



COMMUNITY COLLEGE  

---

OF RHODE ISLAND

Nursing Department  
Student Policy Manual  
Spring 2017  
ADDENDUM

**COMMUNITY COLLEGE OF RHODE ISLAND  
NURSING PROGRAM  
STUDENT POLICY MANUAL**

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# **CORE VALUES OF THE NURSING STUDENT**

**What it means to be a CCRI Nursing Student:** *written by the nursing students in the Student Nurse Organization for their peers in preparation for entering the nursing profession.*

## **Professionalism:**

We strive to maintain the highest standards in our care by using admirable qualities, beliefs, and communication skills that are characterized by respect for others, responsibility, integrity, courage, humility and the willingness to advocate.

## **Excellence:**

We believe that it is vital for us to have a commitment to continued growth; within the concept we include all opportunities for in-depth learning and skill enhancement by the use of evidence based resources.

## **Compassion:**

We demonstrate empathy, sensitivity, kindness, and warmth; in doing so, we provide compassionate care that is professional, and this in turn creates better nursing student/patient relationships. We strive to preserve patient safety and dignity by providing patients with care, comfort, and support to help them meet their goals and achieve their highest levels of independence and wellness.

We demonstrate these same compassionate traits toward one another, creating and maintaining a culture of caring within the nursing program. We recognize that each student carries burdens that add to the challenges of a nursing education, and by supporting and encouraging one another, we create a safe place in which nursing students are free to learn and grow.

## **Diversity:**

We celebrate knowing that each of us is unique. Differences of race, ethnicity, gender, sexual orientation, socioeconomic status, age, physical abilities, and religious beliefs make up the rich tapestry that is our student body. We believe that each nursing student brings his or her own uniqueness to our program, and we acknowledge, explore, and welcome our difference with kindness and positivity.

Approved: 5/16

**HEALTH REQUIREMENTS/CPR CERTIFICATION**  
**CERTIFIED BACKGROUND CHECK**  
**FOR NURSING STUDENTS**

If any health requirement or CPR expires or if a student is non-compliant on Day One of the semester, the student will not be allowed to participate in clinical activities. Any student that misses three clinical days due to non-compliant health records will be considered a clinical failure and receive a grade of “F” in the course or have the option to officially withdraw from the course.

**Nursing 1010** students should submit documentation of Health/CPR requirements to the Student Health Office and Castle Branch upon confirmation of acceptance into the nursing program.

**DEADLINES** for submission of these Health/CPR records are as follows:

- **Fall Semester:** All records must be submitted no later than **June 30**
- **Spring Semester:** All records must be submitted no later than **November 30th**
- **Summer Semester:** All records must be updated by the **first day of class**

In order to facilitate compliance with health records, immunizations and certifications the Nursing Department has selected Castle Branch to manage student health records. This is the same company that performs the Criminal Background Checks (BCI).

It is the student's responsibility to remain in compliance with all health care requirements throughout the year. Castle Branch will send email alerts to students as requirements approach their due dates. It is the student's responsibility to attend to it immediately so health records do not become non-compliant. It can take 2-4 business days (Monday through Friday) after a submission before a record will reflect any updates. For example, if the flu shot were due on Friday, then students must submit the documentation to Castle Branch by the Friday prior.

Please note that students must also submit a copy of their record to the CCRI School Nurse. The Health Services Office is located in Room 1240 on the Knight Campus, Phone: 401-825-2103, Fax: 401-825-1077, Email: [nurse@ccri.edu](mailto:nurse@ccri.edu). It is important that you keep the original of your health forms and only submit copies. Be sure to put your student ID on all documents sent to the Health Services Office.

Please be aware of the following:

1. You may go to your own primary doctor or other health care provider.
2. You may go to a nearby walk-in clinic.
3. Thundermist Health Centers located in West Warwick, Woonsocket, and South County ([www.thundermisthealth.org](http://www.thundermisthealth.org)) provide health care and immunizations for the uninsured on a sliding scale (fee is based on ability to pay).
4. If you are 13-23 years of age, Crossroads will do free Hep A/B vaccine. They are located at 160 Broad St., Providence, RI (the old YMCA building).
5. Titers are available at a discount at East Side Labs. Slips are obtained in the Student Health Office (Room 1240) at the Warwick campus.

