



COMMUNITY COLLEGE  

---

OF RHODE ISLAND

Nursing Department

Student Policy Manual

Spring 2017



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

**TABLE OF CONTENTS**

	<b><u>PAGE</u></b>
<b>Academic Progression</b>	<b>40</b>
<b>ADN Course Progression by Campus/Section</b>	<b>42</b>
<b>Annual TB Assessment Form</b>	<b>13</b>
<b>Audio Taping Policy</b>	<b>25</b>
<b>Bloodborne Pathogen Exposure Policy</b>	<b>58-61</b>
<b>Challenge Examination Policies</b>	<b>27</b>
<b>Challenge Examination Procedure</b>	<b>28</b>
<b>Clinical Attendance Policy</b>	<b>44-45</b>
<b>Clinical Evaluation of Students</b>	<b>46</b>
<b>Clinical Practice, Cancellation of</b>	<b>22</b>
<b>Code of Academic and Clinical Conduct</b>	<b>15</b>
<b>Conduct, Academic, Clinical, Professional</b>	<b>25-26</b>
<b>Core Values of the Nursing Student</b>	<b>6</b>
<b>Criteria for Unsafe Clinical Practice</b>	<b>48</b>
<b>Dismissal, Policy</b>	<b>52</b>
<b>Drugs and Alcohol, CCRI's Policy on</b>	<b>18</b>
<b>Examinations, Student Guidelines for Written</b>	<b>31</b>
<b>Examination Policy, Electronic</b>	<b>29-30</b>
<b>Examination Policy, Make-Up</b>	<b>34</b>
<b>Grading</b>	<b>39</b>
<b>Graduation Requirements</b>	<b>57</b>
<b>Harassment Policy: CCRI's No Harassment, Sexual &amp; Other Unlawful</b>	<b>19</b>
<b>Health Insurance Coverage Policy</b>	<b>14</b>
<b>Health Records, Student</b>	<b>7-13</b>
<b>Health Requirements / CPR Certification / BCI Check</b>	<b>7-8</b>
<b>Healthcare Requirements for Health Science Students</b>	<b>9-13</b>
<b>HESI Testing Policy, CCRI</b>	<b>35</b>
<b>HIPAA Policy</b>	<b>16</b>
<b>Honor Code</b>	<b>17</b>
<b>Honors Project, Student</b>	<b>38</b>
<b>Incident Reporting, Policy for</b>	<b>62</b>
<b>iPAD Policy</b>	<b>66</b>
<b>iPAD User Agreement, CCRI</b>	<b>67</b>
<b>Learning Contract, Nursing Program</b>	<b>47</b>
<b>Leave of Absence (LOA)</b>	<b>53</b>
<b>LPN to RN Admission Policy</b>	<b>41</b>
<b>Math Policy</b>	<b>32-33</b>
<b>Mission, Philosophy &amp; 6 Core Concepts for Patient-Centered Care</b>	<b>3-5</b>
<b>Probationary Status</b>	<b>49</b>

	<b><u>PAGE</u></b>
<b>Program Competencies: Associate Degree Nursing</b>	<b>43</b>
<b>Remediation Policy</b>	<b>36</b>
<b>Reinstatement Policy</b>	<b>54-55</b>
<b>Scholastic Standing Committee: Guidelines for Reinstatement of Students</b>	<b>56</b>
<b>Social Networking Policy</b>	<b>20</b>
<b>Student Communication Policy</b>	<b>21</b>
<b>Student Participation in Outside Service Projects While in Uniform</b>	<b>24</b>
<b>Student Recommendations, Policy</b>	<b>64</b>
<b>Transition Course, ADNU 2010 Enrollment Policy</b>	<b>37</b>
<b>Uniform, Professional Appearance, Required Supplies, Nursing Student, Guidelines</b>	<b>23</b>
<b>Withdrawal Summary Policy</b>	<b>50</b>

<b><u>SAMPLE FORMS</u></b>	<b><u>PAGE</u></b>
<b>Annual TB Symptom Assessment Form</b>	<b>13</b>
<b>Bloodborne Pathogen Exposure Declaration Form</b>	<b>61</b>
<b>Health Insurance Declaration Form</b>	<b>14</b>
<b>Healthcare Requirements for Health Science Students Forms</b>	<b>9-13</b>
<b>Incident Report, Nursing Department Form</b>	<b>63</b>
<b>iPAD User Agreement Form</b>	<b>67</b>
<b>Learning Contract Form</b>	<b>47</b>
<b>Nursing Employment Reference Form</b>	<b>65</b>
<b>Withdrawal Summary Form, Student</b>	<b>51</b>

**MISSION OF THE**  
**COMMUNITY COLLEGE OF RHODE ISLAND**  
**NURSING PROGRAM**

The Community College of Rhode Island is the state's only public associate degree registered nursing program with seamless options to become a certified nursing assistant and licensed practical nurse. We provide students with the opportunity to acquire the knowledge, skills, and attitudes necessary for developing effective communication, critical thinking, clinical reasoning and teamwork/collaboration skills. Building upon a rich tradition of teaching excellence and high academic and collegial standards, our faculty and staff are committed to developing a strong, responsive, and diverse nursing workforce aimed at advancing the health of our communities, state, and nation.

Approved:3/06/2007;Revised:8/18/11;5/16;Reviewed:5/12;5/13;7/14,8/15;5/16

## **PHILOSOPHY**

Nursing is an art and science reflective of and responsive to an ever-changing healthcare environment. Nursing professionals utilize clinical judgment, quality improvement, informatics, teamwork and collaboration to provide safe, culturally-competent, patient-centered care. The goal of the professional nurse is to protect, promote, and restore comfort and health throughout the lifespan.

Education as a life-long, interactive process provides the opportunity for the adult learner to develop personally, socially, and intellectually. The adult learner's previous life experiences and knowledge provide a foundation for acquiring new knowledge, skills, and attitudes.

Associate Degree Nursing (ADN) prepares the graduate for entry into professional nursing practice. As a registered nurse generalist the ADN graduate leads, manages, and provides direct care to individuals, families, and groups across various healthcare environments.

Approved: 4/10/2003; Revised: 3/06/07;5/16; 8/16; Reviewed: 5/12;5/13;7/14,8/15,5/16

## **6 CORE ORGANIZING CONCEPTS FOR** **PATIENT-CENTERED CARE**

**Patient-centered care** is focused on the patient or designee as the source of control in consideration of patient and family cultural preferences, beliefs, and values. As an advocate the nurse provides timely, compassionate, and coordinated care.

**Nursing judgment** is the process of applying critical thinking and scientific reasoning skills to make appropriate clinical decisions based on current best evidence.

**Safety** involves minimizing the risk of harm to patients, families, and providers through established best practices.

**Quality improvement** utilizes clinical data to monitor and improve healthcare outcomes.

**Professional identity** incorporates actions that reflect integrity, leadership, accountability and legal/ethical responsibility in accordance with established nursing standards of practice.

**Teamwork** involves functioning effectively within nursing and inter-professional teams.

**Collaboration** fosters effective communication, mutual respect and shared decision making to achieve quality patient-centered care.

**Informatics** is the use of technology to access appropriate information, communicate effectively, and implement best nursing practices to support safe clinical decision making.

