



2022-2023

**Practical Nursing Student
Handbook**

Accreditation

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

Pending Approval

The Brightpoint Community College Practical Nursing Program has received initial approval by the Virginia Board of Nursing to provide practical nursing education in the Commonwealth of Virginia. Contact the Virginia Board of Nursing at Perimeter Center, 9960 Maryland Drive, Suite 300, Henrico, VA 23233 or call 804-367-4515 for questions regarding approval status.

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INTRODUCTION

Welcome to Brightpoint Community College (BCC) and the Practical Nursing Certificate Program (PN). The faculty and staff will help to facilitate your goal of completing the program and becoming a Practical Nurse. This handbook contains the policies and procedures specific to the Brightpoint Community College Nursing Program. It is intended to be used by nursing faculty and students in conjunction with the Brightpoint Community College *Student Handbook* and the Brightpoint Community College *Catalog*. You will be asked to sign a statement that verifies that you understand the contents and agree to comply with the conditions contained within the packet while you are a student in the Brightpoint Community College Practical Nursing Certificate Program.

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

Personal flexibility is essential to meet the needs and demands of the nursing program. The college offers this program in affiliation with the health care agencies and practitioners in the communities the college serves. The often-rapid changes in health care law, standards of practice, technology, and content of credentialing examinations may necessitate immediate changes in the program's course content, policies, procedures, and course scheduling. Therefore, be prepared for possible changes in class or clinical schedules that may require adjustments to your personal schedule. You may be required to travel to other campuses, labs, or clinical sites as the needs of the program determine. Students and faculty work together with mutual respect to make your educational experience a positive one.

Nursing students may find additional information in the Brightpoint Community College *Student Handbook* located at [www.Brightpoint Community College.edu/about/publications](http://www.BrightpointCommunityCollege.edu/about/publications).

ADMINISTRATION, FACULTY AND STAFF

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

Administrative structure:

1. Administration
Brightpoint Community College President
Vice President – Learning and Student Success
Dean – Division of Science, Health and Human Services
2. Nursing Director
Practical Nurse Coordinator
Full-Time Nursing Faculty
3. Administrative Staff
Nursing – Administrative Assistant

Chain of Command

1. Student chain-of-command for course-related issues
Student
Course Faculty Member (clinical faculty for clinical issue, course faculty for course issue)
Practical Nurse Coordinator
Director of Nursing
Dean, Division of Science, Health, and Human Services
2. Student chain-of-command for all other issues
Student
Course Faculty Member
Practical Nurse Coordinator
Director of Nursing
Dean, Division of Science, Health, and Human Services
Vice President – Learning and Student Success

In the event of disciplinary action, the student has the right to file a grievance or to appeal the action. Grievance and appeal processes are described in the *BRIGHTPOINT COMMUNITY COLLEGE Student Handbook* at [www.Brightpoint Community College.edu/about/publications](http://www.BrightpointCommunityCollege.edu/about/publications).

GENERAL NURSING PROGRAM INFORMATION

Nursing Program Mission

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

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

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

Practical Nursing Program Purpose

The purpose of the practical nursing curriculum is to prepare students to provide safe and effective nursing care and become a practical nurse capable of providing care for groups of clients with multiple health needs as defined by the role of the practical nurse. Upon completion of the curriculum, the graduate will be eligible to apply to take the NCLEX-PN examination leading to licensure as a practical nurse. Additionally, Brightpoint Community College offers an associate degree registered nurse program and has articulation agreements with nine area Universities that offer the baccalaureate in nursing.

Program Information

The Practical Nursing (PN) Program is designed as a three-semester program, with general education courses taken in the first semester and as co-requisite courses with the nursing classes during subsequent semesters. Nursing courses are sequential, built upon content from previous courses (including non-nursing prerequisite college courses). The nursing curriculum is a three-semester sequence with practical nursing courses (PNE) taken after

acceptance into the PN program. Elective nursing courses may be offered for student enrichment, but these courses are not substituted for required courses in the nursing sequence.

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

The Certificate in Practical Nursing (PN) Program is pending approval by the Virginia Board of Nursing.

Program Mission, Vision and Values

Mission:

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

Program Philosophy:

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

Student Learning Outcomes

Students who complete the Practical Nurse Certificate Program will:

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

Curriculum

The PN curriculum is a 40-credit Certificate Program that includes both general education and practical nursing courses. Students may take as many general education support courses as they choose to prior to application or entrance to the program. Once the student is in the program, all courses must be completed in the sequence as prescribed in the table below. All courses in one semester must be satisfactorily completed before advancing to the next semester.

Course	Course Credit Hours	Didactic Credits	Didactic Contact Hours	Curriculum Lab Credits	Skills Hours	Clinical Contact Hours	Simulation Contact Hours
Spring Prerequisites							
SDV 100 or 101	1	1	15				
ENG 111	3	3	45				
PSY 230	3	3	45				
BIO 141	4	3	45	1			
HLT 143 or ITE 115*	3	3	45				
Semester Total	14	13	195	1			
Summer 1st Semester							
PNE 162	11	6	90	5	45	144	36
PNE 174	2	1	15	1	45		
Semester Total	13	7	105	6	90	144	36
Fall 2nd Semester							
PNE 164	11	6	75	5		195	30
PNE 158	1	1	15				
PNE 145	1	1	15				
Semester Total	13	7	105	6		195	30
Curriculum Total	40	27	405	13	90	339	66
Total Contact Hours							405

** if taken prior to admission to PN nursing program*

Course Descriptions

PNE 162 - Nursing in Health Changes II

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

PNE 174 - Applied Pharmacology for Practical Nurses

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

PNE 164 - Nursing in Health Changes IV

Continues the focus on nursing situations and procedures necessary to assist individuals in meeting special needs related to human functions. 8 cr. (Lecture 6 credit hours, Laboratory 5 credit hours)

PNE 158 - Mental Health and Psychiatric Nursing

Recognizes emotional needs of patients. Provides knowledge of the role that emotions play. Enables students to understand their own behavior as well as patient behavior. 2 cr. (Lecture 1 hr., Laboratory 1 credit hour)

PNE 145 - Trends in Practical Nursing

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

Cost of Program

Tuition rates and fees are established by the State Board for Community Colleges and are subject to change (visit www.BrightpointCommunityCollege.edu/tuition for current rates)

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

The e-book package contains all the books needed for the practical nursing classes. Testing packages and skills kits are purchased separately each semester

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

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

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

Students may access the on-campus Learning Resource Center and computer labs. Loaner laptops and equipment are available through the Learning Resource Center on a first come/first served basis. Contact the librarian for assistance.

