, Wilda Jones, Iris Friend

Chain of Command

Students are encouraged to follow the established chain of command when addressing academic, clinical, or program-related concerns. Following the chain of command promotes professional communication, timely resolution of issues, and mutual respect among all members of the academic community. Students are encouraged to seek resolution at the lowest appropriate level before escalating a concern.

Academic or Course-Related Concerns

1. Course Faculty Member

Discuss the concern directly with the faculty member most closely involved in the issue (didactic, clinical, laboratory, or simulation instructor).

Whenever possible, concerns should be addressed promptly after the issue occurs.

2. Course Coordinator

If the concern is not resolved after discussion with the faculty member, the student may contact the course coordinator.

3. Associate Dean of Nursing and Allied Health

If resolution is not achieved at the course level, the student may request a meeting with the Associate Dean.

4. Dean of Nursing and Allied Health

If the concern remains unresolved, the student may request a meeting with the Dean.

5. Vice President of Academic Affairs

If appropriate and after all previous levels have been exhausted, concerns may be escalated to the Vice President of Academic Affairs.

Clinical Concerns

Clinical concerns should first be discussed with the **Clinical Instructor**. If resolution is not achieved, the student should proceed through the following sequence:

1. **Clinical Instructor**
2. **Course Coordinator**
3. **Associate Dean of Nursing and Allied Health**
4. **Dean of Nursing and Allied Health**
5. **Vice President of Academic Affairs**

Professional Expectations

Students are expected to communicate respectfully and professionally at all levels of the chain of command. Emails and meeting requests should clearly describe the concern and include relevant supporting information. Students who bypass the chain of command may be directed to return to the appropriate level for review before further action is taken. Nothing in this policy prevents students from using college grievance, discrimination, Title IX, or student conduct reporting processes when applicable.

Chain of Command Flow

Student → Faculty Member/Clinical Instructor → Course Coordinator → Associate Dean → Dean of Nursing and Allied Health → Vice President of Academic Affairs

Licensure and Learning Resources: Disclaimer

Licensure and Refund Disclaimer: Successful completion of the Brightpoint Community College Nursing Program does not guarantee eligibility for, or issuance of, a Registered Nurse (RN) license. Although completion of the program may satisfy educational requirements for licensure application, graduates must also meet all requirements established by the applicable state board of nursing or other licensing authority, including, but not limited to, successful completion of the NCLEX-RN® examination, criminal background checks, and any other statutory or regulatory requirements. The final determination regarding licensure eligibility and issuance of a nursing license rests solely with the applicable licensing authority.

Students are responsible for understanding licensure requirements and any factors that may affect their eligibility for licensure. Students who are determined to be ineligible for licensure, whether before, during, or after completion of the program, are not entitled to refunds of tuition, fees, educational materials, testing materials, uniforms, equipment, clinical compliance costs, or any other required supplies, services, or expenses incurred in connection with enrollment in the Nursing Program.

Brightpoint Community College Mission

College Mission

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

Vision

A success story for every student.

Values

Ensuring access to a high-quality, high-value education for all
 Fostering supportive relationships that help students stay on track
 Empowering students to achieve success on their own terms
 Encouraging a positive, diverse and inclusive campus community
 Partnering to create mutually beneficial collaborations
 Helping the community thrive by meeting local educational and economic needs

Nursing Program Mission and Philosophy

Mission

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

Philosophy

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

Approval

The Associate Degree Program in Nursing is on conditional approval by the:

Virginia Board of Nursing
Perimeter Center
9960 Mayland Drive, Suite 300
Henrico, VA 23233-1463
Phone: 804-367-4400
Fax: 804-527-4475

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

Accreditation

The Associate Degree Nursing program is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)

3343 Peachtree Road NE, Suite 850

Atlanta, GA 30326

P. 404.975.5000; Fax 404.975.5020

Website: www.acenursing.org

The AAS Nursing Student Handbook provides essential information that you will need throughout the Nursing Program. This handbook outlines policies, guidelines, and procedures of the nursing program, and will serve as an adjunct to the most current Brightpoint College Catalog. Please read this handbook carefully and refer to it whenever necessary. You are responsible for the information contained in this document, as well as nursing documents provided throughout the course and the College Catalog and Student Handbook. The Brightpoint AAS Nursing Student Handbook is reviewed at least annually and is subject to change. Students are notified via college email and Canvas prior to changes that are necessitated outside of annual updates.

Non-Discrimination Policy

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

Notice of Potential Program Change Information

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

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

Curriculum Model: LPN to RN AAS Program [Updated 10.2024]

Course	Course Credit Hours	Didactic Credits	Didactic Contact Hours	Clinical Lab Credits	Lab Contact Hours	Clinical Contact Hours	Simulation Contact Hours
Prerequisites for Application to the AAS Nursing Program							
BIO 141 Human Anatomy & Physiology I	4	3	45	1	45	0	0
ENG 111 College Composition I	3	3	45	0	0	0	0
PSY 230 Developmental Psychology	3	3	45	0	0	0	0
SDV 101 Orientation to Health Science	1	1	15	0	0	0	0
MTH 154 Quantitative Reasoning	3	3	45	0	0	0	0
Semester TOTAL	18	16	240	2	90	0	0
Required for application to the Nursing program: Curricular GPA of 2.5 or higher in the eighteen (18) credits of prerequisite courses A grade of “C” or above must be achieved in all eighteen (18) credits of prerequisite course LPNs licensed to practice in the Commonwealth of Virginia admitted to the Brightpoint Associate of Applied Science (AAS) in Nursing Advanced Placement Option for LPNs who successfully complete NSG 115: Healthcare Concepts for Transition (5 credits) with a grade of “C” or better, will receive 11 transfer credits and 126 clinical hours, as well as 5 required credits through substitution. NSG 115 is designed to transition the LPN to the AAS Nursing program and bridge into the second year of the program							
Industry Certification Current Virginia Board of Nursing: Licensed Practical Nurse		Brightpoint Course Equivalent		Brightpoint Course Name		Credits Granted	
		NSG 106		Competencies for Nursing Practice		2	
		NSG 152		Healthcare Participant		3	
		NSG 170		Health/Illness Concepts		6	
		Substitute the following for NSG 115					
		NSG 100		Introduction for Nursing Concepts		4	
		NSG 130		Professional Nursing Concepts		1	
Semester 1: LPN-AAS Nursing Program (spring)							
NSG 200 Health Promotion & Assessment	3	2	30	1	39	6	4
BIO 142 Human Anatomy & Physiology II	4	3	45	1	45	0	0
Semester Total	7	5	75	2	84	6	4

Semester 2 [Level Two]: LPN-AAS Nursing Program (summer)							
NSG 115 Healthcare Concepts for Transition	4	2	30	2	45	40	5
BIO 150 Microbiology for Health Sciences	4	3	45	1	45	0	0
Semester Total	8	5	75	1	90	40	5
Semester 3 [Level Three] LPN-AAS Nursing Program joins ongoing cohort (fall)*							
ENG 112* English Composition II	3	3	45	0	0	0	0
NSG 210* Healthcare Concepts I	5	3	45	2	0	68	22
NSG 211* Healthcare Concepts II	5	3	45	2	0	68	22
Semester Total	13	9	135	4	0	136	44
Semester 4 [Level Four] LPN-AAS Nursing Program joins ongoing cohort (spring)							
NSG 230 Advanced Professional Nursing Concepts	2	2	30	0	0	0	0
NSG 252 Complex Healthcare Concepts	4	4	60	0	0	0	0
PHI 220 Ethics or PHI 227 Bio- Medical Ethics	3	3	45	0	0	0	0
Semester Total	13	9	135	4	0	156	24
Curriculum Total	56	42	630	14	215	337	77
Credit for Past Learning	11					126 Awarded PN Program	
AAS Total	67					540	

**LPN-to-RN Bridge students have the option of completing NSG 210 and ENG 112 during the fall semester and NSG 211 during the subsequent spring semester. This option is available only to students admitted through the LPN-to-RN Bridge pathway.*

End of Program Student Learning Outcomes [Updated May 2024]

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

Provide patient centered care promoting therapeutic relationships, caring behaviors, and self-determination across the lifespan for diverse populations.

- a. Coordinate client centered care delivery with sensitivity and respect
- b. Evaluate the effectiveness of teaching plans and outcomes and revise for achievement of desired outcomes
- c. Promote client self-determination in making healthcare decisions as a level 1, 2, 3 or 4 student
- d. Integrate therapeutic communication skills when interacting with clients and the client's support network
- e. Advocate independently for diverse individuals, families, and communities across the lifespan

Practice safe nursing care that minimizes risk of harm across systems and client populations.

- a. Evaluate human factors and safety principles
- b. Participate in the analysis of errors and designing system improvements
- c. Incorporate client safety initiative into the plan of care
- d. Practice safe client care as a level 4 student

Integrate clinical judgment when collaborating with the healthcare team in the management of care for complex clients.

- a. Evaluate an individualized plan of care based on client values, clinical expertise, and reliable evidence
- b. Independently prioritize changes in client status and intervene appropriately.
- c. Integrate clinical judgment in the management of care for multiple, complex clients across the lifespan
- d. Evaluate existing practices and seek creative approaches to problem solving

Practice professional behaviors that encompass the legal/ethical framework while incorporating self-reflection, leadership, and a commitment to recognize the value of life-long learning.

- a. Incorporate ethical behaviors and confidentiality in the practice of nursing
- b. Assume responsibility and accountability for delivering safe client care
- c. Deliver nursing care within the scope of nursing practice
- d. Evaluate professional behaviors in interactions with clients, families and healthcare providers
- e. Engage in reflective thinking for the purpose of improving nursing practice
- f. Develop a plan for lifelong learning in the nursing profession

Manage client care through quality improvement processes, information technology, and fiscal responsibility to meet client needs and support organizational outcomes.

- a. Assess the common quality measures encountered in clinical practice
- b. Evaluate technology and information management tools used to identify and prevent potential errors in client care
- c. Justify fiscal responsibility in the delivery of client care

Demonstrate principles of collaborative practice within the nursing and healthcare teams fostering mutual respect and shared decision-making to achieve stated outcomes of care.

- a. Compare and contrast the effectiveness of the members of the interdisciplinary team to promote optimal client outcomes
- b. Participate in the interdisciplinary plan of care to promote optimal client outcomes
- c. Evaluate communication strategies that are inclusive of various communication and cultural differences.
- d. Evaluate management skills and principles of delegation when working with other members of the health care team.
- e. Reflects at a professional level on individual and team performance

Manage the appropriateness, accuracy, and client response to pharmacology principles for clients with complex conditions.

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

Leveled Student Learning Outcomes [Updated May 2024]

	Level 1	Level 2	Level 3	Level 4
Client-Centered Care	Demonstrate the use of therapeutic communication, caring behaviors, and client self-determination in the provision of basic nursing care.	Assess diverse client values, beliefs, and attitudes as well as community resources related to health in the provision of client-centered care.	Apply principles of client-centered care to clients across the lifespan.	Provide client-centered care promoting therapeutic relationships, caring behaviors, and self-determination across the lifespan for diverse populations.
Safety	Report client safety issues and risks.	Use safety measures when caring for clients in the community and health care agencies.	Incorporate factors for improvement of client safety for clients across the lifespan.	Practice safe nursing care that minimizes the risk of harm across systems and client populations.
Clinical Judgment	Apply the components of the clinical judgment across the lifespan.	Differentiate relevant cues in the care of clients with acute and chronic conditions across the lifespan.	Apply clinical judgment when prioritizing the delivery of client-centered care across the lifespan.	Integrate clinical judgment when collaborating with the healthcare team in the management of care for complex clients.
Professional Behaviors	Demonstrate professionalism and professional behaviors.	Recognize the impact of personal beliefs, values, and attitudes in developing professionalism and professional behaviors.	Incorporate legal/ethical principles and professional nursing standards in the care of clients.	Practice professional behaviors that encompass the legal/ethical framework while incorporating self-reflection, leadership, and a commitment to recognize the value of lifelong learning.
Quality Improvement	Identify the role of quality improvement and informatics in client care.	Use technology and information management tools in providing quality client care.	Examine the impact of quality improvement processes, information technology, and fiscal resources in the provision of nursing care.	Manage client care through quality improvement processes, information technology, and fiscal responsibility to meet client needs and support organizational outcomes.
Collaboration	Define the roles of the health care team.	Examine the roles of the nurse and the health care team in community and acute care settings.	Participate as a member of the health care team in the delivery of nursing care to clients across the lifespan.	Demonstrate principles of collaborative practice within the nursing and healthcare teams fostering mutual respect and shared decision-making to achieve stated outcomes of care.
Pharmacology	Identify the safety practices necessary for medication preparation and administration.	Demonstrate preparation and administration of pharmacological therapies to include parenteral.	Integrate pathophysiology and principles of pharmacology in the delivery of client care in a variety of populations.	Manage the appropriateness, accuracy, and client response to pharmacology principles for clients with complex conditions.