Approved: 8/30/16

# **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.

*Continues on next page*

**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

**Healthcare Requirements for Health Science Students  
To Be Completed by your Primary Healthcare Provider**

**Student Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Student ID:** \_\_\_\_\_ **Program of Study:** \_\_\_\_\_ **CCRI Email:** \_\_\_\_\_

**The following health requirements must be met in order to receive any clinical placement.**

All documentation must be sent to **CCRI School Nurse** via mail, fax or email, **nursing students** must also submit to Certifiedbackground.com. Please return to: CCRI Health Services, Room 1240, Angela Marshall, RN, 400 East Ave. Warwick, RI 02886 Phone: 401-825-2103, Fax: 401-825-1077, Email: nurse@ccri.edu.

**General Requirements:**

**1. Flu Vaccine:**

It is a requirement that all Students receive a Flu Vaccine by November 1<sup>st</sup> of each year. Proof of receiving the flu vaccine is required.

*\*Unless a medical exception applied (i.e. severe egg allergy resulting in anaphylaxis) A Rhode Island Department of Health medical Immunizations Exemption Certificate for Use in Healthcare Facilities, must be included completed in its entirety and signed by your doctor.*

**Agency Name:** \_\_\_\_\_ **Vaccination Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**2. CPR:**

Certification in CPR, American Heart Association Healthcare Provider course, American Heart Association Basic Life Support, or Military CPR.

**\*These are the only accepted CPR Certification and must remain up to date throughout the program.**

**\*\*Not required for Health Care Interpreter students.**

**3. Color Blindness:**

*(To be completed **ONLY** by students in the **Allied Health** programs, excludes Nursing, Rehab, and Dental.)*

Pass  Fail

**4. Admission Physical Exam:**

*(To be completed no more than one year prior to admission to Health Science Programs)*

**Admission Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_.

*\*Start date of Health Science Program.*

*I hereby certify that (student name) \_\_\_\_\_ has had a physical exam on \_\_\_\_/\_\_\_\_/\_\_\_\_ and is in good health and able to participate in all clinical activities without limitations.*

**Healthcare Provider (Please print):** \_\_\_\_\_

**Signature and Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*To ensure accuracy, students must put their name and ID on each of the pages. Doctors must also sign and date each of the pages.**

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

**Immunization Requirements:**

In accordance with the Rhode Island Department of Health's Rules and Regulations Pertaining to Immunization, Testing and Health Screening for Health Care Workers (R23-17-HCW), Health Science Students must meet the following requirements:

**1. One dose of Tetanus-Diphtheria-Pertussis (Tdap):**

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

**2. Measles, Mumps, and Rubella vaccine (MMR):**

Two doses administered **a minimum** of four weeks apart. First dose must be given on or after first birthday.

Dose # 1 Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Dose # 2: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**3. Varicella (Chickenpox):**

Varicella vaccine: Dose # 1: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Dose # 2: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Two doses administered **a minimum** of 12 weeks apart if vaccinated before age 13; 4 weeks apart if vaccinated at age 13 or older.

**OR**

Health care provider's documented proof of date of Chicken Pox disease:

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

**4. Meningococcal Vaccine:**

\*Please note: This is strongly recommended but not a requirement.

One (1) dose of meningococcal conjugate (MCV4) vaccine if under 22 years of age: **AND** evidence of second booster dose if the first MCV4 dose was given **before 16 years of age.**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ **AND** (if indicated) Booster Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Healthcare Provider** (Please print): \_\_\_\_\_

Signature and Title: \_\_\_\_\_ Date: \_\_\_\_\_

Approved in conjunction with the Rhode Island Department of Health 07/27/2015

Revised: 8/6/2015, 3/1/2016, 4/25/2016, 4/27/2016

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

**5. Hepatitis B vaccine:**

\*Please note: Catch up schedule, do not restart the series, no matter how long since previous dose. Minimum interval between doses: 4 weeks between #1 and #2, 8 weeks between #2 and #3, and at least 16 weeks between #1 and #3.

**Please select one of the following:**

You have not received any Hepatitis B Vaccinations, required to complete full 3 step series and follow up titer 1 to 2 months after the final vaccination. List dates.

Dose # 1 Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Dose # 2: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Dose # 3: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Titer: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**\* Attach lab slip with results of Hepatitis B Surface Antibody titer. MUST include all range values**

You have no documentation of any Hepatitis B Vaccinations, may choose to complete full 3 step series. List dates.

Dose # 1 Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Dose # 2: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Dose # 3: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

You have documentation of one or more Hepatitis B Vaccinations, required to complete remaining steps in the series. No Titer follow up required. List dates.

Dose # 1 Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Dose # 2: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Dose # 3: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**+ In the event the indicated titer is negative for immunity; it is a recommendation that students consult their physician regarding the need for a Booster or repeat Hepatitis B series.**

**6. Titers:** (To be completed **ONLY** by students who have been vaccinated but have no documentation. Their Doctor may indicate immunity)

**MMR IgG titer:**

A positive IgG titer for each:

Measles: \_\_\_\_/\_\_\_\_/\_\_\_\_ Mumps: \_\_\_\_/\_\_\_\_/\_\_\_\_ Rubella: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Varicella IgG titer:**

If you have a history of disease but do not have evidence" A positive Varicella IgG titer date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Hepatitis B Surface Antibody titer:**

If you have received vaccination but do not have evidence: A positive Hepatitis B Surface Antibody titer

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

\*Please note, titers may show negative or indeterminate results for immunity. In such cases, students will be required to be vaccinated.

**Students must attach lab slip with results of each titer. MUST include all range values**

**Healthcare Provider** (Please print): \_\_\_\_\_

Signature and Title: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: Titers are available through East Side Lab for a discounted rate. You must contact CCRI's Health Services nurse for a lab slip at 825-2103

Approved in conjunction with the Rhode Island Department of Health 07/27/2015

Revised: 8/6/2015, 3/1/2016, 4/25/2016, 4/27/2016

**Initial TB Assessment Form**  
**To Be Completed by your Primary Healthcare Provider**

**Student Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Student ID:** \_\_\_\_\_ **Campus:** \_\_\_\_\_ **CCRI Email:** \_\_\_\_\_

**The following health requirements must be met in order to receive any clinical placement.**

All documentation must be sent to **CCRI School Nurse** via mail, fax or email, **nursing students** must also submit to Certifiedbackground.com. Please return to: CCRI Health Services, Room 1240, Angela Marshall, RN, 400 East Ave. Warwick, RI 02886 Phone: 401-825-2103, Fax: 401-825-1077, Email: nurse@ccri.edu.

**Baseline Two Step Tuberculin Skin Test (TST):**

\*This is not required of students who have a previous positive TST.

Doctor must provide interpretation (Positive/Negative) and record as mm of induration.

Dose # 1 Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ **Test Result (Circle one):** Positive/Negative, **Reading Value:** \_\_\_\_\_ mm

Dose #2 Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ **Test Result (Circle one):** Positive/Negative, **Reading Value:** \_\_\_\_\_ mm

\*Please note, the optimal interval between the first and second dose is 1-3 weeks, the maximum allowable is 365 days.

**OR**

Interferon Gamma Release Assay (IGRA) Result:

Positive       Negative       Indeterminate

**If TST or IGRA are positive on baseline testing OR by history, then complete the following:**

1. Chest X-Ray Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Result:  Normal  Abnormal

2. Symptom Screen: (Check all that apply)

Cough     Hemoptysis     Unexplained weight loss

Fever     Night sweats

- If Chest X-Ray is normal and the student has no symptoms, student has Latent TB Infection (LTBI) and is cleared to attend school.
- Provider must treat and report LTBI to the Department of health on standard forms.  
\* For guidance, go to: <http://www.health.ri.gov/diseases.tuberculosis/for/providers/>
- If Chest X-Ray is abnormal and/or student has symptoms of TB, please call the Department of Health at 401-222-2577 (Monday-Friday, 8:30am to 4:30pm.)