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

Student Estimated Costs Item	Cost
Tuition and Fees (40 credits X \$160.00*)	\$6,400
Uniform and Shoes	\$200
Books	\$500
Achievement Tests (HESI)	\$500
Clinical Supplies	\$200
Malpractice Insurance	\$60
Criminal Background Checks/ Drug Screens/ Document Tracker	\$120
Castle Branch	\$120
Medical	\$500
Graduation and Licensure	\$500
Travel to Clinical Agencies	Variable
Total Estimated Costs	\$9,100

Tuition and Fees are subject to change. All students entering the program will be required to undergo a background check and drug screening prior to their admittance to the clinical sites

Financial Aid

A wide variety of financial aid opportunities are available to nursing students, including scholarships for health care students only. The BRIGHTPOINT COMMUNITY COLLEGE Financial Aid Office welcomes inquiries about aiding. See: <https://www.Brightpoint Community College.edu/pay-for-tyler/financial-aid/>

Academic Calendar

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

GENERAL POLICIES AND PROCEDURES

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

Requirements for admission into the nursing program are specific and admission is selective and competitive.

- Completed Brightpoint Community College Practical Nursing Application
- Official high school transcripts validating completion of high school, home school, or official documentation of GED on file in the Office of Admissions and Records.
- Official college transcripts for all secondary and postsecondary courses attempted or completed must be on file in the Brightpoint Community College Office of Admissions and Records.
- Prerequisite courses must have an earned grade of "C" or better
 - BIO 141 (Within 10 years)
 - ENG 111
 - HLT 143
 - PSY 230
 - SDV 100

- Applicants must be Certified as a Nurse Aide (CNA) in Virginia or have received a Certificate of Completion from an approved Nurse Aide Program and be eligible to take the NNAAP.
 - Applicants who do not have their CNA but have completed an approved program must provide their Certificate of Completion and their skills checklist or official transcript from training site proving eligibility to test
 - Applicants may be currently taking a CNA course but must have a Certificate of Completion by the start date to be enrolled if accepted into the program.
- Successful completion of the ATI TEAS exam with minimum overall score of **proficient**.
- Applicants are to electronically submit the completed Practical Nursing Program application online by the established deadline.
- Applicants will be disqualified if submission does not include all of the required documentation.
- If accepted into the program, students will be responsible for obtaining and maintaining the clinical requirements listed below as well as paying for other fees associated with the program prior to the start of classes.

Clinical requirements for admission

- Urine drug screen
 - Criminal background check
 - Current C.P.R. certification:
 - American Heart Association BLS provider level.
 - ONLY American Heart Association or American Red Cross with in person skills performance will be accepted
 - Current Physical Examination
 - Tetanus/Diphtheria Vaccine
 - Within 10 years
 - Measles/mumps/rubella vaccine or titer
 - Varicella vaccines or titer
 - Seasonal flu vaccine or declination form
 - Hepatitis B vaccines (series of 3) or declination form
 - 2- step PPD, Quantiferon Gold blood test, or chest x-ray within 12 months of each nursing course or Chest X-ray.
- **Admission to the program is contingent upon completion of these requirements and subject to revocation if the applicant is not in compliance with any required items in the admission packet.**
- If the number of applicants exceeds the number of available faculty and the amount of enrollment space available in the program, some applicants may not be accepted even if the minimum requirements for admission are met.
 - Residents of John Tyler's service region (Amelia County, Charles City County, Chesterfield County, City of Colonial Heights, Dinwiddie County, City of Hopewell, City of Petersburg, Prince George County, Surrey County, Sussex County) will be offered priority consideration for offers of admission.
 - Applicants must earn a "C" or better in the prerequisite semester courses leading to the Certificate in Practical Nursing to enroll in Practical Nursing Courses
 - Practical Nursing students must earn at least "C" in the PNE courses to remain in the program.

- The minimum passing grade is 80% (C) in the Practical Nursing program.
- Applications for the Practical Nursing program are due by March 1 for Fall admission and September 1 for Spring admission.
- Applicants' transcripts and nursing pre-admission test scores will be evaluated and ranked according to the priorities listed above.
- Final decisions regarding admission are made by a Nursing Admissions Committee, the Practical Nursing Coordinator and the Director of Nursing.
- The number of qualified applicants admitted to the nursing program is contingent upon the number of faculty and space availability in the classrooms, nursing laboratories, and clinical sites needed to meet the program's learning outcomes.

Applications for the practical nursing program are due by **April 1 for Fall admission** and **November 1 for Spring admission**. Applicants' transcripts and nursing pre-admission test scores will be evaluated and ranked according to the priorities listed above. Final decisions regarding admission are made by a Nursing Admissions Committee, Nursing Faculty, and the Director of Nursing.

The number of qualified applicants admitted to the nursing program is contingent upon the number of faculty and space availability in the classrooms, nursing laboratories, and clinical sites needed to meet the program's learning outcomes.

Readmission Requirements:

- Students who are unsuccessful in either of the semesters of the nursing courses may not progress
- Students seeking readmission to the program will submit an application for readmission to a course
- Students **must** meet current admission and curriculum requirements at the time of application.
- A readmitted nursing student must remain current in their clinical requirements including CPR, TB testing and immunizations.
- A readmitted student must complete and update their criminal background check and urine drug screen if they do not return to the program for a semester for any reason.

Program Requirements: In order to advance to the next semester, students must earn a grade of "C" or better in all course work. Students must also demonstrate satisfactory attendance and performance in nursing clinical areas.

Transfer students: Brightpoint Community College practical nurse program currently does not accept transfer students from any nursing program.

Program Information:

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

Program Progression

- Students must have declared Practical Nursing as the curricular major prior to application.
- The following policy statements guide progression decisions in the PN program:
 - All curricular courses must be successfully completed with a grade of “C” or better
 - A cumulative GPA of 2.0 or better must be maintained throughout the program
 - Students earning a failing grade (D or F) in any required general education course must remediate and successfully repeat the course to be eligible for admission to the PN program.
 - A failing grade (D or F) in PNE 162, or PNE174 will require the student to repeat the course before being permitted to progress to the second semester courses.
 - A failing grade (D or F) in PNE 145, PNE 158, PNE 164 will require the student to repeat the course before being permitted to graduate from the Practical Nursing Program.
 - Students who fail two courses in the core curricular nursing courses are not eligible to return and must reapply to the practical nurse program.
 - Any unsuccessful attempts in the PN program will require the student to meet with the Practical Nurse Coordinator to discuss remediation plans prior to submitting any further application and will be accepted on a space available basis.
 - Students are allowed one course withdrawal (W) from a core nursing course in a semester. Two withdrawals in any semester will require the student to reapply to the PN program.
 - Students **must** meet current admission and curriculum requirements at the time of application for readmission to a course.
 - A readmitted nursing student must remain current in their clinical requirements including CPR, TB testing and immunizations.
 - i. Failure to maintain appropriate credentialing will be dismissed from the program until documents are completed.
 - ii. Students who do not enroll in the subsequent semester must reapply to the program
 - A readmitted student must complete and update their criminal background check and urine drug screen at the student’s expense, if they sit out for a semester or more for any reason.
 - An absence from the program for more than one year will require reapplication to restart the program, and an interview with the Practical Nurse Coordinator. Students will be required to apply for Readmission to a Course and accepted on a space available basis. Acceptance into the next cohort of students is not guaranteed.