Nursing Student Technical Standards

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

Requirements	Standards	Clinical Examples
Critical Thinking, Analytical Reasoning and Judgment	Critical thinking ability for effective clinical reasoning and clinical judgment in order to identify cause-and-effect relationships in clinical situations. Make judgments based on scientific knowledge and thorough assessment of individual patient situations. Transfer knowledge from one situation to another.	1. Assimilate and apply the knowledge acquired from multiple learning experiences such as practicing skills and then applying them in the clinical setting 2. Evaluation of the effectiveness of nursing interventions 3. Handle multiple tasks and problem solve simultaneously such as taking vital signs and recording them accurately 4. Practice safe care in high stress and/or ambiguous environments such as ICU, Emergency Department, mental health facilities, and the community 5. Use of the scientific method in the development of patient care plans
Professional Relationships	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families, and groups	1. Capacity to engage in successful conflict resolution 2. Establishment of rapport with patients/clients and colleagues 3. Peer accountability
Communication	Communication adeptness is sufficient for verbal and written professional interactions in English.	1. Communication with patients/clients, family members, and healthcare providers 2. Documentation and interpretation of nursing actions and patient/client responses in the electronic health record 3. Explanation of treatment procedures, initiation of health teaching 4. Transmitting information through written documents that use good grammar, syntax, spelling, and punctuation
Mobility	Ability to move from room to room and potentially in small spaces.	1. Administration of rescue procedures cardiopulmonary resuscitation (CPR) 2. Movement about patient's room, workspaces, and treatment areas 3. Provision of direct patient care and assist with Activities of Daily Living
Motor Skills	Gross and Fine Motor abilities are sufficient for providing safe, effective nursing care.	1. Calibration and use of equipment 2. Performance of nursing skills such as trach care, insertion of catheters 3. Safe preparation and administration of medications 4. Therapeutic positioning of patients
Hearing	Auditory ability sufficient for monitoring and assessing health needs	1. Ability to discern auscultate sounds and cries for help (i.e., blood pressure, changes in heart, breathing, abdominal, and vascular sounds)

		2. Ability to hear monitoring device alarm and other emergency signals
Visual	Visual ability sufficient for observation and assessment necessary in-patient care.	1. Ability to observe patient's condition and responses to treatments (i.e., skin color changes, tissue swelling, breathing changes) 2. Ability to perform skills necessary for medication administration such as drawing up the correct quantity of medication into a syringe 3. Accurate reading of medication administration records as printed on medication labels, equipment calibrations, Intravenous (IV) infusion pumps, light-emitting diode (LED) output on electronic devices
Tactile	Tactile ability sufficient for physical assessment	1. Ability to palpate in physical examinations and various therapeutic interventions (i.e., pulses, body landmarks, turgor, skin temperature changes).
Environmental Tolerance	The ability to tolerate environmental stressors and potential occupational exposures.	1. Ability to adapt to variations in work schedules, work in areas that are stressful, close, crowded, and/or noisy. 2. Possible exposure to communicable diseases, radiation, medicinal preparations, latex, toxic substances, blood and body fluids, harmful chemicals, etc. 3. Work in areas of potential violence (i.e., physical, verbal, and emotional). 4. Demonstrate standard precautions. 5. Ability to tolerate various odors.
Behavior and Emotion	The ability to moderate behavior and emotion to deliver safe, efficient care.	1. Responds to and offers feedback in a professional manner. 2. Demonstrates honesty and integrity beyond reproach. 3. Promotes a positive image of professional nursing (including social media presence). 4. Adapts appropriately to high stress situations and rapidly changing environments. 5. Demonstrates behaviors of respect, initiative, and cooperation. 6. Performs duties within scope of practice

Scope of Nursing Practice for AAS Nursing Graduate RN

Graduates of the Associate of Applied Science (AAS) in Nursing Program function within the healthcare delivery system as **providers of care, managers of client care, and members of the nursing profession**. In these roles, graduates are prepared to deliver safe, evidence-based, and patient-centered care to individuals across the lifespan, as well as to families and communities.

As providers of care, AAS nursing graduates address the healthcare needs of diverse populations in a variety of settings, including hospitals, long-term care and rehabilitation facilities, hospice agencies, home health services, clinics, and other community-based healthcare environments. Graduates promote health and wellness and provide preventive, restorative, and supportive nursing care to individuals experiencing acute and chronic health conditions.

The AAS nursing graduate utilizes the **Nursing Process** and critical thinking as the foundation for professional nursing practice. In collaboration with patients, families, healthcare providers, and interdisciplinary team members, graduates assess healthcare needs, identify priorities, establish mutually agreed-upon goals, develop plans of care, implement appropriate nursing interventions, and evaluate patient outcomes. Care is delivered with consideration for the physiological, psychosocial, cultural, developmental, and spiritual needs of individuals, families, and communities.

As managers of client care, AAS nursing graduates are responsible for prioritizing and coordinating care for one or more patients. This role requires effective communication, clinical judgment, collaboration, patient education, care coordination, delegation, and supervision. Graduates work collaboratively with licensed practical nurses (LPNs), unlicensed assistive personnel (UAP), and other members of the healthcare team to ensure the delivery of safe, efficient, and quality patient care.

As members of the nursing profession, AAS nursing graduates are accountable for practicing in accordance with accepted ethical, legal, and professional standards. Graduates are expected to adhere to the provisions of the applicable State Nurse Practice Act, the American Nurses Association (ANA) Code of Ethics, and ANA Standards of Nursing Practice. They demonstrate integrity, professionalism, accountability, and a commitment to lifelong learning and continuous professional development.

Through these roles, graduates of the AAS Nursing Program contribute to the promotion of health, the prevention of illness, the restoration of wellness, and the provision of compassionate care to individuals, families, and communities.

Qualifications and Requirements for Registered Nurse Examination and Licensure

The Virginia Board of Nursing may choose to deny licensure to any applicant who has ever been convicted or pled guilty or nolo contendere to the violation of any federal, state, or other statutes or ordinance constituting a felony or misdemeanor; or who has a mental, physical, or chemical dependency condition that could interfere with his/her current ability to practice nursing. Qualifications and requirements for an applicant for the Registered Nurse examination and licensure are stated in the Virginia Code, Section 54.1-3017.

Examples include but are not limited to:

- Committed no acts which are grounds for disciplinary action, as set forth in the Virginia Code, Section 54.1-3007.
- Completed an approved four-year high school course of study or the equivalent thereof as determined by the appropriate educational agency.

- Passed NCLEX-RN as required by the Board of Nursing; and
- Received a diploma or degree from an accredited professional nursing education program.

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

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

For more information on nursing licensure in Virginia, please see the website for the Virginia Department of Health Professions at <http://www.dhp.virginia.gov/nursing/>.

Costs

1. Tuition rates and fees are established by the State Board for Community Colleges and are subject to change. Visit the [Tuition and Fees page on the Brightpoint website](#) for more information.
 - a. Students must purchase e-books, e-resources, uniforms, and skills kits for the lab as well as a blood pressure cuff and stethoscope. Students are required to have a laptop, tablet, or similar mobile device for use in class, lab, and clinical. The semester package contains all the books, skills kits, and testing packages needed for nursing classes. Optional hardcopy textbooks are available for an additional cost.
 - b. Students are required to purchase a standardized testing and remediation package, which includes a comprehensive NCLEX review course in the last semester of the program. The cost of the testing package varies with each semester and is purchased
2. Prior to the start of each semester (unless otherwise specified in the course). Any student repeating a nursing course is required to purchase the products for each semester in which they are enrolled.
3. Students enrolled in nursing courses are required to have the following equipment
 - a. Windows compatible hardware with 600 MHz processor or faster and 128 MB of RAM or greater
 - b. Internet Explorer, Google Chrome, and Mozilla Firefox
 - c. 1024 X 768 or greater screen resolution
 - d. High speed internet is preferred and strongly suggested
 - e. Macromedia Flash Player, QuickTime, RealPlayer, and other media platforms that can be downloaded free from the Internet
 - f. Logitech Comfort Set ClearChat headphones (or similar) with inline mute functions are preferred and strongly suggested
 - g. Respondus Lockdown Browser
 - h. Web camera

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

Campus Resources

Academic Advising

The Help Hub

Students begin their academic career by working with a Navigator in the Help Hub. Navigators will assist with initial course placement, initiating review of transcripts, and assist students with any onboarding to college services, such as financial aid and billing.

Nursing Faculty Advisors

When a nursing major is declared, a nursing faculty advisor will be assigned. The nursing advisor serves as a resource for academic planning, course progression, and other matters related to admission and successful completion of the nursing program. Students should meet with their nursing advisor prior to applying to the nursing program and maintain communication as needed throughout their enrollment. Formal academic advising typically occurs during the fall and spring advising periods, generally in November and April. However, students are encouraged to consult with their faculty advisor at any time to discuss academic progress, program requirements, or other concerns related to their educational goals.

Advising Checklist

Students are responsible for initiating contact with their assigned advisor to discuss the application process for nursing and to have their advising checklist reviewed and signed. Advising checklist can be sent electronically and will be accepted until 5pm the day before the close of the application period. Checklists received after that deadline will not be signed.

Financial Assistance

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

Library Resources

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

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

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

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

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

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

Title IX

Title IX is a civil rights law that prohibits discrimination based on sex in educational programs, activities, admission, and employment. Complaints of sex-based discrimination, sexual violence, domestic violence, dating violence, and sexual or gender-based harassment are governed by the Title IX Policy with additional Information on Title IX can be located on the [Dean of Students](#) webpage.

Student Support Services

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

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

Americans with Disabilities Act and Student Accommodations

Brightpoint is committed to full compliance with the Americans with Disabilities Act (ADA), the Rehabilitation Act of 1973, and all other applicable laws protecting the rights of individuals with disabilities. Students requesting academic or testing accommodations must complete a Request for Accommodations form through the Office of Student Accessibility Services (SAS). All policies established by SAS apply to students receiving accommodation through this office. Additional information is available at [Student Accessibility Services](#).

Students who have been approved for accommodations are responsible for contacting SAS and requesting that their Faculty Accommodation Notifications be sent to their instructors. Testing accommodations are not retroactive; therefore, students must initiate this request before the first day of class.

Students approved for testing accommodations may take course examinations the day before, the day of, or the day after the scheduled exam date. This timeframe allows expedient test item analysis and release of test grades to all students. Exam scheduling must be coordinated with the course faculty member(s) and/or the Testing Center. The program is committed to ensuring that testing accommodations do not interfere with a student's ability to participate fully in classroom activities.

Students are responsible for actively participating in exam scheduling at designated testing locations, as outlined in the course syllabus. Faculty may require exams to be proctored in a nursing classroom. Students who miss a scheduled exam appointment will not be permitted to take the exam and will receive the grade specified in the course syllabus. Additionally, students who are tardy to testing should consult the course syllabus for specific information regarding the next steps.