Student is cleared to commence school:  Yes     No

**Healthcare Provider** (Please print): \_\_\_\_\_

Signature and Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Annual TB Assessment Form**  
**To Be Completed by your Primary Healthcare Provider**

**Student Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Student ID:** \_\_\_\_\_ **Campus:** \_\_\_\_\_ **CCRI Email:** \_\_\_\_\_

**The following health requirements must be met in order to receive any clinical placement.**

All documentation must be sent to **CCRI School Nurse** via mail, fax or email, **nursing students** must also submit to Certifiedbackground.com. Please return to: CCRI Health Services, Room 1240, Angela Marshall, RN, 400 East Ave. Warwick, RI 02886 Phone: 401-825-2103, Fax: 401-825-1077, Email: nurse@ccri.edu.

**Yearly Screening Requirement:**

1. Baseline TST/IGRA Negative Students must get a yearly TST or IGRA test in the same month as initial test.
2. Baseline TST/IGRA Positive LTBI or active TB cases who have completed therapy need no further follow up but must be counseled to report symptoms if any develop.
3. Baseline TST/IGRA Positive LTBI cases that are NOT treated require a yearly visit for assessment of freedom from active TB by symptom check. No X-Ray is needed if symptom free. Encourage student to get treated for LTBI.
4. Report all annual screening results to CCRI in writing.

\*Note: In the instance of a Positive TST or IGRA, Initial X-Ray is good for up to 5 years. This form must be submitted annually.

**Annual Tuberculin Skin Test (TST):**

\*Negative students must get a yearly TST or IGRA test in the same month as initial test.

Doctor must provide interpretation (Positive/Negative) and record as mm of induration.

Annual TST Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ **Test Result (Circle one):** Positive/Negative, **Reading Value:** \_\_\_\_\_ mm

**OR**

Interferon Gamma Release Assay (IGRA) Result:

- Positive       Negative       Indeterminate

**Annual Symptom Check:**

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

2. Symptom Screen: (Check all that apply)

- Cough     Hemoptysis     Unexplained weight loss  
 Fever     Night sweats

Student is cleared to commence school:  Yes     No

Healthcare Provider (Please print): \_\_\_\_\_

Signature and Title: \_\_\_\_\_ Date: \_\_\_\_\_

# **HEALTH INSURANCE COVERAGE**

All students accepted into the Nursing Program must complete and return the Health Insurance Coverage Form. Students are required to have health insurance to cover any health care needs while they are in the Nursing Program. The College assumes no responsibility for student health.

## **DECLARATION OF HEALTH INSURANCE COVERAGE: 1**

All students accepted into the Nursing Program must complete and return the Health Insurance Coverage Form. Students are required to have health insurance to cover any health care needs while they are in the Nursing Program. The College assumes no responsibility for student health.

### **PLEASE READ, COMPLETE, SIGN AND RETURN THIS FORM**

Name: \_\_\_\_\_

Student ID number: \_\_\_\_\_

(Please Print Clearly)

Program (check program to which you have been accepted):

\_\_\_\_\_ Cardio-Respiratory Care

\_\_\_\_\_ Nursing

\_\_\_\_\_ Dental Assisting

\_\_\_\_\_ Phlebotomy

\_\_\_\_\_ Dental Hygiene

\_\_\_\_\_ Physical Therapist Assistant

\_\_\_\_\_ Medical Laboratory Technology

\_\_\_\_\_ Radiography

Campus (check campus to which you have been accepted):

\_\_\_\_\_ Lincoln

\_\_\_\_\_ Newport

\_\_\_\_\_ Providence

\_\_\_\_\_ Warwick

I understand that I am personally responsible for any cost for health care while in the program.

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

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



# **National Student Nurses' Association, Inc.**

## **Code of Academic and Clinical Conduct**

### **PREAMBLE**

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 of Academic and Clinical Conduct 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.

### **A CODE FOR NURSING STUDENTS:**

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

For expanded view on each of the above topics updated in 2009, visit the following website:  
<http://www.nсна.org/Publications/ProfessionalConduct.aspx>.

Adopted by the NSNA House of Delegates, Nashville, TN on April 6, 2001.

## HIPAA POLICY

1. Students will comply with HIPAA regulations that protect patient privacy and Protected Health Information (PHI).
2. Patient identifiers will not be disclosed, transmitted or maintained in any form or medium. This includes computers, cell phone, PDA, iPad or any other qualified equipment via Internet, electronic media, Twitter®, Facebook® or any social network. Patient identifiers include but are not limited to the following: name, birth date, social security number, medical records numbers, relatives' and/or employer's name, phone numbers, fax numbers, e-mail, health plan beneficiary, hospital account numbers, certificate or license numbers, fingerprints or voiceprints, websites and photographic images of any part of the patient.
3. Students must abide by facility/agency policy for electronic documentation at the facility.
4. All E-mail and faxes with care plans or assessment forms must include a confidentiality note. Confidentiality note will read:  
**CONFIDENTIAL HEALTH INFORMATION ENCLOSED.** Health information is personal and sensitive information related to a person's healthcare. You, the recipient, are required to maintain this information in a safe, secure and confidential manner. Re-disclosure without appropriate authorization or as permitted or required by law is prohibited.
5. Students will not use social media to communicate Protected Health Information (PHI) or experiences in the clinical setting.
6. Students will not discuss any patient-related experiences outside of the realm of clinical/educational values in any format and should refrain from comments regarding institutions utilized for clinical as well.
7. If there is any violation of this policy, the student or students responsible may be expelled from the Nursing Program.

Approved:6/23/11;Reviewed:5/12;5/13;7/14,8/15; 5/16 Revised 8/16

## HONOR CODE

Academic honesty is important to the college and to the nursing profession. The objective of the Honor Code is to promote an environment in our nursing program of intellectual honesty, professionalism, trust, and integrity. It is intended to guide the professional behavior of students studying in the nursing program and applies to all endeavors and conduct pertaining to those studies. Students share with faculty and staff the responsibility for promoting a climate of integrity.

By accepting admission into the nursing program, the students affirm the commitment to uphold the values of our Honor Code. The students will not lie, cheat, or steal in their academic endeavors, nor will the students accept the actions of those who do. The students will conduct themselves responsibly and honorably in all activities as CCRI nursing students.

### **DEFINITIONS:**

Lying includes, but is not limited to, communicating untruths in order to gain an unfair academic or employment advantage.

Plagiarism is taking credit for someone else's work or ideas regardless of the type.

Cheating is the act of wrongfully using or attempting to use unauthorized materials, information, study aids, or the ideas or work of another in order to gain an unfair advantage. Additionally, the following will be considered acts of cheating:

- allowing a substitute to take an exam or act as a substitute for another student,
- any attempt to circumvent testing procedures in order to benefit from another's work (ie. exchanging assigned numbers, computers and/or seats),
- any attempt to procure test information, either verbal or written, including transportation of information related to test from testing environment will result in a zero for that exam and possible disciplinary action. Please refer to testing policy for further information.

Students found in violation will be subject to a zero for that exam and/or further disciplinary actions up to and an academic disciplinary complaint.