Attendance

Students who are at risk for exceeding the attendance policy for a course as described in each course syllabus will be required to meet with the course instructor to determine a plan of action. Violation of the stated policy and continued absenteeism may result in failure of or academic removal from a course. A copy of the documented plan will be included in the student permanent record.

Transfer Students

The Practical Nurse Program does not currently accept student transfers.

Grading

The student’s knowledge and understanding will be evaluated by both oral and written tests, assignments and a variety of other activities. A final grade of 80% (“C”) is required in each course in the PN curriculum for the student to continue the nursing sequence. Scoring in PN courses is done based on the accumulation of points throughout

the semester. Due to the rigor of the PN program, practical nursing courses are evaluated using a non-standard grading scale (see below). Each PN course in the nursing sequence uses a point scale in the determination of final course grades. Please review each course syllabus carefully, as the points needed in each individual course to receive a letter grade may vary widely.

Grading Scale

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

The following guidelines apply in all nursing courses:

- Students must earn a minimum grade of “C” in all nursing courses.
- Nursing Courses where the clinical and theory/didactic portions are embedded into one course:
- A clinical grade of “satisfactory” is required for all clinical courses and will result in a final grade that corresponds to the theory grade.
- Students who are successful in both components of the course receive the letter grade earned in the theory portion.
- Students who pass the theory component of the course but fail the clinical component of the course will earn a final course grade of “D.”
- Students who fail the theory component of the course but pass the clinical component of the course will earn a final course grade earned in the theory portion.
- Students who fail both components of the course will earn a final course grade of “F.”
- Students who fail a course must repeat both clinical and theory portions of the course if eligible to return.
- Students who stop attending the didactic course but may have completed the clinical component of the course will earn a final course grade of “F.” (Please note this is different from Brightpoint Community College student handbook).
- When a student receives a grade of “D” or “F” in a course, they receive no clinical hours for the course.
- Students who withdraw from a course within the specified time (withdraw without academic penalty date) will earn a grade of “W.”
- Students who withdraw after the withdrawal date with mitigating circumstances must have been passing the course at the time of withdrawing without academic penalty date to be considered for a grade of “W.” In this circumstance, special requirements must be submitted and met by the student.
- Students who withdraw after the withdrawal period (withdraw without academic penalty date) will earn the grade of “F.”

Graduation Requirements

It is the student responsibility to:

- Apply for graduation by completing the Admissions and Records application, either online or in person
- Contact the VA BON or visit the NCSBN website for NCLEX-PN requirements, application, fees and testing options
- Apply with the VA BON by no later than the midpoint of the PNE 145 course so that NCLEX-PN testing can be done within 6-8 weeks after graduation
- Participate in the required pinning ceremony at the end of the program
- Purchase the appropriate school pin for pinning

Instructional Methods

The Practical Nursing program is a fast-paced, intensive learning experience. There is a great deal of content covered each semester. It is expected that the student will be prepared prior to each class in order to participate and perform activities/skills required during each session. Students who do not read and prepare for class are usually unsuccessful in mastering the course. The PN program uses active learning strategies to develop critical thinking processes. Therefore, active learning requires that the student spend substantial time engaging with course materials prior to each class. The student is responsible for all content assigned and taught in and out of class time, even if the content is not addressed specifically during class. Instructional methods include but not limited to:

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

Catalog Policy

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

Testing Policy

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

1. Test Taking

- a. **Missing a Test:** Students who must miss a test must contact the faculty member either by voice or e-mail **prior** to the start of the test. Failure to notify the faculty may result in a grade of "0". Mitigating circumstances will be handled on a case-by-case basis and will be referred to the Course Coordinator.
- b. **Computer Testing:** Students are expected to be familiar with electronic testing method. If time is needed for practice, this must be arranged with the instructor prior to testing.
- c. **Time Limit:** NCLEX-style multiple-choice and alternate format questions on tests and quizzes in the Nursing Program are timed at 1.5 minutes per question. Short answer and essay questions will be timed at the discretion of the instructor. If a student goes over the time limit on a test, one point

per minute will be deducted from the test grade. If the student is overtime by 20% or more of the allotted testing time, the test grade will be zero, without opportunity for make-up. See syllabus for specific timeframe of course tests. The specific timeframe for each test will be noted in the test instructions. Faculty reserve the right to use auto-submit.

- d. **Test Availability:** Tests will be available only with instructor supervision during the scheduled time. Students should consult the course syllabus for the make-up policy if an absence is necessary.
 - e. **Test Review:** Group reviews will be provided at the discretion of the instructor. While student attendance is optional, it is strongly recommended that students attend the review to obtain feedback. Students may make an appointment to review their individual test, quiz or final exam results. Students may make an appointment for up to two weeks following a test or one week following a quiz or final exam.
 - f. **Test Submission:** If there is difficulty in submitting a question or submitting the test, students should notify the instructor immediately before exiting the test. Only the answers in the electronic test will be considered for grading.
 - g. **Test Security:** Test items may be presented one at a time. Returning to previously answered questions may not be allowed. Grade book access will be limited to the test score only and will be controlled by the course faculty. Simple, basic calculators will be provided for testing. Students are not permitted to use personal calculators or cell phone calculators during testing. Students will not be allowed to leave the room or access the Internet while in the test room. Additional testing security procedures may be implemented at the discretion of the faculty.
 - h. **Collaborative Testing:** After taking the individual proctored test the student must sign off the computer and remain in his/her seat until it is time for collaborative testing. The student may not leave the testing room or the computer. Students will be assigned to groups to re-take the test as a group. Students may discuss the questions within the group to arrive at and submit a group answer. No other resources are to be consulted. If the group grade is an "A," two points will be given to each member of the group. If the group grade is a "B," one point will be given. A grade of "C" or lower will earn no points. The lowest collaborative test grade will be dropped. See course syllabi or consult individual faculty for specific course policies. Please note that in certain circumstances, instructors reserve the right to give a paper test. In these testing situations, the above guidelines are applicable.
1. **Being Tardy for a Test:**
 - a. Students who are late for a test will not be admitted to the classroom/testing center. The test make-up policy applies.
 2. **Make-Up Tests:**
 - a. If a make-up test is necessary, this test may be different from the initial test and may consist of multiple-choice, fill in the blank, essay or any combination of testing strategies.
 - b. Make-up tests must be completed within 7 *calendar days* of the missed test as arranged by the instructor.