Additional Resources

Resources are available privately through the Office of the Dean of Students for personal hardships. The college has an emergency fund for students experiencing a temporary financial crisis. Contact the Office of the Dean of Students for assistance. Free mental health services are available for students in need of support or in a mental health crisis. This program can be accessed free of charge anytime here: [Timelycare](#)

The nursing department maintains the highest integrity regarding privacy of information about students, patients and fellow faculty, but all faculty and staff members are mandated reporters. Reports of abuse or violence against a student or faculty member must be reported to the Title IX officer or their deputy. Information shared will remain confidential and discussed only with the Title IX Officer or their deputy who will contact the individual in an effort to assist.

Student Admission to the Nursing Program

Overview

Information related to admission to the nursing program is maintained on the college [RN nursing program website](#), where a link is provided to a Canvas course for interested students. The Canvas course, RN Admissions Info, is open to everyone and gives specific details about the admission requirements, TEAS testing, and the application process.

Academic Requirements

Students who are eligible to apply to the associate degree nursing program are required to complete or be enrolled in prerequisite courses at the time of application. Courses taken to satisfy the nursing curriculum must be completed with a C or higher before enrolling in the first nursing courses. Admission to the nursing program is competitive and requires an additional application once prerequisite course work and pre-admission testing is satisfied. Not all students who meet the minimum requirements will be accepted.

Prerequisite Courses

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

Preadmission Testing

Students must take the current version of the ATI TEAS test and score a minimum overall score (TEAS AIS) of 65% or more. Competitive students score above the 45th percentile in all four content areas. The content score is recorded as the red barcode on the results page. Students can take the TEAS test twice prior to applying to the program. If not accepted, students may repeat the TEAS test for a third and final time after a six-month waiting period. Taking the TEAS more than three times in 3 years will disqualify an applicant from admission. The current version of the test is the only version accepted. The TEAS results must be less than 3 years old at the time of application. The TEAS test is offered at the Brightpoint Testing Center.

Conditional Admission

Qualified students who apply before courses are completed may be offered Conditional Acceptance until courses are completed and verified by the Admissions Committee.

If unsuccessful, the admission offer will be rescinded, and students will need to reapply to the program for the following application period.

Notification

Admission notification is sent via college email approximately 6 weeks after the closing of the application period. Students who are accepted but decide not to enroll will need to reapply to the program during a subsequent application period.

Hybrid/Traditional Tracks

Students must remain in the track in which they were placed on admission. Transfer between tracks can be considered in some circumstances and must be approved by the Dean of Nursing and Allied Health.

Corequisite Courses

Co-requisite courses not taken before admission to the nursing program must be completed with a C or above. Students

found to not have completed a course will be administratively withdrawn from the nursing program and may request readmission to the sequence once the missing course has been successfully completed. The courses are as follows:

- BIO 142: Anatomy and Physiology II must be taken and successfully completed with a C or higher before progressing to NSG 152 and NSG 170.
- BIO 150: Microbiology must be taken and successfully completed with a C or higher before progressing to NSG 210 and NSG 211.
- ENG 112: English Composition II must be taken and completed with a C or higher before progression to NSG 230, NSG 252, and NSG 270.
- A humanities elective must be taken and passed with a C or higher before or with NSG 230, NSG 252 and NSG 270.

Continued Enrollment

If a student is accepted into the nursing program and later has been found to have been removed for disciplinary reasons and did not receive written approval from the Dean of Nursing and Allied Health, will be immediately removed.

- Students must maintain an overall GPA of 2.0 to remain in the nursing program.
- A student who has failed **two** courses or left for non-disciplinary reasons may reapply as early as the next application period and will begin at the beginning of the first nursing semester.
- Any student dismissed due to disciplinary reasons must obtain written approval from the Dean of Nursing and Allied Health prior to being considered in the application process.

Health and Professional Requirements

Castlebranch is the college vendor for maintenance of health requirement documentation. Contact [CastleBranch](#) to set up an account. The Brightpoint Community College package code is **OH71all** for those under 21 years of age and **OH71all-21** for those over the age of 21.

Evidence of the following are required on admission and as students' progress through the nursing program including:

- Physical examination within six months of starting classes
- Immunizations
- Mumps
- Measles
- Rubella
- Tetanus
- Diphtheria
- Varicella
- Hepatitis B (series of 3)
- Influenza (yearly beginning 10/1)
- Titers may be used to prove immunity.

Students may sign a declination form if they do not want Hepatitis B or Influenza vaccines.

Students will follow clinical agency policy if they choose not to be vaccinated. This may include wearing a mask or PPE or exclusion from the clinical site. The College is not responsible for finding alternative clinical sites for students refused access due to vaccination status.

Students are required to report any changes in their ability to perform technical standards during participation in the nursing program. Students who cannot perform essential standards may not attend clinical if the clinical facility policies prevent participation in patient care.

Students who do not report changes are subject to dismissal and/or administrative withdrawal from clinical courses.

The following requirements are met on admission and continue through the program as stated below.

- Students will maintain a certificate in CPR for BLS for Healthcare Providers including American Heart Association, American Red Cross, ECSI. A full online course is not permitted. Classes that contain a face-to-face component for skill practice and testing are accepted. Students must perform the skills with a certified instructor.
- Students must show evidence of a negative two-stem PPD (tuberculosis) test or negative T-Spot or QuantiFERON gold test upon entry into the nursing program. After admission, students are tested annually for TB and are required to submit testing results to Castlebranch.
 - Those who test positive for tuberculosis must have a chest x-ray that shows no evidence of active TB.

- If a student shows signs and symptoms of active TB the student is prohibited from attending classes or clinical until the primary care provider verifies the absence of active disease.
- If the student is treated for active TB the student will be withdrawn from the course and may return in the next semester in accordance with the return policy when the primary provider verifies the absence of active disease. This usually involves a chest x-ray indicating no evidence of disease.
- If active exposure occurs, students must follow the facility policy for testing and provide documentation of negative testing post-exposure.
- CPR and TB requirements must be current and submitted to CastleBranch annually. If the CPR or TB documentation expires within the semester, the student must renew before the expiration date, enter the results to CastleBranch, and submit a copy to the instructor prior to the expiration date. Students not up to date will not be permitted to continue in the course.
- A negative urine drug screen and successful background check are required for admission and continuation in the nursing program.
 - The background check and urine drug screening are a requirement for students enrolled in the clinical setting by the college and health care facilities students are assigned.
NOTE: Some CBD products will result in a positive drug screen; a drug screen that is positive for medical marijuana, and its derivatives will not meet program requirements, even with a medical card for use of marijuana.
 - Any positive drug screen will require documentation from the prescriber to the Medical Review Officer in connection with CastleBranch medical document manager.
 - The drug screen and background check completed through CastleBranch and are not associated with Brightpoint Community College. The drug screen and background checks are the student's expense.
 - Students may be requested to complete additional background checks and urine drug screens at any time in the program if an instructor deems necessary based on circumstances.

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

- Clinical agencies may require drug screens for any reasonably suspicious behavior related to impairment from intoxicants, drugs, or narcotics.
- Clinical agencies may require a drug screen when there is reasonable suspicion of substance use in association with an injury or accident or indications of theft or diversion of facility medications.
- Students who undergo screening per agency protocols may not attend clinical until the issue is investigated and resolved.
- Students who submit to a drug screening at a clinical agency must provide the results to the Dean of Nursing and Allied Health.
- Students who refuse may be dismissed from the Brightpoint Nursing Program and are ineligible to return.

Students are required to report any changes in their background check that may limit participation in the nursing program. Students who do not report changes are subject to dismissal and may not return.

Students who opt out of the program for more than 1 semester must complete a new background check and urine drug screening before being allowed to re-enroll in the nursing program. The renewal code for Castlebranch is **OH71im**.

Readmitted Students - RN Program

Students who are unsuccessful in the nursing program must reapply and restart the program. Students readmitted to the RN program are required to repeat all NSG courses in the curriculum, regardless of whether those courses were previously passed. No previous assignments can be submitted and must be rewritten. Students must complete all clinical hours when the program is restarted.

Example:

A student who successfully completed all first- and second-semester nursing courses but failed both third-semester courses (NSG 210 and NSG 211) must reapply and restart the program. Upon readmission, the student must retake all first, second, and third semester NSG courses as required by the curriculum.

LPN to RN Program Admission after attending the Brightpoint RN program

Students who were enrolled in the RN program and were unsuccessful may request transfer to the PN program with approval from the Dean of Nursing and Allied Health. Brightpoint students who successfully transfer to and graduate from the PN program, and who successfully completed **NSG 200** within the previous **three years**, may receive credit for that course and are **not required to repeat NSG 200** when admitted to the LPN-to-RN program. **Students will be required to perform an assessment check-off in NSG 115 prior to clinical.** All other required NSG courses must be completed according to the curriculum.

Nursing Student Expectations and Responsibilities

Nursing Student Expectations

Professional Standards and Conduct

The principles of **respect, responsibility, accountability, honor, integrity, caring, compassion, communication, excellence, scholarship, leadership, knowledge, and clinical competence** are fundamental to the nursing profession. Students are expected to embrace and demonstrate these values throughout their educational experience and as they develop their professional nursing identity.

Students enrolled in the Brightpoint Community College Associate of Applied Science (AAS) Nursing Program are expected to exhibit professional behavior in all academic, clinical, laboratory, simulation, and community settings. Professional conduct must be consistent with the ethical and legal standards of the nursing profession, including the **American Nurses Association (ANA) Code of Ethics**, program policies, clinical agency requirements, and the **Virginia Nurse Practice Act**.

Professional behavior includes demonstrating respect for patients, families, peers, faculty, staff, and members of the healthcare team; maintaining confidentiality; accepting responsibility and accountability for one's actions; communicating effectively; and providing safe, ethical, and compassionate care.

Failure to meet the standards of professional conduct may result in disciplinary action, including suspension or dismissal from the AAS Nursing Program. Alleged violations will be reviewed through the established program process, which may include a hearing before an ad hoc faculty committee appointed by the Nursing Program Coordinator. Refer to **Appendix B: Professional Behaviors** for additional information regarding professional standards and expectations.

Nursing Student Responsibilities

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

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

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

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

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

Academic Honesty

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

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

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

I also pledge to report any breach of the honor code immediately. I pledge to uphold the ethical standards of the ANA Code for Nurses and the Professional Behaviors/Essential Technical Abilities required of all nursing students.

Matters of integrity are considered very serious in the Brightpoint Nursing Program due to the gravity of nursing practice regarding the care for patients and families and the potential harm that can result from breaches in moral conduct. The nursing program faculty reserve the right to consider immediate dismissal from the nursing program as an appropriate disciplinary action for students found guilty of academic dishonesty. Any student who violates the Academic Honesty Policy may not register (continue) in the next nursing course until an outcome has been determined and/or the student has completed all desired levels of the grievance process.

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

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

Course Assignments

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

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

Nursing Course Exams | Assessments | Reviews

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

and electronics to the “off” position during an exam or assessment. If a phone is needed to access a testing computer, once a student is logged in, the phone should be off and face down on the table in view of the proctor. Handling phones while participating in testing is a violation of academic integrity and may result in disciplinary action including a grade of “0” and referral to the Dean of Nursing and Allied Health, Dean of Students and the Academic Integrity Board.

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

Confidentiality

Any violation of the Health Insurance Portability and Accountability Act (HIPAA), which protects the privacy of individually identifiable health information—including, but not limited to, breaches of confidentiality—may result in dismissal from the Nursing Program. In addition, the healthcare agency may file additional charges against the student(s).

Student Privacy and Release of Information

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is designed to protect the privacy of students. Each student should review the policy sign a release form (Student Privacy and Release of Student Information) at: prior to or on the first day of class.

Before the program can place you in a healthcare agency for clinical experiences, a release of information form must be signed.

Prior to or on the first day of class, each student will be asked to complete a FERPA Form that will be posted to CastleBranch Document Manager®. This is a release of student information form that gives the Dean of Nursing and Allied Health permission to share contact information with a facility and discuss legitimate educational and clinical issues with a clinical facility. A legitimate educational interest is defined as when a college official, such as the Dean, needs to discuss the student’s educational record to secure a clinical placement for a student. Only information that is relevant and necessary to complete the clinical placement will be discussed. Your signature on the release of information form gives the Dean permission to share information related to your clinical experience with the educational partner (clinical facility) for the sole purpose of securing a clinical placement (see College Policy FERPA: Student Privacy and Release of Student Information).