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## **Allergies**

It is strongly recommended that if you have a life threatening allergy that you wear a medical alert emblem and carry an EpiPen. Please stop by the Health Services Office and familiarize yourself with clinic's location (Room 1240 on the Knight Campus). Information regarding Medic Alert Emblems and other allergy related material can be accessed at [www.medicalert.org](http://www.medicalert.org). Medic Alert displays are also present in the health office.

## **Insurance**

Health insurance is the responsibility of each student and is required. For those students not covered by a family or individual plan, a variety of student health and dental discount programs are available.

Student health plans are an affordable alternative to tradition insurance. **USE YOUR STUDENT STATUS TO YOUR ADVANTAGE** to obtain affordable insurance. Search the net under "college and university health insurance programs." There are applications to just a few of these programs available through Student Affairs or the health Services Office on the Knight Campus.

**Please feel free to contact Health Services and speak to the nurse with any health concerns you may have or to find out what resources may be available to you. Questions regarding health concerns or available resources can be answered by phone at 401-825-2103.**

Revised:11/08;7/14, 8/16; Reviewed:3/10; 4/11; 5/12; 5/13,8/15

# **GUIDELINES**

## **NURSING STUDENT UNIFORM/PROFESSIONAL**

### **APPEARANCE REQUIRED SUPPLIES**

The uniform is one of the symbols of the nursing profession. The student's appearance is a form of communication to patients, co-workers and the general public. Our school uniform consists of green pants or green skirt, official green scrub top (may select Flex-Fit top), official lab coat, and identification badge. Clean, solid color, (brown, black or white) clinical type shoes and white stockings/socks or solid color socks are required. No cloth shoes, sling backs, clogs, or open toe/open back shoes are allowed. Students should not wear a sweater or lab coat while giving care. Each student must carry a watch (with the capability of counting seconds), scissors, black ink pen, stethoscope and penlight. Pagers, cellular phones, and all other personal electronic devices are prohibited from clinical areas unless permission is obtained from faculty.

Students will not wear nursing student uniforms or scrubs on any campus or satellite except for the purposes of simulation.

Students will:

1. wear a clean, neat uniform over a clean body into patient care areas. Undergarments must not be visible.
2. keep fingernails short, clean, and without polish, artificial nails, or gel/shellac nails.
3. wear no jewelry or rings other than a wedding band. One pair of small stud earrings for pierced ears is allowed. No other objects are to be worn through pierced body parts. Heavy make-up will not be allowed and no false eyelashes will be worn.
4. avoid extreme hair colors and style, and keep hair clean and off the collar in accordance with the policies of the clinical agency.
5. refrain from smoking while in uniform. Students must comply with posted NO SMOKING facility regulations (CCRI grounds and clinical setting).
6. refrain from wearing scented products.
7. keep body art covered with clothing or bandaging material while in uniform or practicing in clinical settings. This is consistent with the policies of our clinical partners.
8. have no headwear except when required for religious and/or cultural reasons.
9. keep facial hair well groomed, neat, and trimmed; preferably beards trimmed to the jaw line and mustaches trimmed to lip line (except when required for religious and/or cultural reasons) for infection control and professional purposes.

When visiting a clinical site/community agency for clinical duty or to obtain an assignment when school uniform is not required, the following rules apply:

- All cleavage and midriff skin will be covered.
- Lab coat should be worn over business casual clothing when visiting a clinical site to obtain assignment.
- "Business casual" clothing should be professional, i.e., no jeans, shorts, sweats, spandex. Must wear official CCRI identification badge.

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Reviewed:5/13,8/15

# **PROFESSIONAL / ACADEMIC / CLINICAL CONDUCT**

## 1. Professional Behaviors

- a. Assumes accountability responsibility for own actions and professional conduct.
- b. Accepts constructive criticism in a professional manner.
- c. Prepares and completes all clinical/classroom assignments as directed by faculty
- d. Reports patient status changes promptly to Clinical Instructor/Faculty
- e. Follows all CCRI policies and procedures as outlined in the CCRI Student Policy Handbook and follows CCRI Nursing Policies and Procedures as outlined in the CCRI Student Nurse Policy handbook.
- f. Communicates with all faculty, staff (internal and external), and peers in a respectful and civil manner.
- g. Arrives to clinical placement on time. Absences will require make up assignments to be determined by the Clinical Instructor/Faculty and submitted as directed.