- c. Each course has the option of implementing a more rigorous make-up testing policy, see specific course syllabi for details.
- d. The student is responsible for contacting the course faculty and setting up a time to take the make-up test.
- e. In the case when collaborative testing is conducted, the student will forfeit the collaborative points for that test. See course syllabus for the number of make-up tests allowed in a specific course.

Quizzes

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

Academic Honesty

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

Honor Code

“On my honor, I pledge to do my work to the best of my ability without assistance from any external resources unless specifically permitted within the guidelines of the assignment or test/quiz/exam. With individual assignments and test/quiz/exams, I assert that no one else is completing this assignment or test/quiz/exam for me. I also pledge to report any breach of the honor code immediately. I pledge to uphold the ethical standards of the ANA Code for Nurses and the Professional Behaviors/Essential Functional Abilities required of all nursing students.”

Matters of integrity are considered very serious in the Practical 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 Practical Nurse Program as an appropriate disciplinary action for students found guilty of academic dishonesty.

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

In the event of disciplinary action, the student has the right to file a grievance or to appeal the action. Grievance and appeal processes are described in *the Brightpoint Community College Student Handbook* at www.Brightpoint.edu/about/publications.

Classroom Policies and Procedures

Attendance

- Regular attendance of classes and laboratory sessions is required for all students in the practical nursing courses.
- The Nursing Program adheres to the College's policy concerning class attendance.
 - The policy states, "When absence from a class becomes necessary, it is the responsibility of the student to inform the instructor prior to the absence whenever possible. The student is responsible for the subsequent completion of all study missed during an absence."
- Brightpoint Community College attendance policy states the student may not miss more than 20% of a course
- **Each faculty member in the Practical Nursing Program has the option of having a more rigorous attendance policy** due to the rigor of nursing.
- Frequent absences may result in administrative withdrawal from a class and the termination or reduction of veterans' benefits and other programs of financial assistance," (Brightpoint Community College Catalog).
- It is the responsibility of the student to obtain missed content.
- Classroom and clinical absences are treated as separate occurrences and cannot be combined. Clinical attendance is mandatory.
- Replacement hours are offered for college related cancellations, not personal absences of the student.
 - Consult your syllabus at the beginning of each class for the attendance policy for that course.
- Participation and attendance are defined in each course syllabus for students in the PN courses.
- Punctual attendance is required for class and clinical.
 - Tardiness to class, lab and clinical is monitored, and the student will be counseled for consistent and/or repetitive tardiness.
 - Students will accrue absences with excessive tardiness.
 - See course syllabi for the absence and tardy policy specific to each nursing course.
- Hospitalization and subsequent discharge limitations may force the student to be unable to meet clinical requirements. These will be handled on a case-by-case basis.
- Students who are incarcerated are immediately withdrawn from the course. Following a resolution of the issue, the student will meet with the Practical Nurse Coordinator to discuss readmission.
- Students are responsible for all course material missed during the absence. Faculty are not obligated to revisit missed content with the student.

Classroom Behavior

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

- No children or family members are allowed in the class or clinical academic environment (see policy statements).
- Students who are tardy will take the closest seat or wait for the break to enter the classroom to minimize disruption.

Tape recorders are permitted in the classroom only with the expressed approval by the faculty and all members of the class.

- Cell phones and pagers are to be muted and on vibrate only. The use of cell phones in classrooms or labs (including texting), unless in emergency situations, is a violation of the student code of conduct.

- Students may be asked to leave the classroom if they are found to be in use during class. Exceptions can be determined by faculty if cell phones are used during learning activities.

Laboratory and Clinical Rotations

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

Clinical Attendance and Progression

Attendance in clinical is mandatory. Students are required to adhere to the attendance policy outlined in the syllabus, meet all clinical objectives, complete required assignments, and adhere to professional behavior to receive a satisfactory grade for clinical.

Campus Laboratory Attendance

Students are expected to attend all campus lab sessions. These lab sessions may count toward your **clinical hours** and therefore, are a requirement for graduation and progression to licensure. Students must satisfactorily perform skills and simulation in the campus labs and may not be allowed to perform a skill in clinical if it has not been supervised in the campus lab. A campus lab absence is counted as a clinical absence.

Clinical Policies and Procedures

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

Clinical Grading

Clinical components are embedded within practical nursing theory/didactic courses. Clinical grading is based on satisfactory/unsatisfactory performance in the clinical/simulation setting and a portion of the overall grade of PNE 162 and PNE 164.

Clinical Hours

Students must complete a minimum of 400 direct client care clinical hours to be eligible to graduate from the Brightpoint Community College Practical Nurse Program and sit for the licensure exam - (NCLEX-PN).

Direct Client Care clinical hours include direct clinical hours performing care for patients either in the hospital or community settings under direct supervision and may include simulation hours while performing the roles of the practical nurse.

Students are required to attain the indicated number of clinical hours in each course to be eligible to progress to the next semester. Any student who falls below the required direct client care clinical hours in any semester will not be eligible to progress to the next course and will receive a clinical failure.

Replacement Clinicals Defined

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

- Every effort will be made to provide replacement clinicals during the semester they occur in.
- Replacement clinicals will be scheduled dependent on the availability of clinical faculty and the availability of clinical sites.
- Student(s) will receive an “incomplete” for the course in the event the replacement clinical hours have to be provided during the subsequent semester.
- Replacement clinicals will be assigned to the student(s) and the scheduled replacement date/time will be considered a regularly scheduled clinical and follow the regulations and requirements for clinicals as per the syllabus.
- If the student does not attend the scheduled replacement clinical date/time then they forfeit the opportunity, which can result in a clinical failure/course failure.
- Any student that does not attend the scheduled replacement clinical date/time will not be eligible to make-up that clinical time with a Make-up clinical.

Make-up Clinicals Defined

When clinical hours are affected due to mitigating circumstances then replacement clinical hours could be a consideration (At the discretion of the Practical Nurse Coordinator).