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

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

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

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

Administrative Simplification

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

Privacy Standards

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

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

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

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

Security Standards

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

Social Media and Electronic Communication Policy

The purpose of this policy is to provide guidance regarding the appropriate and professional use of social media and other forms of electronic communication. As representatives of the nursing profession, students are expected to maintain professional standards of conduct in all online activities. Nursing students should recognize that participation in social media may increase their public visibility and subject their actions and communications to review by peers, faculty, clinical agencies, patients, prospective employers, licensing boards, and the public.

Social Media and Electronic Presence

Students enrolled in the Associate of Applied Science (AAS) Nursing Program are expected to adhere to the following standards:

- Do not post, share, transmit, or discuss confidential, private, or sensitive information related to Brightpoint Community College, its clinical affiliates, patients, faculty, staff, or fellow students.
- Do not post comments, images, videos, or other content that could be considered unprofessional, or that could negatively reflect yourself, the College, the Nursing Program, or the nursing profession.
- Recognize that your online presence may be perceived as representing Brightpoint Community College and the Nursing Program, even when posting in a personal capacity.
- Maintain professional behavior and communication in all settings, including social media platforms, blogs, discussion forums, messaging applications, and other electronic media.
- Use privacy settings whenever appropriate; however, students should understand that privacy settings do not guarantee confidentiality, and that posted content may become publicly accessible.
- Students may not use the name, logos, trademarks, or official branding of Brightpoint Community College or the Nursing Program without prior authorization from the College.
- Students may not post, discuss, or disclose information regarding faculty members, patients, clinical experiences, staff, or fellow students in any public or private online forum.
- Students may not post or distribute photographs, videos, recordings, or other images of patients, clinical facilities, faculty, staff, students, College facilities, or Nursing Program activities without appropriate authorization.
- Students are personally responsible for all content they create, post, share, or distribute, whether in print, electronic, or social media formats, and are accountable for any resulting consequences.
- Students may not engage in cyberbullying, harassment, intimidation, threatening behavior, or the posting or transmission of derogatory, discriminatory, or harmful comments about fellow students, faculty, staff, patients, or healthcare team members through social media, text messages, email, messaging applications, or any other electronic communication platform.

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

Faculty/Student Communications

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

- **Students are required to use their VCCS email accounts** (@email.vccs.edu) to communicate with faculty members and other college personnel; students should check their email accounts regularly. Students must use college email when contacting faculty and provide the course number in the subject line. Your full name and student ID should be included in the signature line.
 - Email communication should be professionally written; a copy may be placed in your student file.
 - Appropriate grammar and punctuation is expected.
 - Any messages that include inappropriate or offensive language or lack a professional or respectful tone, will not receive a response.

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

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

Canvas Announcements: Important announcements will be made within each Canvas Course. Students should check for announcements regularly. Students should 'subscribe' to Question-and-Answer Discussion Board forums (when used) to be notified of new posts.

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

Recording of Communications: To protect privacy, maintain confidentiality, and foster a professional learning environment, students are prohibited from audio recording, video recording, photographing, or otherwise capturing any communication, interaction, or activity involving faculty, fellow students, or members of the healthcare team.

This prohibition applies to all academic, laboratory, simulation, clinical, virtual, and healthcare settings, as well as to communications conducted in person, by telephone, videoconference, email, text message, or other electronic platforms. Students who wish to have a parent, guardian, spouse, or other individual present during a meeting with faculty or program personnel must notify the College prior to the meeting. In addition, the student must complete and sign the appropriate College authorization and disclosure waiver before any student information may be discussed.

Unauthorized recording or distribution of communications may constitute a violation of college policies, clinical agency requirements, patient privacy regulations, and professional standards of conduct, and may result in disciplinary action, up to and including dismissal from the Nursing Program.

Nursing Program Duration, Progression, Transfer and Re-admission

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

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

Program Duration

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

1. Students are expected to complete the program within 2 years (four semesters).
2. Students having a “leave of absence” greater than twelve (12) months must re-apply to the program and start from the beginning of the program. They must meet all current admission requirements. Any mitigating circumstances that led to the “leave of absence” will be evaluated on a case-by-case basis by the Dean of Nursing and Allied Health.
3. Students are allowed one nursing course failure and a retake of that same course. Upon the failure of a second nursing course, students will be dismissed from the nursing program. A course failure would be a grade of a “D” or “F.”
4. Students are allowed to withdraw from any nursing course one time and must be successful on the second attempt to remain in the program.
5. Students who withdraw or fail and need to repeat any course must complete the program within six semesters.
6. There is no appeal process for re-entry into the nursing program.

Progression [Updated January 2025]

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

- a. All Nursing courses must be taken in the sequence as outlined in the VCCS Nursing course progression plan for the traditional AAS Nursing program:
 - a. Pre-Acceptance: SDV 100 or 101, ENG 111, BIO 141, PSY 230, MTH 154
 - b. Semester I: NSG 100, NSG 106, NSG 130, NSG 200, BIO 142*
 - c. Semester II: NSG 152, NSG 170, BIO 150*
 - d. Semester III: NSG 210, NSG 211, ENG 112*
 - e. Semester IV: NSG 230, NSG 252, NSG 270, HUM ELE*

*co-requisite courses can be completed in advance, but students should consult Financial Aid if applicable.
- b. All nursing courses must be taken in the sequence as outlined in the VCCS Nursing course progression plan for the LPN-RN (Bridge/Transition) program:
 - a. Pre-Acceptance: SDV 100 or 101, ENG 111, BIO 141, PSY 230, MTH 154
 - b. Semester I: NSG 200, BIO 142*
 - c. Semester I: NSG 115, BIO 150*
 - d. Semester II: NSG 210, NSG 211, ENG 112* (Students may take one NSG course per semester for 210/211 only)
 - e. Semester III: NSG 230, NSG 252, NSG 270, HUM ELE*

*co-requisite courses can be completed in advance, but students should consult Financial Aid if applicable
- c. A final course grade must meet the following:
 - a. Students must earn a **course grade** of 80% to pass the course and progress in the Nursing Program for all nursing courses.
- d. All required general education (non-nursing courses) must receive a grade of “C” or better to progress through the AAS Nursing Program. A student may not enroll in the same general education course more than twice without approval.
- e. A student who receives less than a “C” in a Nursing (NSG) course may not progress to the next level. If a student does self-enroll in a subsequent NSG course; the student will be administratively dropped.
- f. A student must pass the clinical portion of a Nursing course before a theory grade for the course is calculated and submitted to S.I.S. (Student Information System).
- g. A student must have a cumulative grade point average (GPA) of 2.0 or above and be in good academic standing to progress in the nursing program.
- h. Transfer between hybrid and traditional tracks is not permitted unless a student receives permission from the Dean of Nursing and Allied Health.
- i. LPN to RN (Bridge) students are considered to be in the hybrid track.

Nursing Course Progression Policies [Updated May 2025]

In all core nursing courses, examinations will account for a minimum of 70% of the final course grade. To successfully pass a nursing course and progress in the Nursing Program, students must earn a minimum final course grade of 80%.

- Students who are unsuccessful in the clinical or laboratory component of a course cannot pass the course and will receive a final grade of **D or F**.
- A student who fails the clinical component due to concerns related to **professional behavior** and/or **patient safety** will receive a final course grade of **F** and will not be eligible for readmission to the AAS Nursing Program or admission to the Practical Nursing Program.

Course Withdrawals [Updated May 2026]

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

- Any student who withdraws from an NSG course must have a formal ASP, developed with course faculty, to be eligible to repeat a course. Students who do not have an ASP are not eligible to repeat a course after withdrawal.
- The Request to Return must be submitted **within 2 weeks** of the end of the semester in which a student withdrew. This form requires an upload of the student's ASP.
- The form must be submitted electronically, using this link: [Request to Return to the Nursing Program](#)
- Readmission to repeat a course will be contingent on space-available basis and per course readmission policy. Students must sign a "statement of understanding" for readmission and/or withdrawal. Withdrawing from a course is not considered a failure but is considered an attempt.
- Students will be notified of permission to repeat the course by the course faculty.
 - Readmission to repeat a course is on a space-available basis
 - Students must meet with course faculty to review the ASP during the first week of the new semester and at midterm
 - If the student does not return to the next semester and/or unable to complete the program in 6 semesters, the student must submit a new application for admission and restart the program

Students who remain enrolled in a course after the official withdrawal deadline will receive the final grade earned based on their academic performance in the course. In exceptional circumstances that warrant an administrative withdrawal, students must obtain approval from the nursing faculty member and the Dean of Nursing and Allied Health before any grade change can be considered. Administrative withdrawals and associated grade changes will be reviewed on a case-by-case basis and require appropriate documentation of extenuating circumstances.

Incomplete Courses

Students granted an academic incomplete will have until the end of the following semester to complete course requirements.

- They are considered active students
- Once the student completes the course requirements, they will be eligible for progression to the next course.

First-Semester Nursing Course Policies: Failure

- Failure of any first-semester nursing course (NSG) requires the student to reapply for admission to the Nursing Program.
- If readmitted, the student must develop an **Academic Success Plan (ASP)** in collaboration with the course coordinator. The ASP must outline strategies for academic success upon reentry, be signed by both the student and faculty member, and be placed in the student's academic file.
- Students who withdraw from or drop either **NSG 100** or **NSG 106** must also withdraw from the other course. Students may continue enrollment in **NSG 130** and **NSG 200**, if applicable.
- Students who are readmitted to the Nursing Program must repeat all required NSG courses as determined by program policies.

Second-, Third-, and Fourth-Level Nursing Course Policies: Failure

- A student who receives a clinical failure due to safety and/or professional behavior concerns may not participate in any clinical experiences until the matter has been resolved. This restriction applies to all co-enrolled nursing courses.
- Students who withdraw from or drop either **NSG 252** or **NSG 270** must also withdraw from the other course. Students may remain enrolled in **NSG 230**.
- Reentry following a withdrawal (**W**) or a course grade of **D** or **F** in any Level II, III, or IV NSG course is contingent upon student eligibility and available program space.

Repeating a Course

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

- An Academic Success Plan (ASP) is required prior to enrolling in a course after failure.
- Any student who earns a grade of D or F, must have a formal ASP, developed with course faculty, to be eligible to repeat a course. Students who do not have an ASP are not eligible to repeat a course after failure.
- If eligible, students failing a course must complete the electronic Readmission to a Course form and complete ASP and send via BCC email to the administrative assistant and course faculty within two weeks of the end of the semester in which the failing grade.
- The request for readmission and ASP will be logged in the Readmission Request folder for each course by the Administrative Assistant or faculty member.
- Readmission to repeat a course is on a space-available basis
- Students are required to meet with course faculty to review the ASP during the first week of the new semester and at midterm.
- Students who have been seated twice in the same nursing course and unsuccessful are not eligible for a 3rd attempt and will be removed from the nursing program.
- A student is considered seated in a course if they remain on the roster after the established drop period.
NOTE: This is different from the College Policy. Mitigating circumstances can be determined by the Dean of Nursing and Allied Health.

Ranking for Space

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

This policy applies to all Brightpoint nursing students regardless of the number of semesters a student has stepped out of a program. Students must meet the requirements for readmission to a nursing course within the timeframe permitted. If the number of students requesting readmission exceeds the number of students requesting readmission exceeds space available students will be selected based on the following order:

- Students who were successful in the previous semester of nursing courses and have not attempted the course for which they are applying. This includes those who have voluntarily delayed progression to the next sequence.
- Students who have withdrawn after the drop period but before the deadline for withdrawal without academic penalty.
- Students who have withdrawn with mitigating circumstances after the deadline for withdrawal and have approval from the Dean of Nursing and Allied Health to return.
- Students who earned a “D” on the previous course attempt.