## 2. General

- a. Academic and clinical conduct will be consistent with the National Student Nurse Association Code of Academic/Clinical Conduct (as described in Appendix A and Code of Conduct Policy)
- b. No talking, eating or drinking during class. This applies to nursing classes held in the large classroom, Nursing laboratory or other rooms.
- c. Under NO circumstances will children or pets be allowed in the classroom or Nursing laboratory.
- d. Only students enrolled in the Nursing Program may attend class.
- e. Students with disabilities will be accommodated. Within the first three weeks of a semester, the student must submit to the Department Chairperson documentation of required accommodations that have been approved by “Access to Opportunity” (Student Services office).
- f. Pages, cellular phones, and all personal electronic devices, with the exception of the school issued iPad, are **prohibited** unless permission is obtained from faculty. No texting will be allowed.

## 3. Audio Taping

- a. Students may not tape lectures without the consent of the lecturer.
- b. Students requiring academic accommodations have the right to record class lectures only for the purpose of personal study.
- c. Lectures recorded for personal study may not be shared with other people without the consent of the lecturer.
- d. Recorded lectures may not be used in any way against the faculty member, other lecturers, or students whose classroom comments are taped as part of the class activity.
- e. Information contained in the recorded lecture is protected under federal copyright laws and may not be published or quoted without the express consent of the lecturer and without giving proper identity and credit to the lecturer.

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4. Attendance

- a. Students should plan to arrive at least five minutes before class/clinical begins. This may necessitate making needed changes in your home/work schedule period. If unavoidably late to class, the student should enter quietly and take the first available seat.
- b. Students must be able to maintain alertness/safety and productivity in both clinical and classroom. This may necessitate making changes in your home/work schedule. It is strongly recommended students not work a shift prior to clinical hours and will be dismissed from clinical if found to be fatigued. Such dismissal will be considered unexcused absences and may result in failure of the course.

5. Faculty Control

- a. The lecturer has the authority to reprimand and/or exclude from the classroom any student or students who are disruptive including those whose lateness might be disruptive.

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09;4/11;5/12;5/13,8/15, 5/16



## **ELECTRONIC EXAM POLICY**

Unit exams and quizzes may delivered via iPad in the regular classroom/lab or in Warwick room 4080, the location of each quiz/exam is at the discretion of the Faculty Proctor.

1. Students must arrive at least **15 minutes** prior to the exam start time. **Students are required to download exams from Examsoft onto their device prior to arriving for their exam.** Students are responsible for remembering their username and password for Examsoft or Blackboard. Once testing is in progress admittance into the exam room will be denied and the student is disqualified from taking the exam or quiz at that time.
2. Students will assemble at the door for their campus with their CCRI IDENTIFICATION BADGE out. The Proctor will sign the student in and may assign seating at this time.
3. All personal items including books, bags, jackets, hats, scarves, electronic devices (other than their iPad) shall be placed at the front of the room before taking your seat and TURNED OFF. No coats are allowed on back of student chairs. No food or drink is allowed in the electronic classroom, unless medically necessary. No items are allowed on desk top except faculty issued scrap paper, simple calculator and pencil (no pens are allowed). No headwear is allowed except when required for religious and/or cultural reasons.
4. Once signed into the room, students are NOT ALLOWED TO LEAVE until the exam is underway. Once the exam begins, a student may request a restroom break and will be accompanied by a faculty member. Only 1 student will be allowed out of the room at any time. Any evidence that material was removed from testing room and/or placed previously in restroom will result in a zero for the exam and possible further disciplinary action.
5. Once seated student should turn on their iPad, plug in earplugs and log into Blackboard or Examsoft. The exam may require a password, which will be written on the board at the front of the room.
6. Any information found on or in the vicinity of individual testing stations will be grounds for a zero (0) and further disciplinary action at the discretion of the department. This includes writing on desks, body, unauthorized papers, cups and/or food.
7. Scrap paper with a CCRI logo will be provided to all students for exams. All scrap paper must be signed by the students and folded in half. The paper must be turned in at the conclusion of the exam to a Proctor before exiting the exam room. Students who fail to hand in scrap paper will earn a zero (0) for an exam grade.
8. Observation of verbal and/or non-verbal communication between students during testing session will result in termination of the test and a grade of zero will be assigned for the exam. Student(s) may be subject to further disciplinary action as identified in the Honor Code Policy.