- **No make-up clinical** will be awarded for a No call/No show to clinical
- Make-up clinical hours are **not guaranteed** to be provided during the semester they occur in.
- Make-up clinicals may be offered during any time or shift when faculty and facility are available
- Student(s) will receive an “incomplete” for the course in the event the make-up clinical hours are to be provided during the subsequent semester.
- Make-up clinicals will be assigned to the student(s) by the Practical Nurse Coordinator during clinical site and faculty availability.
- The scheduled make-up clinical date/time will be considered a regularly scheduled clinical and follow the regulations and requirements for clinicals as per the syllabus.
- If the student does not attend the scheduled replacement clinical date/time then they forfeit the opportunity, which can result in the loss of clinical hours and clinical failure/course failure.

The student must meet all the following criteria to be eligible for replacement direct client care clinical hours:

- No more than the direct client care clinical hours associated with one clinical shift will be offered as makeup hours in any course.
- The student must successfully meet all the Student Learning Outcomes/Clinical Objectives at the time of the scheduled make-up clinical.
- When the theory and clinical portions are embedded within one course, the student must be passing the theory portion with a “C” or better.
- Students with clinical failure are not eligible.
- Students with a No Call/No Show are not eligible.

Switching Clinical Groups

Once a student has been assigned to a clinical group they are expected to remain in that group for the duration of the clinical rotation. Under no circumstances are students to switch sections unless authorized to do so by the Practical Nurse Coordinator or the Director of Nursing.

Based on the availability of clinical faculty, the availability of clinical agency sites, and to provide a clinical environment conducive for learning, course faculty have the prerogative to reassign students to clinical lab sections.

Students may not move to another clinical group to cover clinical absences. Mitigating circumstances must be approved by the Practical Nurse Coordinator and/or Director of Nursing.

Clinical Orientation

- Clinical faculty is responsible for orienting and coordinating the orientation of students to the facility. Students will complete required training and attestations prior to starting the clinical. Agencies may require initial orientation forms covering patient confidentiality, fire and safety, code of conduct and other facility-specific policies.
- Students will maintain proof of CPR certification in Castle Branch
- Documentation of an annual flu shot, and current PPD/TST within one year on the first day of each clinical course as required by agencies.
- Students will not be allowed to enter the clinical area without this documentation.
- All student health forms and clinical requirements are maintained electronically by a Castle Branch and reviewed by the Practical Nurse Coordinator prior to the start of the clinical experience.

Clinical Evaluation

- Student performance in the clinical area will be formally evaluated each semester. See course syllabus or consult individual faculty for specific course policies.
- Students are evaluated daily during clinical/skills lab. Students may receive an unsatisfactory for unacceptable professional behavior such as (but not limited to):
 - being tardy
 - not pre-assessing (if required)
 - not in correct uniform
 - not being prepared for clinical/lab. See specific course syllabus for details.
- A student may be denied continued enrollment in the course if, after reasonable accommodation, the clinical faculty concludes that he/she is unable to perform safe clinical practice.
- A final grade of “satisfactory” in the clinical area is required to pass the course for nursing courses where both the clinical portion and theory/didactic portion are jointly embedded within one course. Further, students who are unable to perform the essential functions described below will be unable to attend clinical.
- if a student is absent from clinicals to the extent that the clinical faculty member cannot determine satisfactory achievement of the student learning outcomes/clinical objectives, then the student will be categorized as unsatisfactory in meeting the student learning outcomes/clinical objectives.
- Being rested and well-prepared for clinical is essential to patient safety.
- **Students are not allowed to work the prior 8 hours before the beginning of a clinical rotation** and will be sent home and forfeit clinical hours if found to be in violation. See specific course syllabus for details.

PROFESSIONAL BEHAVIOR AND EXPECTATIONS

One’s behavior reflects the qualities of the professional person, which include maturity, knowledge and skill, and a responsibility to self and others. Brightpoint Community College Nursing Department aims to support nursing students in the development of professional abilities and attributes through experiences in clinical and academic settings. To provide a foundation for this development, students must adhere to approved standards of conduct/behavior and demonstrate patterns of clinical and academic performance which follow the legal and ethical codes of nursing; promote the actual or potential well-being of clients, other health care providers, and self;

demonstrate accountability in preparations, documentation, and continuity of care; show respect for the rights of individuals. In addition, students are expected to obey the law, and show respect for properly constituted authority, to perform contracted obligations, to maintain absolute integrity and high standards of individual honesty in academic work, and to observe a high standard of conduct within the academic environment. Commitment to the education process in the Practical Nursing Program is a responsibility that is accepted by faculty and students. Accepting the responsibility means demonstrating fairness, honesty, and dedication to the truth. All members of the Practical Nursing Program are obligated to adhere to the standards of ethical practice and conduct that are defined in the Code for Nurses by the American Nurses Association. The Code of Ethics for Nurses was developed as a guide for carrying out nursing responsibilities in a manner consistent with quality in nursing care and ethical obligations of the profession.

A CODE FOR NURSING STUDENTS

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

Professional Behaviors

The Brightpoint Community College Practical Nursing program has based its definition of professional behavior on the American Nurses Association Standards of Practice. Students are expected to meet these standards of conduct

throughout the program. **All professional behavior competencies must be met for the student to progress to the next semester.**

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

Essential Functional Ability

All individuals who apply for and are students in the Practical Nurse Program, including persons with disabilities, must be able to perform essential functions included in this document either with or without accommodations. These essential functions are congruent with the Virginia State Board of Nurse Examiners expectations of any individual seeking initial licensure as a practical nurse.

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

Essential function statements, which apply to students in the nursing program, are considered generic and applicable to all academic programs at Brightpoint Community College, which are delineated by the nursing faculty

of the Nursing Program reflecting the functional abilities essential for nursing practice identified by the National Council of State Boards of Nursing, Inc. (1996). The program objectives and “essential functions” of the Nursing Program are congruent with the following:

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

The “*essential functions*” are the basic cognitive, psychomotor, and affective activities that are essential to successful completion of the nursing curriculum leading to initial licensure as a practical nurse. Essential functions are identified as gross motor skills, fine motor skills, physical endurance, physical strength, mobility, hearing, visual, tactile, smell, reading, arithmetic competence, emotional stability, analytic thinking, critical thinking, clinical reasoning, interpersonal skills, and communication. These functional abilities are identified as essential for a practical nurse, and they form the basis for the John Tyler Nursing Program essential functions. Students in the PN program must be mentally, physically and emotionally capable of performing the work required in the nursing program. Therefore, each of the following areas must be free of deficit to allow the student to participate fully in the student experience. Further, students are required to present a signed statement at the beginning of the program attesting to these functional abilities (See Appendix A). At any time, these functional abilities change, the student is required to notify faculty for a decision regarding continued participation in the program.