This is different from [College Policy](#)

- Students who earned an “F” on the previous course attempt

This is different from [College Policy](#)

Program Dismissal

Students who do not complete the entire nursing curriculum are not eligible for graduation from the AAS Nursing Program at Brightpoint Community College.

Students who earn **two NSG course failures** will be dismissed from the Nursing Program.

- Dismissed students may apply to restart the program during the next application cycle, provided the failures were not related to clinical safety or professional behavior concerns.
- Students dismissed due to a clinical failure involving safety or professionalism issues are ineligible to restart.

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

Students who earn a D or F in NSG 200 or NSG 115 must reapply to the Bridge program, and repeat all completed courses

Transfer

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

- Documentation sent directly to the Brightpoint Community College Dean of Nursing and Allied Health from the transferring nursing program Nursing Dean/Director/Course Lead verifying actual clinical hours attended and all completed nursing courses.
- Documentation sent directly to the Brightpoint Community College Dean of Nursing and Allied Health from the transferring Nursing Dean/Director/Course Lead that includes complete student Skills Competency Checklist.
- Documentation of compliance with all clinical agency requirements for clinical sites used for Brightpoint Community College clinical rotations.
- Completion and submission of the Brightpoint Community College “Request for Transfer Form” and all required attachments.
- Priority standing for all transfers is given to students who relocate and reside in the Brightpoint Community College service areas.
- Transfers are considered based on seat availability, faculty resources, and clinical site opportunities.
- Transfers are not guaranteed, and Brightpoint Community College Nursing Program reserves the right to cancel any approved transfer request if the program cannot support the student learning needs based on unforeseen changes in seat availability, faculty, or clinical resources that occur prior to the class start date.
- Students are responsible for fees associated with transfer requirements, course materials, supplies, etc.

- Once a transfer is complete, students must comply with requirements stated in the Brightpoint Community College Nursing Program Student Handbook and the Brightpoint Community College Student Handbook and Catalog.
- Transfer students are subject to the Brightpoint Community College Policy for program completion within 6 semesters of enrolling in the first NSG course (including transfer courses from a VCCS nursing program).
- Any nursing courses from any VCCS nursing program taken in the summer will count toward the 6-semester policy at Brightpoint Community College.
- Students must be passing NSG courses upon transfer to Brightpoint Community College.
- Students who are unsuccessful in NSG course(s) prior to transfer request will not be eligible to transfer to Brightpoint Community College.
- A student must have a GPA of 2.5 to be eligible to transfer to Brightpoint Community College

Math Competency [Updated May 2024]

1. Drug Dosage Calculation (DDC) competency is an expectation in each of the four Levels of the Nursing Program in the following courses: NSG 106, NSG 115, NSG 170, NSG 210/211, and NSG 270.
 2. Each student must demonstrate achievement of dosage calculation competency at, or above 90% before performing medication administration in the clinical setting.
 3. Students must seek remediation with the Nurse Retention Specialist or faculty member after any failed attempt to meet the 90% benchmark.
 4. A student will have a maximum of three (3) attempts to achieve the identified level of competency.
 5. A student may “drop” from the course if they are unable to pass the Dosage Calculation Exam to avoid a grade of “F.”
 6. A student who is unsuccessful with the NSG 106 Dosage Calculation Exam cannot be successful in the NSG 100 clinical and will need to “drop” from the co-requisite courses NSG 106, NSG 100, NSG 130, and NSG 200.
 7. If the student cannot pass the Dosage Calculation Exam for Level Two (Second Semester), then the student will “drop” from NSG 170 and NSG 152.
 8. In the Third Semester, faculty may require a Drug Dosage test. Students enrolled in NSG 210 or NSG 211 must pass the Third Semester Dosage Calculation Exam to continue in these courses. Students who do not achieve a passing score on the exam after the allowed testing opportunities will be dropped from both NSG 210 and NSG 211.
 9. If the student cannot pass the Dosage Calculation Exam for Level Four (Fourth Semester), then the student will “drop” from NSG 252 and NSG 270 and remain in NSG 230.
- NOTE: If a student is unsuccessful in NSG 106, NSG 115, NSG 170, NSG 210/211, or NSG 270 and repeats the course, the student will be required to retake the Dosage Calculation Test.

Standards of Conduct [Updated May 2025]

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

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

1. If a student is found in violation of any portion of the American Nurses Association (ANA) Code of Ethics, Federal, State, Local laws, or Virginia Board of Nursing regulations.
2. Exhibiting behavior in the clinical area that a faculty member deems potentially life-threatening or may lead to client injury, which can include observations reported by professionals within a healthcare agency.
3. Failing to act in a responsible or prudent manner in fulfilling professional responsibilities.
4. Violation of Brightpoint Policy for [Academic Dishonesty](#) in any form, including remaining silent when involved.
5. Violation of Brightpoint Policy for [Student Conduct](#) (classroom and/or clinical learning environment).

6. Violation of Brightpoint Policy for [Student Sexual Misconduct](#).
7. Being charged with professional misconduct related to their role as a Certified Nursing Assistant or LPN, resulting in the suspension or revoking of a certificate or license. Thus, such a student may not continue in the Nursing Program until the charge is resolved and the certificate or license is reinstated without restrictions.
8. It is a student's responsibility to report any such misconduct. Failure to report such occurrences will result in suspension or dismissal from the program.

Disciplinary Process [Updated May 2025]

1. Notification to the Dean of Nursing and Allied Health of a student action that violates any standard of conduct listed above or demonstrates an action that potentially falls into one of the categories will require notification of the situation to the Dean of School of Nursing and Allied Health.
2. Violation of College Policy for [Title IX Sexual Misconduct](#) will be managed by the Title IX Coordinator.
3. Violation of College Policy for Student Conduct will be managed by the [Threat Assessment Team \(TAT\)](#).
4. Violation of AAS Nursing Program Policies, including acts that compromise patient safety, any portion of the ANA Code of Ethics, Federal, State, or local laws, or Virginia Board of Nursing Regulations will be managed through the AAS Nursing Program.
 - The faculty member is responsible for informing the student of the notification to the Dean of Nursing and Allied Health when clinical issues occur related to safety or professional behaviors.
 - If the observed behavior involves direct patient care safety, the student will be unable to return to the clinical learning environment until the program or college review process is complete.
 - The Dean of Nursing and Allied Health will manage any violations of the Academic Dishonesty and clinical issues related to patient safety, professional standards, and scope of practice.
 - If this occurs within the AAS Nursing Program, the Nursing Program Director will arrange a hearing date, time, and location within ten business days and provide notification to the following: (a) Student; (b) Witnesses to the event(s); (c) Dean of Nursing and Allied Health.
 - A Hearing Panel will be composed of three (3) AAS Nursing faculty members selected by lottery, plus a facilitator which could include a faculty member who previously had the student in another Nursing course.

Possible disciplinary outcomes:

- Dismissal from the AAS Nursing Program without eligibility for readmission
- Suspension, with specified conditions to return
- Assignment of a final course grade of **F**
- Continued enrollment in the program with required behavioral and/or performance expectations

The hearing decision will be sent to the student's address on file in the Student Information System (SIS) and to the student's official college email account.

Classroom Policies and Professional Behaviors

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

- Attendance policies are specific to each modality listed in Appendix G.
- Professional communication, in English, is always expected, and in all course learning environments. Unprofessional language or actions while in the learning environment are unacceptable [See Brightpoint Student Handbook – Code of Conduct].
- Each student is expected to arrive on time and prepared to be an active participant during the content identified in the Syllabus, and/or Canvas site. The student who arrives late may be unable to enter the classroom until there is a “Break,” if one exists, and occurs; this decision is at the discretion of the faculty member.
- Every student is to implement the principles of professionalism in all class activities.
- Any student who identifies a class/course concern is expected to discuss the concern with course faculty as an *initial action*.
- Audio and/or recording of any individual without their permission is a violation of professional expectations. Students may not record faculty interactions, including individual meetings, class discussions or presentations, unless explicit permission is provided. This excludes the provision of recording lecture if included as an accommodation by Student Accessibility Services.
- Each student is expected to be honest (and sensitive) in reaction to class discussions.
- Every student is expected to demonstrate classroom courtesy always, which includes taking the closest available seat, not disrupting the class activities in progress, refraining from talking to others, or conducting non-classroom business while the lecture is in progress [this includes texting].

Use of Cell Phones/Recording Systems

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

Alerts & Inclement Weather Communication

Any changes in the course schedule will be announced as determined by the faculty member(s). Announcements can

be made using the following: Canvas Course Announcements, Canvas Emails, or text messages.

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

Nursing Student Assessment of Learning

Students in the Nursing Program are required to complete a variety of assignments, unit exams, quizzes, standardized exams, and a final exam for the purposes of assessment of learning. Examples include Drug Dosage Calculations, NCLEX-type questions, remediation, and preparation for success as first-time candidates on the licensing examination. Standardized examinations measure students' nursing knowledge and compare that measurement with the performances of students in similar Nursing Programs throughout the country. These exams serve to help students identify the knowledge areas in which they have performed well and those areas in which they need to review and remediate to be successful in the curriculum.

Attendance for Tests/Exams [Updated May 2026]

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

Students must notify faculty **prior to the start of the test** if they are absent.

Evidence for an extenuating circumstance must be presented to the faculty for a make-up exam can be provided.

If no documentation is provided, the absence is **"unexcused,"** and the student will receive a **"zero."**

An unexcused test/exam/quiz absence is defined as a failure to notify the faculty member(s) before the scheduled start time of the assessment or if the reason given is unexcused.

- **No more than ONE (1) make-up assessment is permitted in any course.**
Make-up assessment, if permitted by the faculty member, must be completed within three to five (3-5) business days of the original assessment, unless stated differently in a course syllabus [make-up assessment may be formatted differently].
- **Test tardy policies are course specific and noted in the course syllabus.**
- **No quizzes, tests, exams, or standardized assessments can be re-taken.**
- **A student who requires testing accommodations must provide faculty with documentation per each course of the requested accommodations and is not retroactive.**

Each student is encouraged to meet with course faculty or Nurse Retention Specialist to increase understanding of test-taking strategies, and comprehension of concepts included in the assessment.

All test grades are cumulative within a Nursing course. Course examinations are scheduled by faculty as stated in the course syllabus and/or calendar.

Submitted answers will be the only basis on which grades will be determined.

Nursing faculty reserves the right to determine test designs, content, and methods as determined by regulatory agencies.

No test/exam/quiz or standardized assessment questions, answers, or exam content may be recorded in any form.

Scratch paper is provided by the proctor and collected at the completion of the test.

No sunglasses, hats, or headbands are permitted.

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

Brightpoint Community College Nursing Exam and Testing Policy

The Brightpoint Nursing Department Exam and Testing Policies are designed to improve NCLEX success and determine progression in the Nursing Program. Tests may include proctored standardized assessments, faculty-created unit exams, and faculty-created final exams. Questions are selected or created by the faculty to measure attainment of published learning objectives.

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

Test Environment

Faculty strive to create a quiet, distraction-free environment that ensures that test integrity and test item security will be maintained. Please refer to your course syllabus for specific information about expectations during the test. In general, students are expected to attend to personal and toileting needs prior to entering the test room and to remain quiet with absolutely no talking, excessive movement, or other distracting behaviors.

Testing Process

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

- Lockdown Browser and Monitor should be used at the discretion of the faculty.
- Questions should be presented:
 - One at a time
 - Backtracking is permitted in first semester courses only enabled
- All tests are timed. Canvas will auto submit when the maximum time for the test has been reached. Students with testing accommodations will have a time limit changed to reflect IAP requirements.
 - Module tests should allow 1.5 minutes per question.
 - Medication calculation tests should allow 2 minutes per question.
 - Medication and other numerical answers will include the unit of measure with a space.

Test Review

Grades should be available to students via Canvas Gradebook within one week of the exam. Once grades are posted, faculty will perform a review by summarizing questions that were frequently missed by clarifying concepts or learning outcomes

- Students scoring less than 79.5% must set up time to meet with faculty member who taught the content.
- Students **will not** have access to individual test questions during either group or individual review discussions.
- Faculty may use discretion to review math calculation tests or short quizzes with the class to review calculation processes or teach successful NCLEX-style question strategies.