**Stealing** is the act of intentionally taking or appropriating the property of another, including academic work, without the consent or permission and with the intent to keep or use the property without the permission of the owner or the rightful possessor.

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

## **CCRI'S POLICY ON DRUGS AND ALCOHOL**

Visit the CCRI website below for the policy:

<https://www.ccri.edu/hr/handbook/606DrugStmnt.html>

Revised:5/12;Reviewed:5/13;7/14,8/15

## **CCRI'S NO HARASSMENT POLICY**

### **SEXUAL AND OTHER UNLAWFUL HARASSMENT**

CCRI does not tolerate harassment of its students. This type of behavior may result in immediate suspension or expulsion from the college. Harassment includes, but is not limited to, slurs, jokes, and other verbal, graphic or physical conduct relating to race, color, sex, religion, national origin, citizenship, sexual orientation, age or handicap. If a student feels that he or she is being harassed in the above manner, the student should notify his or her instructor or the Associate Vice President for Student Services immediately. Students' complaints will be kept as confidential as possible, and students will not be penalized in any way for reporting such conduct. Students should not assume that the college is aware of their problem. It is a student's responsibility to bring his or her complaints and concerns to the college's attention so that officials can help resolve them.

Visit the CCRI website at <https://www.ccri.edu/hr/handbook/205SexHar.html> for further information.

Reviewed:5/12;5/13;7/14,8/15

## **SOCIAL NETWORKING POLICY**

All policies related to HIPAA and patient confidentiality in the CCRI Nursing Department Student Policy Manual apply equally to social networking sites such as Facebook® or Twitter®.

Description of circumstances pertaining to patient care can make the patient identifiable even without violating HIPAA. Information that leads to identification of confidential patient information posted on a networking site is a serious breach of professional ethics. This breach of professional ethics is considered serious and may result in dismissal from the nursing program.

No photographs may be taken on patient units at any time. Students found in violation of this policy are subject to dismissal from the nursing program.

Approved:6/23/11; Reviewed:5/12;5/13;Revised:7/14,8/15

## **STUDENT COMMUNICATION POLICY**

1. **Addressing Faculty:** Students should address faculty by their title (Professor or Dr. or Mrs., etc.). All communication, both verbal and written, must be respectful and consistent with behaviors outlined in Professional/Academic/Clinical Conduct.
2. **Chain of Contact:** Communication begins with involved faculty. If further information is needed, or issue is not resolved with the involved individual/s, the course Lead Teacher should be contacted. The next level of communication is the Department Chair.
3. **Generating Communication:** The preferred method of communication with faculty and administrative assistants is via email. Messages should contain the following information:
  - a. Name and student ID number
  - b. Course and section number indicated in the subject line
  - c. Detailed information in the body of the email

**NOTE:** Students should communicate via email with CCRI email addresses only. Faculty should not respond to personal email addresses.

Approved:10/6/2008; Revised:11/8;2/9;7/14 Reviewed:3/10;4/11;5/12;5/13,8/15

## **CANCELLATION OF CLINICAL PRACTICE FOR INCLEMENT WEATHER**

College cancellations will be announced on local radio and TV stations and posted on the CCRI website as well as text alert notification which students and faculty sign up for. Also, based on the honest assessment of weather conditions, the individual clinical instructors will have the option to cancel or delay clinical practice.

It is suggested that a telephone tree be developed with the students so that the clinical instructor will need to notify only one designated student who will, in turn, call another student who will call a designated student, etc. If the clinical day is cancelled and the college remains open, it is the faculty's responsibility to reschedule the clinical day.

Emergency Numbers:	Knight Campus	825-2344
	Flanagan Campus	333-7171
	Liston Campus	455-6000
	Newport Campus	851-1717

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



## **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.

Revised:3/00;12/00;5/03;11/03;3/04;4/06;4/07;4/08;4/09;1/10;3/10;4/11;5/12;7/14;8/16;

## **STUDENT PARTICIPATION IN OUTSIDE SERVICE PROJECTS WHILE IN UNIFORM**

Situations arise when nursing students are asked to participate in fairs, screening programs and other public or private service projects. Since the school uniform identifies the student as enrolled in the Nursing Program at CCRI, approval from the Department Chairperson and Dean is necessary for students to participate in activities while wearing the school uniform. Any activity approved must be under the direct supervision of faculty.

Students are free to participate in activities as private citizens as long as they do not identify themselves as nursing students of CCRI's Nursing Program through uniform, name tags, or other means.

Reviewed:12/97;11/00;3/03;4/06;4/08;4/09;3/10;4/11;5/12;5/13;7/14,8/15

# 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.

*Continues on next page*

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.

Revised:10/98;5/00;4/06;4/08;3/10;7/14;Reviewed:11/00;11/04;4/9;4/11;5/12;5/13  
09;4/11;5/12;5/13,8/15, 5/16

## **CHALLENGE EXAMINATION POLICIES**

Challenge of non-nursing courses should be done through the appropriate department. Requests for information regarding challenge examinations should be directed to the respective Department Chair.

## **CHALLENGING NURSING COURSES**

There will be no challenge exams for Nursing Semester 2/5 Fall 2016 and Spring 2017

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

## **CHALLENGE EXAMINATION PROCEDURE**

1. Student must:
  - a. be accepted into NURS 1010
  - b. contact the Level I Nursing Department Chairman for eligibility assessment.
  - c. obtain Credit Award form from Registrar or Nursing Department secretary.
  - d. bring completed form with payment to the Bursar's Office.
  - e. present form on exam date (stamped by Bursar) to faculty proctor. Exam will not be administered without a stamped form.
  
2. Nursing Department Secretary, after eligibility is determined, will:
  - a. schedule a date and place for examination.
  - b. contact Department chair to obtain faculty proctor.
  - c. provide review materials to student.
  - d. Copy all exams and secure Exam Key.
  
3. Faculty Proctor will
  - a. grade the exam (pass or fail).
  - b. indicate the grade on the Credit Award Form.
  - c. initial the Form.
  - d. bring Form to the Nursing Department secretary for Department Chair signature.

Department Chair will sign and forward the Form to the appropriate Dean.

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

## **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.

*Continues on next page*

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.

Approved:9/08;Revised:11/08;9/10;11/10;4/11;5/12;5/13;7/14;Reviewed:8/15



**STUDENT GUIDELINES FOR PROCTORED**  
**WRITTEN EXAMINATIONS**  
**(PAPER and PENCIL)**

1. Students should arrive on time for their examination. Once testing is in progress no additional time will be allotted for late arrivals. Students arriving late may be subject to a make-up exam.
2. Each student must present a student ID or other valid picture ID to the proctor before receiving exam.
3. All personal belongings (books, coats, bags, hats, drinks, food, etc.) are to be placed at the front of the classroom before the examination begins. Baseball caps/visors must be removed before exams.
4. Bring two sharpened # 2 pencils and your CCRI ID. Present your CCRI student ID as faculty will take attendance. Nothing other than the pencils and the examination materials are to be with the student. Students will be told if a calculator is required. Pencils will not be provided. The paper test will serve as your scrap paper, and write your name on the front of the test
5. Each student should fill out the answer sheet completely and put his/her name on the examination copy. The exam and answer sheet should be kept on the student's desk. Each student will fill in his/her banner ID and course section on the answer sheet.
6. Students should not leave the exam room before completing the examination. If it becomes necessary for a student to leave before completion of the examination, the examination and answer sheet are to be given to the instructor. It is recommended to use the bathroom before the test, or wait until after you complete the test. In an emergency situation only, one student at a time may be escorted into the bathroom by a proctor.
7. Upon completion of the examination or at the end of the allotted time, each student should hand in his/her examination and answer sheet to the appropriate faculty and leave the testing room immediately.
8. Out of consideration for others, students shall be quiet and move away from the exit doors.
9. Faculty may ask a student to move his or her seat at any time.