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

- ❖ **Interpersonal Skills:** Negotiate interpersonal conflict, respect differences in clients, and establish rapport with clients and coworkers, explain procedures and educate clients/family.

Assumption of Risk

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

Administration of Medications by Students in Clinical Practice

- In the clinical setting, all medications will be administered in accordance with the policies of the clinical facility.
- No medication administration to be done first semester.
- Students will be supervised by the clinical faculty or preceptor when preparing and administering medications.
- Students may not administer blood, blood products, or chemotherapy.
- Students may not obtain nor witness informed consent.
- Students may not take verbal or telephone orders.

Exposure Guidelines

- Students must wear appropriate protective clothing/equipment when performing any task(s) that may involve exposure to body fluids.
- Any direct exposure to body fluids occurring while functioning as a nursing student must be reported immediately to the clinical instructor. Students exposed to body fluids shall follow this protocol:
 - Wash the area immediately with a disinfectant agent; for eye splashes rinse the area with clean water.
 - Report the incident to the clinical instructor.
 - The student should go to an Emergency Department, Employee Health (if available), or Urgent Care to seek triage and treatment. The student is responsible for all costs related to exposure, triage, and treatment.
 - The clinical instructor and student will notify the agency department supervisor and Nursing Program Director and Dean.
 - The student, with faculty assistance, will complete an agency site occurrence report and the John Tyler Personal Injury Form.
 - Information from the U.S Department of Labor, Occupational Safety & Health Administration (OSHA) is available at <http://www.osha.gov/SLTC/bloodborne pathogens/index.html>.

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

Dress Code

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

- Students must be in full uniform, including their Brightpoint Community College student ID badge, a watch with a second hand, bandage scissors, penlight and stethoscope during clinical hours in the affiliating agencies. Uniforms are required in the nursing skills lab unless otherwise specified by faculty.
- The student uniform consists of a teal uniform top with the Brightpoint Community College logo embroidered on left upper side with teal pants or skirt. All uniforms should be clean and wrinkle-free. Undergarments must always be worn, be of neutral color, and cannot be visible. Matching teal scrub jackets are optional but recommended.
- Uniforms must be purchased through the Bookstore on the Chester Campus
- Uniforms should fit so that when the student bends forward, the bottom hem of the top covers the pants' waistband in the back. Visible chest cleavage or tight clothing is not permitted.
- Students should wear white nurse's shoes or solid white, gray or black leather athletic shoes with backs and no open holes. Shoes should be clean; canvas tennis shoes are not appropriate. Colors on the shoes are not acceptable. Sock colors must match shoe color.
- Hair must be natural for skin color (not red, blue, purple etc.), clean, neat and off the collar. All hair must be secured off the face and collar with an appropriate band or device and must be of a professional style (no Mohawks, shaved designs, etc.).
- Fingernails must be clean and kept short. Nail polish (including clear), gel, acrylic and or any other artificial nails are not permitted.
- Jewelry should be kept to a minimum. Wedding rings (band only) are acceptable. A single pair of small stud earrings worn in the lowest hole in the ear lobe(s) is acceptable. All other jewelry, including ear gauges, and spacers in any other pierced areas, is not permitted in the lab or clinical setting.
- Perfumes, colognes, aftershave lotions, and other strong fragrances are not permitted while in uniform. Deodorant must be unscented or mild.
- All visible tattoos must be non-offensive (no naked bodies, hate symbols, etc.)
- Make-up must be discreet and natural in appearance.
- All students must be clean, neat and free of odor.
- Smoking in uniform is not permitted.
- Drinking alcoholic beverages while in uniforms is forbidden.
- 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.
- Beards, mustaches and sideburns, if worn, must be neat, closely trimmed and meet facility policy for client safety.
- The dress code may be modified during maternity, pediatrics, psychiatric, surgical or community rotations if instructed by the course faculty.
- When assigned to a clinical agency where the uniform is not required, the following guidelines apply:
 - Business Casual Street clothes – no jeans, tee shirts, tank tops, spaghetti straps, sweatshirts, provocative clothing, damaged or soiled clothing or stenciled writing. No sandals, flip flops or beach type footwear. The same jewelry and tattoo regulations (above) apply.
- Students will wear a lab coat/scrub jacket and display their Brightpoint Community College Student ID badge.
- Hair will be neat and simply styled. Long hair must be secured with an appropriate band or device so as to not be below the collar

Clinical faculty reserve the right to dismiss students from the clinical area for the day who are in violation of the dress code policy. If dismissed, the student accrues a clinical absence.

Student ID Badges

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

Health Requirements

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

Students who are unable to perform the essential functions will be removed from clinical until a letter from their health care provider stating that they can return to unrestricted activity is obtained. Accrued clinical absences may result in a clinical failure.

ADDITIONAL POLICIES

American with Disabilities Act (ADA)

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

Pregnancy

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

Change in Health Status

In the event that a health status changes the student needs to contact her/his healthcare provider to determine if clinical practice could potentially endanger her/himself or others. The student is under no obligation to disclose the nature of the health status change. However, the student assumes all associated risks. In the event that a change in health condition also causes a change in functional abilities, the student will need to submit a health provider statement attesting that the student can perform full clinical duties.

Class Outlines, Notes and PowerPoint Presentations

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

Parking

Refer to the Brightpoint Community College Student Handbook and Catalog for more information. Information for Payment and Appeal Procedures (Refer to the Brightpoint Community College Student Handbook and Catalogue).

Alcohol, Tobacco and Drugs

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

Drug Screening

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

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

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

Behavior that may warrant further drug screens including but is not limited to:

1. Failure to comply with facility protocols while working in clinical settings.
2. Observable phenomena, such as direct observation of drug use and/or the physical symptoms or manifestations of being under the influence of a drug; such as but not limited to:
 - a. Unusual slurred or rapid speech
 - b. Noticeable change in appearance and hygiene
 - c. Impaired physical coordination
 - d. Inappropriate comments, behaviors or responses
 - e. Trembling hands; persistent diarrhea
 - f. Flushed face
 - g. Red eyes
 - h. Unsteady gait
 - i. Declining health
 - j. Irritability
 - k. Mood swings
 - l. Isolation;
 - m. Decreased alertness
 - n. Pupillary changes.
3. Suspected of being impaired by clinical faculty and/or clinical staff.