Required Remediation

A student who scores 79.5% or below on a course exam must complete remediation with the course faculty member or the Nurse Retention Specialist or Tutor within ten (10) business days of the course test. Students are responsible for scheduling remediation with the Nurse Retention Specialist or course faculty. No remediation for the final exam is provided.

Written Course Assignments

Students are responsible for meeting all deadlines for individual courses and clinical assignments. Students are expected to proofread all written assignments before submission. Assignments should reflect college-level writing standards, including appropriate grammar, spelling, punctuation, and organization.

Written assignments must follow the current edition of the **American Psychological Association (APA)** formatting guidelines when required. Writing quality and APA formatting may be included in the grading rubric.

Late policies for unsubmitted work are noted in each course syllabus. Students are responsible for checking Canvas to ensure that the file has been successfully submitted. Students should submit work well before the deadline to avoid technical issues. The use of generative AI tools is not permitted unless specifically stated in the assignment directions. Students who submit work that has been created by AI without authorized permission will receive a 0 on the assignment.

Standardized Assessments

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

A student must complete each course/program standardized assessment as scheduled by the course faculty.

Participation in standardized assignments and associated resources is mandatory. When repeating a course, the standardized test must also be repeated.

Standardized assessment must be completed before submission of a final course grade.

Students must have all standardized assessment(s) proctored, either by faculty, staff, and/or electronic monitoring. Any student who does not meet this standard will not receive credit for the assessment score.

Standardized assessments may comprise no more than **5%** of the final course grade.

Course Grades

Grading Scale:

A = 92 – 100%
 B = 84 – 91%
 C = 80 – 83%
 D = 70 – 79% (course failure)
 F = 69.99% or below

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

- If a student earns a **Satisfactory** grade in clinical and a **D** or **F** in theory, the final course grade will be the earned theory letter grade.
- If a student earns an **Unsatisfactory** grade in clinical but is passing the theory portion of the course with a **C** or higher, the final course grade will be a **D**.

Course Completion and Grading Requirements

- Students who receive an **Incomplete (I)** grade must complete all course requirements before progressing to the next level of the Nursing Program.
- Final course grades will be posted in **Canvas** when available and entered into the student's academic record by the college-established deadline.
- **Extra credit** may not be used to raise a student's grade to a passing level.
- Students may not **retake exams or quizzes** or **resubmit assignments** for the purpose of improving a grade to pass a course.
- To successfully complete a nursing course and progress in the Nursing Program:
 - Students must earn a minimum final course grade of **80%** in all nursing (NSG) courses.

Clinical Policies

Clinical Documentation Requirements

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

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

1. Background check /re-check if required
2. Negative Drug screening/testing – is required for admission to the program and cost is the responsibility of the student
3. Physical Health Exam upon admission
4. Titers documenting immunity to measles, mumps, rubella, varicella, and Hepatitis B and/or evidence of re-vaccination (upon admission only)
5. Tetanus or Tdap vaccine within 10 years
6. QuantiFERON® Gold (good for two years) or Negative PPD (2-Step/Annual process) or Negative Chest x-ray (good for two years) **
7. Seasonal Influenza vaccination (annually) received within identified guidelines*
8. COVID-19 vaccination
9. American Heart Association Basic Life Support for Healthcare Providers (AHA-BLS) CPR or Red Cross or ECSI equivalent
10. Assumption of Risk forms (general and COVID)
11. Professional Boundaries
12. Virginia Board of Nursing Barrier Crimes Acknowledgment Document
13. Social Security Card and/or Green Card
14. Driver's License or government-issued identification
15. Family Educational Rights and Privacy Act (FERPA) Form
16. Confidentiality & Security Agreement
17. Assumption of Risk Agreement
18. Any site-specific documents and/or orientation required by the site (Documents vary according to each healthcare facility)

***Note** that those receiving the seasonal influenza vaccine should not receive a live (nasal) form as healthcare agencies may bar the student from clinical for some period after the vaccine; students should receive the **inactive** form.

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

Documentation Requirements During Program Continuation

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

1. Background Checks update if requested or required by policy
2. Document approval by CastleBranch®. A student is responsible for monitoring emails from CastleBranch® and responding as directed
3. Barrier Crimes Form update if requested

Additionally, **clinical agencies require a separate screening process** and orientation procedures through My Clinical Exchange. Documentation must be completed in this platform prior to the facility's established deadlines in order for students to attend clinical.

Documentation Requirements for Student Returning After Gaps in Enrollment

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

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

Student Failure to Submit Timely and Acceptable Documentation

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

Clinical Placements

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

Clinical assignments are dependent on faculty and facility availability and subject to change at any time to meet student and program needs. **Clinical experiences may be scheduled for days, evenings, nights, weekdays, and weekends;** the program cannot provide clinical adjustments for students’ personal or work schedules.

Nursing students have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments. To preserve client privacy while in clinical and simulation environments, no cell phones or other smart devices are allowed. Students may access their phones if needed during lunch or in a designated break room only. Visible phone use in unauthorized areas of the clinical unit/simulation is strictly prohibited and may result in an unsatisfactory clinical grade.

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

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

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

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

with the college.

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

Contractual Agreements

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

Clinical Setting, Simulation, and Nursing Skills Laboratory

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

Orientation

Clinical faculty are responsible for orienting and coordinating the orientation of students to the facility. Students will complete the required training and attestations prior to starting the clinical experience. Agencies may require initial orientation forms covering patient confidentiality, fire and safety, code of conduct and other facility-specific policies. Students will provide proof of annual flu shot (or submit a declination form) and current PPD/TST and Tdap within one year of the first date of each clinical course as required by agencies. Students will not be allowed to enter the clinical area without this documentation. It is the student's responsibility to maintain annual testing and copies of these documents. All student health forms are maintained electronically by a third party.

Attendance

Students must arrive prior to the start of the clinical or simulation experience and be prepared to participate in the practice environment at the time the clinical/simulation is scheduled to begin. Being on time is essential to earning contact hours, attaining practice experience, and meeting professional standards for accountability. Attendance is closely monitored, and issues with tardiness are strictly enforced. **No more than ONE (1) clinical make-up is permitted in any course.**

Students must notify the clinical and didactic faculty prior to the start of the clinical or simulation experience if they must be absent. Students who do not appropriately notify the faculty will receive a clinical unsatisfactory or clinical failure. See your course syllabus for the specific guidelines for contacting the faculty.

Assumption of Risk

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

Switching clinical groups

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

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

Clinical Tardy

A student is considered tardy if they arrive 5 minutes or more after the scheduled start time of any clinical or simulation activity. Clinical and simulation experiences include:

- Hospital clinical experiences
- Community-based clinical experiences
- Simulation activities
- Shadow Health debrief sessions (when applicable)

Faculty may establish more stringent attendance and tardiness requirements for specific courses. Any course-specific tardy policies will be outlined in the course syllabus. Because these policies are designed for the unique requirements of each clinical environment, course-specific policies take precedence over this general tardiness policy.

- The first tardy infraction will result in a verbal warning; subsequent tardiness will result in the student being placed on a Clinical Contract, and the student will be unsatisfactory for the clinical day.
- Any further tardies while on the Clinical Contract will result in an unsatisfactory for the clinical day **and** loss of hours with dismissal from clinical experience for the day.
- Any student who is tardy for three separate occasions will result in a clinical failure.

Clinical Elopement

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

Clinical hours are lost, and absence time is accrued when a student must leave the clinical or simulation environment due to unforeseen extenuating circumstances, such as illness or emergency. Students who must leave the clinical/simulation experience because of extenuating circumstances must notify the faculty prior to leaving. Hours missed due to extenuating circumstances will be addressed on a case-by-case basis and may result in a clinical unsatisfactory or clinical failure. All clinical make-up time is provided only with approval of the Dean of Nursing and Allied Health.

Clinical Absence

Attending all clinical experiences is expected. If an absence is necessary, students must notify clinical faculty prior to the start of the clinical day and use the process for notification per the syllabus policy.

A “No Call/No Show” for a scheduled clinical day will result in an automatic dismissal from the course, and the student earns a course failure.

In the event of a clinical or simulation absence, the student will be required to submit the Documentation for Absence with appropriate information regarding the reason for the absence. A link to this form can be found in your course syllabus.

In the event of an injury or illness, see Appendix C, **Medical Release Form**, which students are required to submit prior to a return to clinical. The release form must be completed and signed by the healthcare provider.

Make-up clinical is reserved for students with extenuating circumstances only:

- personal sickness, death in the immediate family, military orders, or court subpoena.
- appropriate documentation must be submitted to the instructor:
 - a note from a prescribing practitioner who treated the illness
 - a copy of the funeral program for death, and
 - a copy of the subpoena or military orders.

If a student does not attend their scheduled makeup, they will not be able to meet course outcomes and will receive an “F” in the course.

Make-up clinicals

When clinical hours are affected due to a student’s circumstances, such as illness, the make-up clinical will be considered for mitigating circumstances only. A ‘no call/no show’ to clinical cannot be made up. **Make-up clinical is reserved for students with extenuating circumstances only and who are expected to pass the didactic portion of the course. No more than ONE**

(1) clinical make-up is permitted in any course.

- Make-up hours will be scheduled based on the availability of faculty and facilities.
- Make-up hours may not be provided during the semester in which they occur.
- Make-up clinical hours may occur during a short session or a summer session and could be held during the day, evening or night on weekends or weekdays.
- Make-up hours will be assigned to the student, and the scheduled make-up clinical date/time will be considered a regularly scheduled clinical and follow the regulations and requirements for clinicals.
- The student will incur an "I" incomplete for the course in the event the make-up hours are to be provided during the subsequent semester.

If the student does not attend the scheduled make-up date/time, then they forfeit the opportunity, which may result in a clinical/course failure or a delay in program progression.

Note: When clinical is cancelled due to faculty illness or college closing and/or delay, remaining days and times will be adjusted to replace missed hours. Students are required to attend extended or additional days to meet the course requirements.

Client Safety

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

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

- Performing a skill that may adversely affect patient safety
- Performing in a dishonest/unethical manner in the classroom or clinical area
- Pilfering unauthorized clinical or academic materials (hospital or college supplies, exams, tutoring course textbooks, or electronic media)

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

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

Professional Behaviors in a Clinical Learning Environment

Each student should consistently demonstrate those professional behaviors identified in the statement of Behaviors of Professionalism (Appendix B), following the legal and ethical codes of nursing, and Commonwealth of Virginia Nurse Practice Act, and the ANA Code of Ethics for Nurses with patients, family members, faculty, interdisciplinary team members, and peers. Each student must follow federal, state, and local laws, as well as the Virginia Board of Nursing regulations.

1. Each student is to consistently implement principles of safety, accountability, and responsibility

2. Each student is expected to demonstrate accountability by ensuring the safe transfer of patient care to another healthcare individual, under the direction of course faculty, and before leaving the assigned nursing unit. A student will not leave the clinical learning environment without notifying the faculty
3. Professional communication, in English, is always expected, in all clinical learning environments
4. The use of nicotine in any form is not permitted when in uniform, except for a nicotine patch. A student observed using nicotine by a faculty member or member of the staff will be dismissed from the event or facility
5. Drinking alcoholic beverages while in uniform is not permitted
6. Gum is not to be chewed during clinical experiences
7. Food or beverages should not be consumed in nursing care areas
8. A student will be provided a unit contact number for emergencies
9. Use of any audio or visual recording device in a clinical area is prohibited. THIS INCLUDES CELL PHONES.
 - a. Students who use a cell phone in patient care areas will be dismissed from the clinical experience for the remainder of the day and receive a clinical unsatisfactory; this behavior may be grounds for dismissal from the program.
10. Students are required to display their Brightpoint ID during clinical experiences. If a student does not have an official nursing student ID, they are unable to remain in clinical, will earn a clinical unsatisfactory for the day.
11. Students are required to maintain dress code requirements when in uniform. Students who do not meet these requirements will be dismissed for the day and earn an unsatisfactory evaluation.