Revised:10/98;5/00;4/06;4/08;3/10;5/12;7/14;Revised:11/00;11/04;4/09;4/11;5/13,8/15

## **MATH POLICY**

In order to ensure safe entry into the practice setting all students must demonstrate a proficient understanding of basic principles of math and dosage calculations. Students will be subject to periodic testing and evaluation as outlined in the math tracks below.

Material for each math exam is leveled appropriately to the outcomes for each course. Students will be tested as outlined below and must achieve an 85% or better in Level 1 (NURS 1010 and NURS 1020) and a 90% or better in Level 2 (NURS 2040, 2050, 2060). If a student is unsuccessful in their first attempt at math proficiency they shall meet with their Clinical Instructor to develop a remediation plan. A second exam will be administered as outlined below. Should a student be unsuccessful on their second attempt, the student will receive an F for the course and be required to withdraw from the program. The student may petition the Scholastic Standing Committee for reinstatement following the reinstatement policy (See p. 54-55).

### **Semester 1 Courses (NURS 1010, NURS 1015, NURS 1061)**

#### Math Exam:

A score of less than (<) 85% for the NURS 1061 Math Exam will result in clinical probation in NURS 1010 and a documented remediation plan for the student. It will require a second, not-for-credit Math Exam to be administered one week following the NURS 1061 Math Exam during NURS 1010 clinical hours (see Test 2 below).

#### Test 2:

Only required for students scoring less than (<) 85% on NURS 1061 Math Exam. Failure of Math Exam 2 will result in a clinical failure (F) and immediate dismissal from the program.

### **NURS 1020 (Spring 2017)**

#### Test 1:

A score of less than (<) 85% in the NURS 1062 Math Exam will result in clinical probation and a documented remediation plan for the student. It will require a second math exam to be administered one week following the NURS 1062 Math Exam during NURS 1020 clinical hours (See Test 2 below).

#### Test 2:

Only required for students scoring less than (<) 85% on NURS 1062 Math Exam. Failure of Math Exam 2 will result in a clinical failure (F) and immediate dismissal from the program.

*Continues on next page*

## **NURS 2040 & NURS 2050**

### Test 1

A score of less than (<) 90% in the NURS 1063 Math Exam will result in clinical probation and a documented remediation plan for the student. It will require a second math exam to be administered one week following the NURS 1063 Math Exam during with NURS 2040 or NURS 2050 clinical hours, depending on current course rotation at the time of administration of the NURS 1063 Math Exam (See Test 2 below).

### Test 2

Only required for students scoring less than (<) 90% on NURS 1063 Math Exam. Failure of Math Exam 2 (<90%) will result in a clinical failure (F) and immediate dismissal from the program.

## **NURS 2060**

### Day 1: Test 1

A score of less than (<) 90% will result in clinical probation and a documented remediation plan for the student. It will require a second math exam to be administered by Week 2 of the semester.

### Week 2: Test 2

Only required for students scoring less than (<) 90% on Test 1. Failure of Math Exam 2 will result in a clinical failure and immediate dismissal from the program.

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

## **MAKE-UP EXAMINATION POLICY**

Students are required to write all examinations as scheduled.

When this is not possible due to a serious illness or emergency, the student must notify Lead Teacher, via e-mail, within one hour of the scheduled examination time explaining the reason for absence from the examination and should leave a phone number where they can be reached. When the students have followed the outlined criteria, they may be given an essay make-up examination.

The Lead Teacher will plan a specific time and arrange for a specific classroom for make-up exams.

The Lead Teacher will contact the student following the exam to make arrangements for a make-up exam. Students who do not comply with the above procedure will receive a zero for the exam.

Revised:10/98;3/00;4/06;7/14;Reviewed:11/04;4/08;4/09;3/10;4/11;5/12;5/13,8/15: 8/16

## CCRI HESI TESTING POLICY

The following policy describes how Health Education System Incorporated testing (HESI) is used in conjunction with other evaluation methods in this nursing course:

- All students are required to have and access HESI testing products for the duration of their time in the nursing program.
- For NURS courses requiring a HESI exam, two (2) MANDATORY proctored HESI exams will be delivered during the semester.
- HESI proctored exams may be delivered on a different campus than class meetings, in one of the Electronic classrooms.
- **All students must take both scheduled proctored HESI exams. There are no make ups.**
- A non-proctored exam may be assigned before the proctored exams. It is highly recommended that students take the non-proctored exams more than once prior to taking proctored exams.
- The first proctored HESI exam will be given approximately 4-5 weeks before the end of the semester. Upon completion of the first proctored exam, a detailed, individualized exam analysis will be available to each student. It is expected that students review their exam analysis and complete the recommended remediation activities prior to taking the second proctored exam. The second proctored HESI exam will be given at the end of the semester. HESI Exam #2 score counts for 5% of Course Grade in courses administering a HESI exam. (See HESI conversion scores below.)

### HESI CONVERSION SCORES:

>900 = 100%	750-799 = 40%
850-899 = 80%	700-749 = 20%
800-849 = 60%	<700 = 0%

Revised 8/16

## **REMEDIAION POLICY**

It is the goal of the Community College of Rhode Island's Nursing Department that all students admitted succeed. Remediation is an essential goal to success and students who perform below expected benchmarks must seek remediation. A remediation plan is required for unit examination grades of < 77%, HESI scores of <850 and/or marginal performance in the clinical setting.

Students **MUST** initiate a remediation meeting with their Clinical Instructor within seven (7) days, after the exam, and develop a documented plan that addresses areas of weakness. Failure to complete remediation plan/assignments will result in failure of the course and potentially impact ability to repeat a nursing course in the future.

It is the responsibility of the student to seek this assistance and meet the goals of the remediation plan. Documented evidence related to completion of remediation plan will be filed in student folder.

Approved: 7/14;Reviewed:8/15; 8/16

## **TRANSITION COURSE (ADNU 2010) ENROLLMENT POLICY**

Community College of Rhode Island Nursing Students shall be given first priority for enrollment into this course. For all other potential students (Alumni and students from other Institutions) registration will be on space availability.