4. Suspicion of drug use during school and abnormal conduct or erratic behavior on the clinical unit or classroom setting to include absenteeism, tardiness or deterioration in performance.
5. Evidence of tampering with a drug test.
6. Information that the individual has caused or contributed to an incident in the clinical agency.
7. Evidence of involvement in the use, possession, sale, solicitation or transfer of drugs while enrolled in the nursing program.
8. Suspicion of alcohol consumption (odor/smell).

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

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

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

Smoking

Refer to the Brightpoint Community College Student Handbook and Catalog

Nursing students are not allowed to smoke while wearing the Brightpoint Community College nursing student uniform.

Children and Family members

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

Social Media

The purpose of this policy is to provide guidelines for the appropriate use of and conduct on social media sites. Examples of social media include but are not limited to Wikipedia, blogs, microblogs, wikis, virtual worlds, Facebook, MySpace, YouTube, Twitter, Snapchat, Instagram, and Flickr etc. Once you become a student in a professional nursing program, your public visibility options on social media may change. You are subject to scrutiny by a wider audience, including future employers.

- a. Do not post confidential or sensitive information about Brightpoint Community College or its community affiliates including patients, other students, faculty or staff. No pictures of any kind should be taken while wearing your John Tyler Nursing Uniform.

- b. Do not post comments or use language that could reflect poorly on you, the College, or the Nursing Program. Students who participate in social networking represent not only themselves but also Brightpoint Community College and the Nursing Program.
- c. Think before you post. Always conduct yourself professionally in all social settings, virtual or otherwise. Use privacy settings when appropriate. You do not have college permission to use the Brightpoint Community College name or brand. You do not have permission to discuss faculty, clients or other students. You do not have permission to use images of the Nursing Program, the College or any faculty or staff. What you write, post or display is your responsibility, and so are any repercussions.

The consequences of violating this policy may include disciplinary action up to and/or including nursing program dismissal.

Additionally, students are legally responsible for individual postings and may be subject to liability if individual postings are found to be defamatory, harassing, or in violation of any other applicable law. Students may be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.)

Use of Personal Electronic Devices:

1. It is expected that during clinicals, and classes use of smartphones/tablets and other devices employed for social media will be used only as authorized by faculty and facility policy.
2. No use of a personal phone for any reason is allowed at any time while in patient/client care areas or on the clinical agency units.
3. No pictures can be taken in the clinical facilities for any reason. Photographs of patient information with or without identifiers visible is a violation of HIPAA guidelines.
4. At NO time shall patients/clients be videotaped, photographed or voice recorded.
5. Violation of patient/client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences.

CLOSING AND EMERGENCY PROCEDURES

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

- ☐ Tyler Alert: www.BrightpointCommunityCollege.edu/tyleralert.
- ☐ Closing and Emergency Procedures: www.BrightpointCommunityCollege.edu/safety.

Emergency Evacuation Assembly Areas

SEVERE WEATHER/TORNADO WARNING SHELTERS

Content Disclaimer

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

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

Appendices

Appendix A: Principles of Profession Behavior and Integrity

Appendix B: Essential Functional Abilities

Appendix C: COVID-19 Guidelines

Appendix A

Principles of professional behavior and integrity

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

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

Expectations for Professional Behavior

1. Standards of professional/safe conduct and academic honesty are based on the following:
 - a. Virginia Nurse Practice Act.
 - b. American Nurses Association (ANA) Code of Ethics.
 - c. National Student Nurses’ Association (NSNA), Code of Academic and Clinical Conduct.
 - d. Brightpoint Community College Nursing Student Handbook.
 - e. The Brightpoint Community College Student Catalogue and Handbook.
 - f. Brightpoint Community College College Appeals Policy.
2. Students have the responsibility to study, demonstrate understanding, and adhere to published guidelines.
3. Students have the right to challenge Department of Nursing policies, related regulations, and disciplinary actions according to the established grievance or related policies of the Department of Nursing, and the College as outlined in the College Catalogue and Student Handbook.
4. Department of Nursing faculty and administration have the responsibility and authority to enforce standards of conduct in clinical and academic settings; report and/or document substandard student performance or conduct, dishonesty, and be guided by a commitment to safeguard the well-being of those with whom the student comes in contact while performing student nurse functions.
5. Consequences of a student’s failure to comply with professional standards will be based upon the offense or pattern of deficiencies and may range from a verbal warning to immediate dismissal from clinical or class as determined by the supervising faculty. Faculty may immediately place a student on a temporary suspension if there is reasonable cause to believe that the student is impaired or is unable to practice nursing with reasonable skill and safety to clients because of illness, lack of preparation, suspected use of alcohol, drugs, narcotics, chemicals, or any other substances or as a result of any mental or physical condition.
6. Whenever a student’s conduct or pattern of deficiency warrants interim suspension, the circumstances will be reported to and reviewed by the Director of Nursing as soon as possible. The Director will review the circumstances and determine by BRIGHTPOINT COMMUNITY COLLEGE and nursing program Policies appropriate actions to take. If it is determined that a student should be suspended or removed from the nursing program, the action must be reviewed and confirmed by the Dean of Math and Natural Sciences, Dean of Students, and the Vice President of Learning and Student Success. A student who is on a temporary

suspension from the nursing program will not be allowed to participate in remaining clinical or classroom experiences until the dismissal has been reviewed by appropriate personnel and it has been determined that the student may return to the clinical setting and/or classroom. This statement does not apply to students who cannot return to the program because of another policy such as failure of two classes, failure to meet physical requirements, poor academic performance, etc. This refers to disciplinary suspensions or dismissals only.

Indicators of unprofessional or unsafe conduct:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Students are expected to:

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

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

Maintaining patient confidentiality is a critical performance behavior.

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

Professional communication is expected of all students.

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

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

In the event of disciplinary action, the student has the right to file a grievance or to appeal the action. Grievance and appeal processes are described in the Brightpoint Community College Student Handbook at www.BrightpointCommunityCollege.edu/about/publications.

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

Principles of the Nursing Code of Ethics

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

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

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

Please refer to the link below for additional information.