Impaired Student

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

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

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

Exposure/Development of Communicable Diseases

If a student has been exposed to a communicable disease, the student must immediately contact the Nursing Faculty and Dean to report exposure. It will be left to the discretion of the Dean, in conjunction with the faculty and agency staff, to determine if it is safe for the student to attend clinical assignments. Any student diagnosed with a communicable disease is required to present documentation to the Nursing Program Faculty indicating that they are no longer infectious before they will be allowed to participate in classroom/clinical activities/Nursing Skills Lab/simulations. In the event of an injury or illness, see Appendix C, **Medical Release Form**, which students are required to submit prior to a return to clinical.

Incident/Infection Exposure Policy

Students must wear appropriate protective clothing/equipment when performing any task(s) that may involve body fluids. Any direct exposure to body fluids occurring while functioning as a nursing student must be reported immediately to the

clinical instructor. Students exposed to body fluids shall follow the following protocol:

- Wash the area with a disinfectant agent
- For eye splashes rinse the area with clean water
- Report the incident to the clinical instructor
- The student should go to the emergency department, employee health, or urgent care to seek triage and treatment
- The student is responsible for all costs related to exposure, triage, and treatment
- The clinical instructor and student will notify the agency department supervisor and the Dean of Nursing and Allied Health
- The student, with the assistance of faculty, will complete an agency site occurrence report and a Brightpoint Personal Injury Form (available from your faculty member)

Information from the US Department of Labor, Occupational Safety & Health Administration (OSHA) is available at: [Bloodborne Pathogens - Overview | Occupational Safety and Health Administration \(osha.gov\)](https://www.osha.gov/bloodborne-pathogens-overview)

Students are responsible for any and all medical expenses related to any exposure or incident while in class, skills lab, simulation or clinical. In the event of an injury or illness, see Appendix C, **Medical Release Form**, which students are required to submit prior to a return to clinical and if indicated, onsite class attendance.

Significant Health Event

If a student suffers a significant health event impacting their ability to continue in the program, completion, and submission of the Medical Release Form (Appendix C) is required before the student can return to the clinical/simulation/Nursing Skills Lab and/or onsite classroom setting. The form must indicate that the student can fully participate in all aspects of clinical, simulation, and Nursing Skills Lab and if applicable, is no longer contagious. This documentation must be submitted to the Nursing Program Faculty and Dean. The Medical Release Form must be signed by the healthcare provider who treated the illness or injury and must be submitted prior to a planned return to any nursing program environment.

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

Clinical Evaluation and Performance Standards

Clinical Evaluation Process

The Clinical Evaluation Tool (CET) is used to assess student clinical performance and measure achievement of course-specific clinical outcomes. Performance is evaluated using the ratings:

Satisfactory (S): Student meets all outcome standards, performs consistently at the expected level, and demonstrates progression toward clinical competency.

Needs Improvement (NI): Student demonstrates areas requiring further development but may continue progressing toward satisfactory performance with faculty support.

Unsatisfactory (U): Student fails to meet required standards or demonstrates behaviors that compromise safe practice.

Clinical evaluation is ongoing throughout the semester and is documented weekly, at midterm, and at the end of the clinical experience. Evaluation methods may vary by course and will be outlined in the course syllabus.

Evaluation Standards

Clinical performance is evaluated using:

- Course outcome standards
- Clinical evaluation criteria
- Application of the Nursing Process
- Clinical reasoning and judgment
- Demonstrated nursing knowledge and skills
- Professional behaviors and accountability
- Faculty observations, student self-assessments, anecdotal notes, conferences, and clinical documentation are used to evaluate progress toward achievement of clinical outcomes.

Students who are not demonstrating adequate progression toward mastery of clinical outcomes will be notified verbally and

in writing by the clinical faculty member.

Clinical Performance Requirements

To successfully complete the clinical component, students must:

- Consistently provide safe patient care.
- Demonstrate satisfactory achievement of all clinical outcomes by the end of the course.
- Submit all required clinical assignments and documentation, including:
 - Completed Clinical Evaluation Tools (CETs)
 - Skills checklists
 - Other required clinical assignments as indicated in the course syllabus
- Meet attendance requirements sufficient for faculty to evaluate clinical competency.
- Demonstrate ongoing growth and responsiveness to faculty feedback.

The final clinical evaluation and completed skills checklist become part of the student's permanent record and are maintained as required by the Board of Nursing.

Professionalism and Accountability

Clinical practice is an essential component of nursing education and requires a high level of professionalism, accountability, and adherence to safety standards.

Students may receive an **Unsatisfactory clinical evaluation** for behaviors or actions that compromise patient safety, violate professional standards, or prevent achievement of clinical objectives. Examples include, but are not limited to:

Patient Safety Violations

- Providing unsafe or negligent patient care.
- Engaging in actions or omissions that place patients, staff, or self at risk.
- Demonstrating poor clinical judgment or inadequate critical thinking for safe nursing practice.
- Performing skills outside the student's scope of practice or without appropriate supervision.
- Medication errors, including failure to follow medication administration policies, required checks, or instructor supervision guidelines.

Professional Conduct Violations

- Unprofessional behavior or inappropriate communication.
- Failure to show respect toward patients, families, faculty, staff, or peers.
- Violation of patient confidentiality, HIPAA regulations, or agency privacy policies.
- Utilizing a personal cell phone in patient care areas, hallways, nursing stations, waiting rooms, or any area where patients and families may be present.
- Leaving the clinical unit without notifying clinical faculty or staff.

Preparation and Documentation Deficiencies

- Inadequate preparation for clinical experiences.
- Failure to complete required pre-clinical assignments or pre-assessments.
- Incomplete assignments or missing required documentation.
- Failure to provide CETs or skills checklists for faculty review, feedback, and signatures.
- Falsification or misrepresentation of clinical documentation, patient records, assignments, or clinical hours.

Attendance and Reliability Concerns

- Excessive absences, tardiness, or leaving clinical early.
- Failure to meet required clinical hours or objectives.
- Failure to accept feedback or demonstrate improvement after remediation efforts.

Policy Violations

- Failure to follow agency, program, course, or instructor policies and procedures.
- Failure to comply with clinical site requirements.

Students may also receive an unsatisfactory evaluation for:

- Being tardy
- Arriving unprepared for lab, simulation, or clinical experiences
- Failure to wear the required uniform or required uniform items

Unsafe Clinical Practice

Unsafe clinical practice is grounds for an unsatisfactory clinical evaluation. If a faculty member observes or becomes aware of a serious compromise to patient safety:

- The student may receive a clinical failure.
- Clinical failure may result in course failure.

If a healthcare agency or clinical site requests a student's removal due to compromised patient safety, the student will

receive a failing grade for the clinical component of the course.

Attendance and Fitness for Clinical Practice

Students must be physically and mentally prepared to participate safely in clinical activities.

- Students who are unable to perform by technical standards required for clinical practice may not attend clinical experiences.
- Students must be sufficiently rested and are prohibited from working within **8 hours prior to the start of a clinical rotation**.
- If absences prevent the faculty member from determining satisfactory achievement of clinical outcomes, the student will receive an **Unsatisfactory** evaluation for the clinical component.

Academic Progression and Clinical Success

A student may be denied continued enrollment in a course if, after reasonable accommodation and remediation efforts, clinical faculty determine that the student cannot consistently perform safe nursing practice.

To successfully complete the clinical component of a course:

- All clinical outcomes must be rated as **Satisfactory** by the conclusion of the course.
- All required clinical documentation must be submitted by faculty-established deadlines.
- Students who fail to submit required documentation by the designated deadline may receive a clinical **Unsatisfactory** for the semester.

Clinical Grades

Clinical and laboratory performance must be satisfactory for a student to:

- Continue in the course sequence.
- Receive credit for the course.
- Have the theory grade calculated when clinical and theory components are linked.

For courses with integrated clinical and didactic components:

- A final grade of **Satisfactory** in clinical is required to pass the course.
- If a student earns a **Satisfactory** clinical grade but receives a **D** or **F** in theory, the final course grade will be the theory letter grade.
- An **Unsatisfactory** clinical grade may result in course failure, program dismissal, or additional disciplinary action in accordance with Nursing Program policies.

Clinical Warning-Notice of Concern

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

1. An **Academic Success Plan (ASP)** or Clinical Contract will be initiated by the clinical faculty member and will identify the specific areas of concern observed. This plan is tailored to student needs to assist in successful achievement of clinical learning outcomes.
2. The student is expected to sign the ASP indicating that they had the opportunity to read and discuss the observed behaviors.
3. The student will develop a written plan for clinical growth that focuses on the identified areas or outcomes of concerns.
4. The clinical faculty member and student will communicate weekly through the completion of the student's weekly self-evaluation. The student and faculty members will review/revise and document clinical growth that includes identified areas or outcomes of concern.
5. ASP status will end with the achievement of the clinical outcomes of the course.
6. A student who withdraws from the course with an active ASP and is eligible to return to the program, will have the ASP re-activated, regardless of the course, or clinical faculty member, unless specifically documented as resolved by all parties. The ASP will remain until a Final Clinical Evaluation demonstrates "*Satisfactory*" achievement of clinical outcomes.
7. The student who fails to demonstrate achievement of the clinical outcomes will receive a failing grade

for the clinical learning experience.

8. A student who receives a failing evaluation during the clinical learning experience will not be eligible for enrollment in the Practical Nursing Program.

Nursing Skills Lab Policies

Nursing Skills Lab Attendance

Attendance and tardy policies are specific to each course and can be found in the course syllabus. Attendance is expected for all skills/simulation laboratories.

In the event of a Nursing Skills Lab absence, the student will be required to notify the faculty prior to the start time of the laboratory experience. Make-up missed laboratory content is not provided, and students are expected to contact peers for missed information. However, the faculty will see students during office hours by appointment if needed. Additionally, some open practice sessions may be offered. The course and/or clinical faculty member reserves the right to restrict a student from attending direct client care experiences after any missed campus lab if any part of that lab is deemed necessary by the faculty member for safe client care in that week of clinical practice. This may occur even if the laboratory skill is in one course, and the clinical hours are in another course.

Nurse Skills Lab Expectations

Each student is responsible for keeping the college nursing skill and simulation laboratory areas neat and orderly. This means returning all equipment to its proper place, taking personal belongings when leaving the laboratory and discarding used paper and supplies in the appropriate containers immediately after use.

Each student is expected to follow the published **Simulation and Nursing Skills Lab Policies and Guidelines** (See Appendix E: Nursing Skills Lab Safety Rules).

The Nursing Program seeks to support a student who misses time due to civic responsibilities (e.g., jury duty or military service). However, this student must consult with the Nursing Program Faculty and Dean in advance. Students may not use the labs without prior permission from the Skills Lab and Simulation Coordinator.

Mandatory Skills Remediation

Students may be referred to the program Tutor for remediation when noted to be deficient in the practice and/or laboratory setting. Students are responsible for meeting the requirements of the referral to obtain a Satisfactory grade for the clinical or laboratory course.

Dress Code Policy

Clients have the right to know the identity of the people caring for them. A student's appearance reflects professionalism and is representative of the Brightpoint AAS Nursing Program. Any student who does not meet the standards identified below will be asked to leave the clinical agency and be required to makeup missed learning experiences if available, based on the stated clinical attendance policy.

Brightpoint nursing students are expected to conform to high standards of personal appearance and hygiene. Attire worn at the college should reflect a sense of dignity and professionalism. The student uniform consists of teal bottoms/gray tops. Uniforms may be purchased through the BCC bookstore; the scrub top and jacket must have the BCC logo.

Uniform (Scrubs)

- Students must be in full uniform including their Brightpoint student ID badge, a watch with a second hand, bandage scissors, penlight, and stethoscope during clinical hours in the affiliating agencies.
- Brightpoint student ID badges include a badge buddy indicating the program enrolled (nursing student, practical nursing student, nurse aide, medication aide) and should be secured with a single clip. Badge buddies can be purchased at the bookstore.