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9. Any student needing to communicate with a faculty proctor during the examination should remain seated and raise his/her hand. Communication with Proctors (Faculty or DSS) must be respectful at all times. Refusal to follow directions of exam Proctor will result in a zero (0) for the exam and possible further disciplinary action as outlined in Honor Code Policy.
10. iPads or computers must be placed squarely in front of the student, not angled to the side. Dividers may be used to separate workstations.
11. Please be advised Faculty Proctor will be circulating in the testing room for the duration of the exam. All students must submit the exam when directed to do so by the proctor, failure to submit an exam or quiz when instructed to do so by a Faculty Proctor will result in a zero (0) for the quiz or exam and possible further disciplinary action as outlined in the Honor Code Policy. Students who submit their exam or quiz before all questions are answered will receive a grade based on the questions that were answered.
12. Following an exam, students will receive a report of their testing performance, highlighting individual strengths and weaknesses.

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## **CLINICAL ATTENDANCE POLICY**

1. To maintain the quality and standards of the Nursing Program, the faculty believes that a student must attend all clinical practice sessions to develop the skills and knowledge necessary to meet course objectives and requirements for graduation. When attendance is not possible because of serious illness or an emergency in the immediate family, the student must notify his or her instructor, in writing (preferably e-mail), or by telephone in extreme circumstances, prior to the beginning of the clinical session. Absences will be deemed “excused” or “unexcused” using the criteria listed below:

### **Excused Absences may include:**

- Medical conditions or ADA protected disabilities, provided the student has submitted all necessary documentation (as listed in item #3 below)
- Court appearances
- Death/funeral of an immediate family member. Immediate family shall be defined as father, mother, brother, sister, spouse, domestic partner, civil union partner, step-children, step-parents, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandmother, grandfather, grandchildren, and any person living in the student’s household.
- Verified accidents
- Military assignments

Additional circumstances not listed above will be reviewed per the discretion of the faculty and/or the Department Chair. The Nursing Department may require written documentation to substantiate excused absences, failure to submit requested documentation will result in an “unexcused” absence.

### The following circumstances are considered **unexcused absences:**

- Vacation
- “No Call – No Show”
- Dismissal from the clinical site for failure to comply with professional nursing practice (see #6 below)
- Routine appointments (non-emergent medical/dental/etc.)
- Non-compliance with required clinical documentation (see #4 below)
- Outside Employment that interferes with clinical time
- Undocumented “excused” absence

More than one (1) unexcused absence may result in failure of the course

2. Faculty will record all clinical absences on the evaluation form. All clinical absences must be made up or remediated, either through attendance at additional clinical/laboratory sessions or through make-up assignments, per discretion of clinical faculty. Undocumented, unexcused, non-remediated clinical days may result in course failure. (Refer to Dismissal Policy, p. 52). Students requiring more than 3 remediated clinical days in a given semester may be required to repeat the course, as all clinical learning objectives may not be achievable if the student cannot remediate in the clinical setting. Students at risk for course failure must meet with their clinical faculty for development of a remediation plan.