- ❏ <http://nursingworld.org/MainMenuCategories/ThePracticeofProfessionalNursing/EthicsStandards/CodeofEthics.aspx>
- ❏ <https://www.nursingworld.org/coe-view-only>

Appendix B

Essential Functional Abilities (representative examples)

Gross Motor Skills

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

Fine Motor Skills

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

Physical Endurance

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

Mobility

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

Hearing

- Hear normal speaking level sounds (e.g., person-to-person report)

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

Visual

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

Reading

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

Smell

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

Arithmetic Competence

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

Emotional Stability

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

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

Analytical Thinking

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

Critical Thinking

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

Interpersonal Skills

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

Appendix C

COVID-19 Guidelines

Students' initial return to campus (such as initial screening)

Before their first trip to campus:

All students must complete a Student Health Safety Agreement on Canvas (the college's online learning system), acknowledging they understand and will follow the college's COVID-19 safety protocols. The protocols outlined on the form include protocols for face coverings/masks, social distancing, the conditions under which they should not come to campus, self-assessments, and other college guidance.

Once the initial form is completed:

For subsequent trips to college and before they arrive on campus, students should perform a self-assessment by asking themselves the following questions:

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

If any of the above questions can be answered with "yes", the student should not come to campus or should leave if already on site. The student should then contact the Dean of Students (Sandra Kirkland) for guidance. Brightpoint Community College does not have campus housing or health services on campuses.

Physical distancing, according to CDC guidance:

According to the CDC, social distancing, maintaining space between people, is one of the best tools we have to avoid being exposed to this virus and slowing its spread (www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html). Until further notice, everyone on Brightpoint Community College's campuses will practice social distancing. Individuals should maintain a minimum distance of six feet (about two arms' lengths) from each other in all offices, classrooms, and shared spaces on campus. The number of individuals allowed in classrooms, offices, and other areas on campus will be determined using social distancing measurements and the size of the space. Some areas of the campus may be closed due to spacing constraints that prevent adequate social distancing.

Social distancing considerations outside the classroom:

Face coverings/masks are to be worn unless an exception for medical reasons has been granted, inside all campus buildings. Face coverings/masks are also to be worn outdoors if social distancing cannot be maintained.

In places where lines for services tend to form or where people need to stand in order to get assistance, floor decals will be placed to mark appropriate social distancing spacing between people (minimum distance of six feet). Even when the floor is not marked, students, employees, contractors and visitors on campus should maintain six feet or more between themselves and others whether inside campus buildings or in outdoor spaces on campus.

Members of the college community are advised to avoid stopping to talk when passing by others in smaller spaces such as hallways, stairwells, and restrooms and to be mindful of others when in spaces such as restrooms and elevators. The maximum size of gatherings at Brightpoint Community College will be based on the current phase restrictions outlined in the Governor's Forward Virginia Blueprint guidelines if minimum social distancing standards can be met. Brightpoint Community College reserves the right to impose lower limits than outlined in the Governor's plan if the size of spaces used for gatherings on campus cannot accommodate minimum social distancing requirements.

Employees and students should only hold face-to-face meetings on Brightpoint Community College's campuses if minimum social distancing standards between participants can be met. Participants in face-to-face meetings should wear masks unless they have received an exception due to medical reasons from the Dean of Students Office or the Human Resources Office. Virtual meeting formats, such as Zoom, and conference calls are encouraged and should be used when social distancing standards cannot be met.

Everyone on Brightpoint Community College's campuses will be required to wear a face-covering/mask when inside campus buildings. Face coverings/masks are also required outdoors on campus when near other people and minimum social distancing requirements (six feet between people) cannot be maintained.

- Anyone not wearing a face-covering/mask will not be allowed to remain on campus unless they meet the conditions listed under "Face coverings/masks may be removed" or the "Exceptions to wearing a face-covering/mask" sections listed below.
- Students should be encouraged to wear cloth face coverings in times when at least six feet of physical distance cannot be maintained. Employees, students, contractors and campus visitors should provide their own face coverings/masks. Information about face coverings, including how to properly wear them, clean them, and make them at home, may be found on the Centers for Disease Control's website (www.cdc.gov/coronavirus/2019-ncov/preventgetting-sick/diy-cloth-face-coverings.html)
- If an employee, student, contractor or visitor does not have a mask and/or forgets to bring a mask, a disposable mask may be obtained from the college's security desks located in the Nicholas Center (Chester Campus) or the Administration Building (Midlothian Campus). If disposable face-covering/masks are out of stock, the person requesting a mask will need to leave campus and obtain a face-covering elsewhere.
- Face coverings/masks should cover the nose and mouth.
- In on-campus learning labs, the lab's safety guidelines must be followed. If cloth face coverings/masks pose a safety hazard or do not provide sufficient protection for those learning and working in these settings, then face shields, respirators or other safety equipment for the face, should be used during performance-based activities in labs. Instructors will provide students with guidance on the rules that apply to their specific lab setting.

Face coverings/masks may be removed:

- While eating or drinking
- When communicating with a person who is hearing impaired and for which the mouth needs to be visible
- When outdoors and social distancing requirements (minimum of six feet between people) can be met
- By employees when in their own office and alone
- By faculty when teaching face-to-face, as long as a minimum of seven feet is maintained between the faculty member and their students

Exceptions to wearing a face-covering/mask:

In certain circumstances, Brightpoint Community College may grant an exception to wearing a face-covering/mask on campus. These include:

- An individual has a health condition in which a face covering would pose a danger.
- An individual is performing a job in which a face covering would impair their ability to safely work. Before coming to campus, individuals seeking to receive an exception under one of these circumstances must submit their request, in writing, to the appropriate department for review. Additional documentation may be required for the review.

Students seeking an exception:

Must submit their request to the Dean of Students Office to be reviewed. The Dean of Students Office will provide the final decision to the requestor in writing.

Students who do not follow the college's face covering/mask requirements and who have not received an exception, in writing, will be in violation of the or the Student Code of Conduct and will not be allowed on campus.

Nature of reduced campus activity in the event of severe conditions/public health direction or guidance.

In the event Brightpoint Community College has to close its campuses, the college will remain open, and its operations, classes, and student support services will continue.

- Only essential personnel will be allowed on campus, and all other college employees will move to telework
- Classes will move to remote formats
- Student support services will be offered in remote formats
- Student Activities will offer online activities
- Meetings will be moved to remote formats
- Access to the college's Wi-Fi will be available to students and employees in the campus parking lots
- Technology will be loaned to students and employees if needed on a first come, first-serve basis using a request system and contactless pickup and return
- If conditions warrant, and depending on what phase Virginia is in and the Governor's orders, some faculty and students may be allowed on campus to conduct performance-based learning in skills labs to allow for completion of courses

Note that requirements at the clinical agency facilities may differ from those required by Brightpoint Community College in the on-campus academic setting. Students will be required to follow the requirements of the respective clinical agency. Any student that is unable to meet/does not meet the clinical agency requirements will not be allowed to attend clinicals.

Note: This policy is subject to changing according to CDC and/or Commonwealth of Virginia guidelines