Approved: 5/13; Revised: 7/14; Reviewed: 8/15

## **NURSING PROGRAM GUIDELINES FOR STUDENT HONORS PROJECTS**

1. To be eligible for the Honors Program, a student must have completed at least 12 semester hours and earned at least a 3.25 grade point average. Students who do not meet these eligibility requirements can apply for an Honors Project with the recommendation of faculty. The Honors Application Form must be completed with an overseeing instructor and signed by the student and instructor as well as the department chair. It must be submitted to one of the Honors Program Coordinators by the specified due date. The application form and further information is available at the CCRI website [www.ccri.edu/honor/](http://www.ccri.edu/honor/).
2. Students must dialogue with faculty regarding proposals. Proposals should be “active” in nature since nursing courses have clinical components. (A research paper alone is not acceptable). Honors projects must complement the subject matter of the nursing course. Time spent by the student on this project should be equivalent to at least fifteen hours (one hour per week per fifteen-hour semester). The project must be initiated early in the semester. Faculty may withhold approval if the project is proposed later than Week Three of the semester.
3. The student and faculty will collaborate on a plan to monitor the student’s progress with the project. This monitoring necessitates a meeting two or three times during the semester during which the student will present a written report of progress.
4. The student will submit a final written report, video, or equivalent documentation prior to the end of the semester. Faculty will evaluate and assign a “grade” of one, two, or three points for the project.
5. Assignment of a maximum of three (3) points added to final course average correlates to receiving a “100” on one additional 50 question exam and averaging that into the final average. Students who receive permission for an honors project are so designated and will receive an extra 0.5 credits for the course at no additional charge. Even if a student receives an extra three points added to his final average, the letter grade may NOT change, i.e., if a student’s final average is 85, three extra points brings the average to 88, still a “B”. However, the 0.5 additional credits MAY enhance the student’s grade point average.

Revised:12/02;5/03;4/08;1/11;5/12; Reviewed:4/06;4/09;3/10;04/11;5/13;7/14,8/15



## GRADING

The grading system in the Associate Degree Nursing program is different than and takes precedence over the grading system for other college courses. Letter grades are assigned according to the following grading scheme for all NURS, ADNU, and HEAL courses.

Letter Grade	Numerical Grade	Points toward GPA
A	94 – 100	4.0
A-	91 – 93	3.7
B+	88 – 90	3.3
B	84 – 87	3.0
B-	81 – 83	2.7
C+	78 – 80	2.3
C	75 – 77	2.0
D	70 – 74	1.0
F*	≤ 70	0.0

\*F: Failure: this grade is also used when a student fails the clinical component of any nursing course. All test grades will be recorded to the hundredth (two decimal points). All test grades, including the final grade, will be rounded according to the following criteria:

- to 0.49 rounds down to the nearest whole number. For example, 79.49 would be rounded down to equal 79.
- 0.50 to 0.99 rounds up to the nearest whole number. For example, 79.5 would be rounded up to equal 80.

The Lead Proctor for each test will record the test grades in the electronic grade book. The Course Lead Teacher will print a hard copy of the grade book at the end of each semester. A grade book file is maintained in the Department Chair's office.

Reviewed:10/98;4/08;4/09;03/10;4/11;5/12;5/13;7/14,8/15;Revised:3/00;2/04;10/05;4/06;6/07;9/09

## ACADEMIC PROGRESSION

1. As of 8/30/2016 and thereafter, students must achieve “C” or better in NURS 1010, NURS 1015 and NURS 1061 in order to progress to NURS 1020, NURS 1023 and NURS 1062. Nursing Courses are set per semester and must be taken concurrently as spelled out below. Students must complete those concurrent courses with a satisfactory grade in order to progress to the next semester’s courses. (e.g.: No taking 1020 if you haven’t passed 1061) Students must earn a minimum grade of “C” in all NURS courses.
  - a. Semester I Courses: NURS 1010, NURS 1015, NURS 1061
  - b. Semester II Courses (as of 1/1/2017): NURS 1020, NURS 1023, NURS 1062
  - c. Semester III Courses (as of 8/31/2017): NURS 2040, NURS 2050, NURS 1063
  - d. Semester IV Courses (as of 1/1/2018): NURS 2060, NURS 2500
2. Students must maintain passing status\* in both the theoretical and clinical components of each nursing course. The faculty may dismiss, at any time, a student who gives evidence of being unable to meet program requirements. The reason for dismissal may include clinical absences, academic deficiency standing and unsafe nursing practice.
3. Students who wish to be promoted to next Semester courses must:
  - a. demonstrate satisfactory clinical performance of prior semester NURS courses with a clinical component;
  - b. attain a cumulative grade point average of at least 2.5;
  - c. receive a “C” in all prior NURS courses.
  - d. receive at least a “B-“ in BIOL 1010 Human Anatomy and a “B-” in BIOL 1020 Human Physiology; and
4. A minimum cumulative average of “C” (2.5) is required for graduation and for the awarding of an Associate of Science degree at the completion of the nursing program.
5. As of 9/1/2014 and thereafter, students entering the nursing program may repeat only one nursing course with a clinical component in the program. This will include any and all attempts.
6. Students who fail a nursing course must submit documentation to Scholastic Standing Committee (SSC) requesting reinstatement (see stipulated limits above in #5) and SSC will review request and prescribe remediation as appropriate. Re-entry will be based on completion of remediation plan and availability of space.
7. There will be no exceptions to the repeat course policy.

\*”Passing status” means theory grade of “75 or greater” and “Satisfactory” in the clinical component.

Revised:10/98;12/00;4/06;3/09;3/10;7/14;8/16;

Reviewed:3/03;4/07;4/08;4/11;5/12;5/13;8/15;8/16;11/16

## **LPN TO RN ADMISSION POLICY**

Licensed Practical Nurses who desire to enter RN Completion program must meet the following criteria:

- a. Apply to general studies
- b. B- in BIOL 1010 (Anatomy), B- in BIOL 1020 (Physiology), NOTE: BIOL 1020 must be completed within the last 5 years.
- c. Cumulative GPA of 2.5
- d. Must have graduated from an accredited School of Practical Nursing
- e. Must possess a license in practical nursing
- f. Must take and achieve a 75% on LPN to RN HESI admission exam.
- g. Once student has completed above steps he/she must contact the Second Level Department Chairperson.

Approved: 7/14;Reviewed:8/15 Revised: 8/16

**ADN COURSE PROGRESSION**  
**BY CAMPUS/SECTION**

**New Curriculum Fall 2016/Spring 2017**

Nursing ADN Course Progression By Campus/Section							
CAMPUS	PROGRAM	SECTION	YEAR 1		YEAR 2		FALL
			FALL	SPRING	FALL	SPRING	
KNIGHT	Days	001	1010	1020	2040	2060	
		002	1015	1023	2050	2500	
			1061	1062	1063		
	Days	001		1010	1020	2040	2060
				1015	1023	2050	2500
				1061	1062	1063	
LISTON	Days	301	1010	1020	2040	2060	
			1015	1023	2050	2500	
			1061	1062	1063		
	Days	301		1010	1020	2040	2060
				1015	1023	2050	2500
				1061	1062	1063	
FLANAGAN	Days	150		1010	1020	2040	2060
				1015	1023	2050	2500
				1061	1062	1063	
NEWPORT	Days	581		1010	1020	2040	2060
				1015	1023	2050	2500
				1061	1062	1063	
FLANAGAN	Evening/Weekend	204	1010	1020	2040	2060	
			1015	1023	2050	2500	
			1061	1062	1063		
	Evening/Weekend	204		1010	1020	2040	2060
				1015	1023	2050	2500
				1061	1062	1063	
NEWPORT	Evening/Weekend	581	1010	1020	2040	2060	
			1015	1023	2050	2500	
			1061	1062	1063		

**NOTE**

Students progress through the program in the section in which they originally registered unless given permission by the department chair.