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3. Students with any medical conditions where activity is restricted are required to inform their clinical instructor prior to the start of each semester. Permanent disabilities should be documented with the Disability Services for Students (DSS) office, per CCRI policy. In rare cases, a student's documented disability may, upon verification, support the need for excused absences; however (as stated above) all clinical absences must be made up or remediated. Temporary conditions such as an infectious disease, sprained ankle, broken bone, or medical conditions related to pregnancy can be challenging, painful and/or debilitating. However, Federal disability law such as the Americans with Disabilities Act of 1990, amended in 2008, does not recognize these and other short-term medical conditions as eligible for ADA protection or disability-related accommodations. Despite this, the CCRI College of Nursing may, in good faith, as resources and participating clinical agencies allow, be able to make accommodations for students with non-ADA-qualifying limitations provided appropriate medical documentation is submitted to the DSS office and Department of Nursing. No student can be accepted into the clinical area with a cane, brace, crutches, or cast. Any student with a permanent brace must obtain clinical clearance from the DSS office. Students who have an injury, condition or surgery occur during the semester which may temporarily restrict activity, potentially impacting student and/or patient safety, are required to submit proper documentation to the DSS office and Nursing Department. Any student with a temporary physical condition which will prevent him/her from fulfilling the responsibilities of direct patient care, and who is unable to make up excused absences prior to the end of the semester, may not be allowed to complete the course. These responsibilities include but are not limited to lifting, ambulating, transporting, moving, and administering care to patients.
4. No student will be allowed in the clinical area without documentation of required immunizations, completion of AHA BLS for Health Care Providers training, and a Criminal Background Information Check. Missed clinical days that are the result of missing clinical documentation (health records, BCI, CPR) will be considered unexcused absences that may result in course failure.
5. No student will be excused for routine appointments during clinical time.
6. The clinical instructor has the right to refuse to accept a student in the clinical area who does not comply with professional nursing practice guidelines. This may include risks to patient/staff/student safety, arriving more than 15 minutes late to clinical or lab, or non-adherence to any student policy in the Student Policy Manual.
7. Outside employment must be planned so that it does not interfere with clinical laboratory attendance or with meeting the objectives of the Nursing Program.

Reviewed:10/98;3/03;4/08;4/09;3/10;4/11;5/12;5/13;7/14,8/15;Revised:11/00;4/06; 8/16;11/16

## iPad Policy

1. Apple iPad mini must be purchased through the CCRI campus bookstore.
2. All Students must purchase a green or black iPad cover and CCRI nursing sticker which must be visible at all times while in the clinical setting.
3. Students must set up their iPad off campus. The internet security on campus interferes with setup.
4. Students are responsible for maintaining their device in a secure manner to prevent damage or loss. Students are responsible for any losses incurred.
5. If a device malfunctions and/or needs repair students must bring the device to the Providence Apple Store location. A replacement, if available, will be loaned.
6. Students are responsible for ensuring their device is fully charged and for bringing their charger with them.
7. To ensure patient confidentiality all students must follow the clinical set up guidelines as stated:
  - a. Prior to each clinical encounter students must disable the camera function on the iPad. Please follow the directions in Blackboard.
  - b. The camera must be disabled during clinical time. Faculty will check the device prior to entering the clinical unit and periodically throughout the day. Anyone found non-compliant with this policy is subject to disciplinary action, up to and including dismissal from the program.
  - c. Both the device and the simulated medical record are password protected. The device will shut down with repeated unsuccessful attempts to log on.
  - d. The device is set with a 3 minute inactivity lockout which may be shortened if necessary.
8. The student will utilize a simulated medical record (SimChart) to enter patient information, utilizing the following guidelines:
  - a. No personal identifiers may be used in either free text or drop down applications. This includes:
    - i. Patient initials
    - ii. Actual age, please add 100 to the actual age
    - iii. Hospital
    - iv. Medical record number
    - v. Room number
    - vi. City or state
  - b. SimChart utilizes a secure portal and requires a password for both student and faculty access. Edits cannot be made once an assignment has been submitted. Faculty should review any free text documentation for inappropriate patient identifiers prior to student secure submission. In the event a student submits an assignment that includes a patient identifier, the facility will be notified immediately as to what information was sent and should use it as a teachable moment.
9. All current Nursing policies relating to confidentiality, HIPPA compliance, ad hospital confidentiality attestations apply to this policy. Any violations will result in disciplinary action, up to and including dismissal from the program.

Approved: 8/16

**CCRI**  
**iPad User Agreement**

I, \_\_\_\_\_, agree to purchase an Apple iPad mini 2 Wi-Fi 32GB with 2 year Applecare as required by the Nursing Program from the CCRI Bookstore. I understand the software needed for the Nursing Program is an additional expense and is not pre-loaded on the device.

Furthermore, I understand that there is no return or refund for this product from the CCRI Bookstore for any reason. Should I encounter a problem with the device I will contact Apple Customer Service at 1-800-676-2775.

Student Name (print): \_\_\_\_\_

Student ID#: \_\_\_\_\_

Nursing Course: \_\_\_\_\_

Campus Attending: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The Apple iPad mini device will be available for purchase beginning August 15<sup>th</sup> at the campus where you are attending class.

Approved: 8/16