- Uniforms are required in the skills and simulation labs unless otherwise specified by faculty.
- All uniforms should be clean and wrinkle-free.
- Long sleeve undershirts in white, gray, teal, or color that matches skin tone may be worn under the uniform top.
- Undergarments must be worn at all times, be of neutral color, and cannot be visible.
- Uniforms should fit so when the student bends the hem of the top covers the pants waistband in the back.
- Visible cleavage or tight clothing is not permitted.
- Matching scrub jackets with school logo must be purchased and may be worn during clinical, simulation, lab, and when representing the nursing program in the community setting

Shoes

Students should wear white nurse's shoes or solid white, gray, or black leather or synthetic athletic shoes.

- Shoes without backs and/or with open holes are a safety hazard and are not appropriate.
- Shoes must be clean.
- Canvas tennis shoes are a safety hazard and are not appropriate.
- Colors on the shoes are not acceptable.
- Sock colors must match the shoe color and cover ankles.

Hair

Hair must be natural for skin color (not red, blue, purple, etc.).

- Hair must be clean, neat, and off the collar.
- Hair must be of professional style (No mohawks, shaved designs, etc.).
- Hair must be secured off the face and collar with an appropriate band, head band, scrub cap or device in black, white, gray, or teal.
- Beards, mustaches, sideburns, if worn, must be neat, closely trimmed, and meet facility policy for client and provider safety-a mask should securely shield the nose and mouth.

Nails

Fingernails must be clean and kept short.

- Nail polish (including clear), gel, acrylic and/or any other artificial nails are not permitted

Jewelry

Jewelry, if worn, may include:

- Wedding bands only
- A single pair of small stud earrings worn in the lowest hole in the ear lobe is acceptable.
- Ear gauges and spacers must match skin tone
- Jewelry in any other pierced areas is not permitted
 - Tongue studs and nose rings/studs must be removed.
 - PPE, such as surgical masks, cannot be worn to hide jewelry, including nose rings or studs, or tongue studs.

Perfumes and Colognes, Hygiene

Perfumes, colognes, aftershave lotion, and other strong fragrances are not permitted while in uniform.

- Deodorant must be unscented
- Students must be clean and free of odor

Tattoos and Visible Symbols

NO offensive body art, tattoos, t-shirts, or stickers are to be visible to other students, patients, and faculty. Items not compliant are to be completely covered

For example:

- No naked persons
- No references to political affiliation or influence or membership in ideological groups
- No mention of race, religion, culture, gender or sexual orientation
- No sexual connotations or innuendoes
- No references to alcohol, cannabis, illicit drugs, or firearms

Make-up

- Make-up must be discreet and natural in appearance
- Artificial lashes, if dislodged during client care, pose a risk for infection and should be avoided.

Miscellaneous

- Smoking or vaping in uniform is not permitted
- Drinking alcoholic beverages while in uniform is not permitted
- Unprofessional language or actions while in uniform, class, or clinical are unacceptable and can be grounds for dismissal from the program
- Gum is not permitted while in uniform
- The dress code may be modified during maternity, pediatrics, psychiatric, surgical, or community rotations if instructed by course faculty
- When assigned to a clinical agency where the uniform is not required, the following guidelines apply:
- Street clothes
 - No jeans, tee shirts, tank tops, spaghetti straps, sweatshirts, provocative clothing, damaged or soiled clothing, stenciled writing
 - No sandals, flip flops, or beach type footwear
 - The same jewelry and tattoo regulations apply
 - Students will wear a lab coat/scrub jacket and display their Brightpoint Community College student ID badge
- Equipment needed in the clinical setting includes a stethoscope, pen lights, a ballpoint pen, a pocket notebook, and any required clinical documents.
- Use of clipboards/large notebooks may provide a means to spread organisms and should not be carried into patient rooms.
- Smoking, use of smokeless tobacco, or alternative forms of “smoking” (i.e., electronic cigarette) is prohibited when in uniform. Any form of “smoking” is nationally prohibited within a healthcare agency.

Recognition Ceremony and Graduation

Recognition Ceremony

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

- Completed all program requirements with a grade of C (80%) or better
- Meet all graduation requirements
- Be in good standing with the Nursing Program
- Follow the Dress Code for Pinning Ceremony
- Faculty has the discretion to deny a student participation in the Pinning Ceremony if a student is not following policies and procedures of the Nursing Program

Graduation

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

Graduate Resources for Licensure

Once final grades are posted, the Dean of Nursing and Allied Health will confirm that each student has met the academic and clinical requirements for testing. Graduates seeking initial RN licensure must apply to the Virginia Board of Nursing for licensure by examination ([Virginia Board of Nursing - Registered Nurse](#)), complete the required fingerprint-based criminal background check ([Virginia Board of Nursing - Criminal Background Checks](#)), and register with Pearson VUE to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) ([Virginia Board of Nursing - Fees](#)). A detailed [Candidate Bulletin](#) is provided by the National Council of State Boards of Nursing (NCSBN). Additional information about NCLEX can be found at the NCSB website - [Frequently Asked Questions | NCLEX](#).

If delays occur related to eligibility to test, students must contact the Virginia Board of Nursing to determine their eligibility status.

Appendix A: Definition of Terms

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

Appendix B: Behaviors of Professionalism

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

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

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

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

Professionalism in Nursing

Advocate for Patients

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

Communicate Effectively

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

Work as a Team

As a nursing student, you are acting as part of a team; therefore, it is vital to have a collaborative attitude and value the contributions of others. As a team member, you will need to be open to receiving advice and constructive criticism along with offering your peers both praise and constructive feedback on their work to help foster a more educated and effective team. Mentoring and helping each other will strengthen bonds within the team and provide professional growth experience for all team members.

Keep a Positive Attitude

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

Deliver Top-Quality Care

Uphold the standard of care by always delivering evidence-based care by keeping your knowledge and skills updated.

As a patient advocate, you can help prevent medical errors by ensuring your knowledge base or any advice offered is up to date by research. As you grow within the nursing profession, you can expand your knowledge to specialty areas or invest in advancing your education.

Maintain Your Integrity

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

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

Conflict Resolution

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

Critical Thinking

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

Attention to Detail

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

Adaptability

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

Leadership

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

Ability to Grow

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

University of St. Augustine for Health Sciences, “The Importance of Professionalism in Nursing,” June 2020:

[Professionalism in Nursing: Why it’s Important | USAHS](#)

A Code for Nursing Students

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

- Advocate for the rights of clients
- Maintain client confidentiality
- Take appropriate action to ensure the safety of clients, self, and others
- Provide care for the client in a timely, compassionate and professional manner
- Communicate client care in a truthful, timely and accurate manner
- Actively promote the highest level of moral and ethical principles and accept responsibility for our actions

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

Appendix C: Medical Release Form [Updated August 2026]

Student Name:

Course:

Term/Year:

I.D. #:

A student in any Nursing Program must be able to demonstrate the following functional and technical standards:

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

By completing this form, the healthcare provider indicates that:

- ***The student meets all technical standards listed above and may return to class and clinical setting without restriction.***
- ***The student is not contagious or is no longer contagious.***

Name (printed):

Signature/Credentials:

Employer:

Date:

Appendix D: Nursing Skills Lab Safety Rules

- No eating or drinking in the lab except for bottled water.
- No smoking in the lab.
- All furniture and equipment should be used in the manner intended by the manufacturer.
- Horseplay or practical jokes cause accidents and, therefore, have no place in the laboratory.
- Always use proper body mechanics.
- Maintain a broad base of support by keeping the feet 6-8 inches apart.
- Use the stronger and larger muscles of your body, which are in the shoulders, upper arms, thighs, and hips.
- Bend from the hips and knees to get close to an object.
- Use the weight of the body to help push or pull an object.
- Whenever possible, push or pull rather than lift.
- Carry heavy objects close to the body.
- Avoid twisting the body as you work; turn your feet and entire body and face the direction in which you are working.
- Avoid unnecessary bending and reaching and bending for prolonged periods.
- Get help from a co-worker to move heavy objects or patients when necessary.
- While working with a partner in patient simulations, observe all safety precautions taught in caring for a patient.
- Do not operate or use any equipment until instructed how to use it.
- Check labels three times before contents are used and discard unlabeled bottles.
- Refer to the SDS manual as needed. Remember: Some solutions can cause injury or be poisonous; therefore, avoid contact with the eyes and skin and need to be used as directed.
- Attend immediately to the removal of spilled liquids, broken glass, and other trash
- Report any injury to the instructor immediately.
- Know the location of and how to operate the fire alarm and the fire extinguishers; all exits must be marked clearly with exit signs.
- Wear closed-toe flat shoes only, unless in bed.
- If a latex allergy or betadine allergy exists or is expected, please notify the clinical instructor or lab personnel.
- Identify all personal items with your name; keep purses and wallets with you
- All simulated needles should be safely capped and disposed of in the red sharps containers; all syringe boxes, syringes, and needles must remain in the nursing lab.
- At the end of the lab, students and instructors should leave the lab area neat.
- All chairs should be placed under the table.
- All over-bed tables should be at the foot of the beds, and beds should be locked and in a low position.
- If linens are soiled, they should be put in the hampers.
- All beds must be made neatly.
- All equipment should be put back in boxes and on carts.
- Students will not be allowed in the lab without direct supervision by a nursing faculty member.
- No lab equipment is to be removed from the lab without completion of the proper form.
- Cell phones must be turned off in the lab. All other handheld technological devices are to be used only when instructed by the faculty member.

Appendix E: Simulation Laboratory Usage and Safety Rules

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

[Nursing Simulation and Skills Lab Policy and Procedure Handbook.](#)

Below are some of the essential policies for quick reference.

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

Students may request practice time by completing the following form: [Request for Skills Practice Lab Time](#)

Appendix F: Attendance Policies by Modality

General Attendance Policies and Procedures

Admission to the college requires tracking of student attendance for program outcomes and financial aid purposes. Regular attendance of classes and laboratory sessions is required for all students registered in nursing classes. The nursing program adheres to the college's policy concerning class attendance.

- *When absence from a class becomes necessary, it is the responsibility of the student to inform the instructor prior to the absence whenever possible. The student is responsible for the subsequent completion of all study material missed during an absence.*
- The nursing program has the option of having a more rigorous attendance policy
- Frequent absences may result in administrative withdrawal from a class and may affect veterans or Financial Aid assistance.
- Classroom, laboratory, and clinical/simulation absences are treated as separate occurrences.
- Hospitalizations and discharge limitations may force the student to be unable to meet attendance requirements and will be handled on a case-by-case basis.
- Students who are incarcerated are immediately withdrawn from the course.
 - Following resolution of the issue, the student will meet with the Dean of Nursing and Allied Health to discuss readmission.

Traditional Track Classroom Attendance

Students can miss no more than 20% of face-to-face classroom time (See clinical absence policy for clinical and simulation attendance time).

- Time is recorded separately for each learning experience and may not be added to the other.
- Each individual course faculty reserves the right to have a more stringent attendance policy.
 - Punctual attendance is required for class and lab.
 - The course syllabus includes the faculty policy for tardiness.
 - Tardiness to class and/or lab is monitored.
 - Students will be counseled for consistent and/or repetitive Tardiness.

Hybrid Track/Zoom Classes Classroom Attendance

Hybrid and Zoom classes are considered to be equivalent to face-to-face classroom experiences. Attendance in class is mandatory and recorded. Absence for a scheduled class will be accrued and recorded. Students may not miss more than 20% of scheduled class time in keeping with face-to-face policy.

- Students are expected to treat Zoom interactions like face-to-face classes by wearing appropriate attire and being in an appropriate setting free of distractions such as family members and pets, muted unless speaking, and cameras on.
- Students will wear headphones/earbuds if in an area that can be overheard by others.
- Each individual course faculty reserves the right to have a more stringent attendance policy.
 - Punctual attendance is required for class.
 - The course syllabus includes the faculty policy for tardiness.
 - Tardiness to class and/or lab is monitored.
 - Students will be counseled for consistent and/or repetitive tardiness.
 - Students who arrive on Zoom after the class start time may not be admitted.
- Recorded Zoom classes are published and made available by faculty discretion.