Approved: 7/14; Reviewed: 8/15 Revised: 8/16; 11/16

## **PROGRAM COMPETENCIES** **ASSOCIATE DEGREE NURSING**

Upon successful completion of the Associate of Science in Nursing degree, the graduate will:

1. Provide safe, quality, evidence-based, patient-centered nursing care in a variety of healthcare settings to diverse patients across the lifespan. (safety and patient-centered care)
2. Apply critical thinking and clinical reasoning to make evidence-based decisions. (nursing judgment)
3. Implement established quality measures to improve patient care. (quality improvement and safety)
4. Participate in collaborative relationships with members of the inter-professional team, the patient, family and/or designee to achieve quality patient-centered care. (teamwork and collaboration)
5. Utilize information systems and patient care technology to communicate, implement best nursing practices, minimize risk, and support clinical decision making. (informatics)
6. Demonstrate leadership skills in a variety of healthcare settings for diverse patients. (professional identity)
7. Exhibit professional behaviors within legal and ethical practice frameworks. (professional identity)

Approved 5/16

## **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.

Continues on next page

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

## **CLINICAL EVALUATION OF STUDENTS**

The student is provided with a factual evaluation of clinical performance based upon established clinical criteria for the particular nursing course and level in which the student is enrolled. Specific incidences should be cited to support evaluations. A Learning Contract will be initiated when the student exhibits unsafe practices, unprofessional behaviors and/or fails to meet established clinical criteria. This evaluation is designed to identify clinical weaknesses/problem behaviors to the student that must be corrected in order for the student to earn a “satisfactory” grade in the course. (Refer to Probationary Status Policy). The clinical instructor will review the Learning Contract with the student. The student should sign the form upon review. Failure of the student to make the necessary improvement will result in an “Unsatisfactory” grade on the evaluation. Students may not progress with needs improvement in any criteria of the clinical evaluation tool. Evaluations must be completed, at a minimum, during midterm week and final week of classes. Student on learning contracts should have scheduled meetings each week with faculty.

The purposes for evaluation are to

1. inform the student of how he/she is progressing;
2. cite areas of strength;
3. identify to the student exactly what his/her weaknesses are related to clinical outcomes and what must be done to correct them;
4. determine a grade of satisfactory or unsatisfactory on the written evaluation.

The faculty’s written clinical evaluation is reviewed with the student and should be signed by the student to indicate that it has been read. Students are required to complete the “Student Clinical Self-Evaluation” form and provide a copy to his/her clinical instructor.

The clinical evaluations will be placed in the student’s file. Faculty should maintain their own anecdotal records for a period of at least two years.

Disagreement between faculty and student regarding the evaluation necessitates a meeting with the Department Chairperson. The student may initiate further action according to the Student Grievance Procedure as outlined in the CCRI Student Handbook.

Revised:10/98;11/00;4/07;4/08;7/14;8/16 Reviewed:3/03;4/06;4/09;3/10;4/11;5/12;5/13,8/15;  
5/16



**COMMUNITY COLLEGE OF RHODE ISLAND  
Nursing Program**

**Learning Contract**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Clinical Agency: \_\_\_\_\_ Unit: \_\_\_\_\_

The assessment of your clinical performance is based upon the clinical criteria established for this course and this level.

The following **clinical outcomes** must be improved to a satisfactory level by the completion of this course:

**Performance Expectations:**

**Methods of Evaluation:**

Student is placed on clinical probation:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Student is placed on math probation only:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Signature of clinical instructor: \_\_\_\_\_ Date: \_\_\_\_\_

I have read the above comments and understand what areas of improvement are required to be considered satisfactory in clinical practice.

Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

This contract will be reviewed weekly and signed/dated by the clinical instructor and student.

Approved:4/07;Revised:4/08; Reviewed:4/09;3/10;4/11;5/12;5/13;7/14,8/15

## **CRITERIA FOR UNSAFE CLINICAL PRACTICE**

Unsafe clinical practice is any act, practice or omission during clinical practice that fails to conform to the accepted standards of the nursing profession and which may directly or indirectly cause physiological and/or emotional harm to others.

Unsafe clinical performance may include, but is **not limited** to the following behaviors:

1. Fails to prepare for clinical assignments by not obtaining sufficient data as to patient's diagnosis, needs, and planning nursing care.
2. Fails to accurately assess, determine significance of, and/or promptly report changes in, patient's physical and/or emotional status to appropriate resource people.
3. Fails to provide nursing care, which may be required to stabilize a patient's condition or prevent complications, congruous with knowledge base derived from previous and current learning.
4. Fails to provide clear, accurate, and complete written documentation regarding a patient's condition, treatment, and nursing care according to the agency policy.
5. Fails to administer medications and/or treatment in a safe, responsible manner.
6. Fails to demonstrate the application of previously learned skills and principles in providing nursing care.
7. Practices beyond educational level, experience, or responsibilities within the role of the student nurse.
8. Demonstrates impaired judgment, inappropriate behavior, or fatigue.
9. Fails to understand and accept constructive feedback related to clinical performance.

Unsafe clinical practice results in failure of the nursing course. Students who fail clinical for unsafe clinical practice before the end of the semester **cannot** continue to attend clinical sessions.

Reviewed:12/97;3/03;4/08;4/09;3/10;4/11;5/12;5/13,8/15;Revised:05/00;11/00;04/06;7/14

## **PROBATIONARY STATUS**

When a student gives evidence of not meeting clinical objectives, the student will be placed on probationary status. Faculty will present written documentation of the student's inability to meet course objectives by completing a Learning Contract which will provide specific reasons for probationary status, specific goals for behavioral changes, and activities to meet these goals.

Upon meeting the contractual obligations, full status in the program will be restored to the student. If the student does not fulfill the contractual obligations, unsatisfactory clinical performance may result in clinical failure.

Documentation of probationary status will be placed in the computer grade book and in the student's file.

Faculty may require a student to meet with the appropriate Department Chairperson.

Revised:10/98;3/03;4/07;4/08;7/14;Reviewed:11/00;3/03;4/06;4/09,3/10;4/11;5/12;5/13,8/15

## **WITHDRAWAL SUMMARY POLICY**

Upon a student's withdrawal from the Nursing Program, faculty to whom the student is assigned clinically will prepare a Withdrawal Summary. The form will include the reason for withdrawal and recommendation for reinstatement. The form will be kept in the student's file.

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

**COMMUNITY COLLEGE OF RHODE ISLAND  
NURSING PROGRAM**

**STUDENT WITHDRAWAL FORM**

In order to maintain a record of those students who withdraw from a nursing course, please complete this form and forward to the appropriate Department Chairperson for that course. This information will be used in the event of a request for re-admittance to nursing.

Student's Name \_\_\_\_\_

Student's ID # \_\_\_\_\_

Campus \_\_\_\_\_

Course:       NURS 1010    NURS 1015    NURS 1061    NURS 1020    NURS 1023    NURS 1062  
                  NURS 1063    NURS 2040    NURS 2050    NURS 2060    NURS 2500

Reason for withdrawing: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recommendation for reinstatement if requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Faculty Signature: \_\_\_\_\_

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

## **DISMISSAL**

Once matriculated into the Nursing Program, students are required to complete the nursing courses in the planned sequence (see Academic Progression).

Other required course work as outlined in the CCRI College Catalog for the Nursing Curriculum must be completed prior to or within the semester indicated. Students who do not comply with the above learning sequence will be required to withdraw but are eligible to apply for reinstatement (see Reinstatement Policy).

Students must maintain a passing grade in both the theoretical (including the math component) and practice areas in each of the clinical nursing courses. The faculty reserves the right to dismiss from the nursing program any student who gives evidence of being unable to carry out the responsibilities of the program.

The reasons may include:

1. Absences from the clinical practice area that prevents the student from achieving the clinical outcomes.
2. Impairment of physical and/or psychological health which would interfere with safe nursing practice.
3. Inability to carry out safe nursing care (see Criteria for Unsafe Clinical Practice Policy).
4. Non-compliance with contract requirements for probationary status (see Probationary Status Policy).
5. Inability to meet course and clinical objectives.
6. Refusal to submit required assignments as directed.

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

## **LEAVE OF ABSENCE (LOA)**

The student requesting a Leave of Absence (LOA) has the ultimate responsibility to guard his/her position in the program by initiating an exit interview with the Department Chairperson and submitting a written statement with reasons for LOA request and plans for reinstatement.

Reasons for requesting a Leave of Absence (LOA) require documentation and may include:

1. Illness.
2. Extenuating circumstances.
3. Necessity to provide care to an ill family member.

The student must have a passing grade in both clinical and theoretical components of a nursing course in order to request a leave of absence.

The maximum time granted will be one (1) calendar year.

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

## REINSTATEMENT POLICY

Any time passing status is mentioned, it means theoretical grade of 75 or greater and Satisfactory in the clinical component of each major required nursing course. The student must achieve a minimum grade of 75 in order to progress to the next required course.

In the event that a student fails the theory, math, or clinical component, the student will receive a grade of “F” for the entire course.

Policy for Program/Course reinstatement:

1. When a student fails the clinical component/theory of a major required nursing course and desires reinstatement, that student must submit a letter requesting reinstatement to the Scholastic Standing Committee Chairperson. The Scholastic Standing Committee (SSC) will then review the student’s record.
2. The SSC will review each request and make one of the following recommendations:
  - a. Reinstatement on a space available basis;
  - b. Reinstatement following completion of remedial course work (may include nursing courses, HEAL courses, science or math courses, etc.);
  - c. Denial of reinstatement with recommendation to request entry into the Practical Nursing Program;
  - d. Denial of reinstatement with no further consideration for readmission.
3. The student cannot bypass the SSC and go directly to a Grievance Hearing. If the student wishes to appeal a decision by the SSC, he/she must follow the grievance procedure as outlined in the CCRI Student Handbook. Both parties, student and involved faculty, must be present for the Student Grievance Board to convene. Decisions by the Student Grievance Board will take into consideration the existing nursing curriculum and current department policies. Please note: In step 3 of the Academic Grievance Procedure, the Dean of Health and Rehabilitative Sciences must be contacted before requesting a hearing before the Student Grievance Board.
4. A student who does not achieve a passing status or withdraws from a nursing course for any reason must repeat the entire course, both theory and clinical components. The student must achieve a minimum grade of 75 in theory and “Satisfactory” in the clinical practicum, which includes math proficiency (as outline in the Math Policy).
5. As of 9/1/14, and thereafter, students entering the nursing program may be permitted to repeat one nursing course once, which requires permission from the SSC.
6. The student applying for reinstatement must meet current admissions criteria.
7. There will be no exceptions to the repeat policy.

*Continues on next page*



8. All students awaiting admission or reinstatement into the Nursing Program must have all health records complete, up-to-date, and recorded in the CCRI computerized Student Information system in addition to academic requirements BEFORE an applicant can be offered acceptance. In addition, applicants may be required to attend classes, complete academic work, and/or complete current entrance testing requirements.
9. See the following related policies:
  - SSC Guidelines for Reinstatement of Students
  - Math & Dosage Policy

Approved:2/02;Reviewed:4/09;4/11;5/12;5/13,8/15;Revised:1/03;10/03;12/05;4/06;11/07;4/08;3/10;7/14; 8/16

# **SCHOLASTIC STANDING COMMITTEE (SSC) GUIDELINES** **FOR REINSTATEMENT OF STUDENTS**

The Scholastic Standing Committee (SSC) functions as a faculty committee to review the records of students who have withdrawn from the program for a variety of reasons to determine the best academic plan for the successful completion of the nursing program.

Students seeking reinstatement into the Nursing Program must apply in writing (electronically) to the Scholastic Standing Committee Chairperson for consideration by the Scholastic Standing Committee (SSC). Reinstatement is not automatic and must be approved by the Scholastic Standing Committee. Priority is given to students who were in good academic standing at the time of withdrawal or have successfully completed NURS 1030.

1. The SSC must review the student's file for the following:
  - a. Student letter requesting reinstatement
  - b. Withdrawal summary sheet
  - c. Clinical evaluations
  - d. Transcripts
  - e. Other pertinent data
2. Students who leave the nursing program in poor academic standing or as a result of theoretical or clinical failure must give evidence of change and/or personal growth, which would promote successful completion of the nursing program.
3. In assessing accumulated data, the faculty may determine more information is needed before a decision concerning appropriate placement in the program may be rendered. A plan for collecting this needed information may include:
  - a. Written examination in a nursing course or courses
  - b. Demonstration of clinical proficiency in designated nursing skills
4. The SSC may:
  - a. Recommend direct readmission
  - b. Require additional coursework
  - c. Recommend that student repeat previous coursework
  - e. Deny readmission
5. At the completion of these recommendations, the student must inform the SSC that recommendations have been met.
6. Reinstatement to the nursing program is based on space availability.

Revised:10/98;11/00;10/03;03/10;7/14;Reviewed:3/03;4/06;4/08;4/09;4/11;5/12;5/13,8/158/16

# **GRADUATION REQUIREMENTS**

For Associate of Science Degree:

- Cumulative GPA of 2.5
- Minimum grade of “(74.5) 75-80” in all NURS courses
- Passing grade in both the theoretical and clinical components of each nursing course

Reviewed:5/03;4/07;4/08;4/09;4/11;05/13,8/15;Revised:4/06;3/10;5/12;7/14; 8/16

# **BLOODBORNE PATHOGEN EXPOSURE POLICY** **FOR STUDENTS**

## **INTRODUCTION**

The Community College of Rhode Island recognizes the importance of preventing student exposure to Bloodborne Pathogens. Bloodborne Pathogen Exposure Control Plans for minimizing the potential for such exposure to the student are available through training and engineering controls. Students should take the recommended vaccination series. If and when a Bloodborne Pathogen exposure incident does occur, CCRI recognizes its responsibility to affected persons and the necessity for prompt action to minimize the potential for disease transmission.

This policy prepares CCRI to respond to every Bloodborne Pathogen exposure incident in a timely and appropriate manner. The policy coordinates the procedures followed at outside clinical agencies with those followed at CCRI. It describes the treatment and counseling options available, follow-up care and recordkeeping. Copies of this plan **MUST** be given to all students and posted in all CCRI clinical agencies and CCRI laboratories. Students **MUST** read this policy when they enroll in a CCRI health program, and **MUST** sign the waiver of understanding that they understand CCRI's policy on Bloodborne Pathogen exposure response and its medical and financial implications.

Medical procedures to be followed in case of exposure are taken from CDC guidelines and remain the same as in previous CCRI policies unless changed by the Bloodborne Pathogen Exposure Response Committee. Each health and Rehabilitative Sciences program will continue to orient its students to Universal and Standard Precautions.

## **PROCEDURE TO BE FOLLOWED BY STUDENTS IN CASE OF A** **BLOODBORNE PATHOGEN EXPOSURE**

Everyone who is exposed to potentially infectious bodily fluids at CCRI or at an outside clinical agency must follow the medical procedures (Items 1 through 4) listed below. The administrative guidelines (Item 5) pertain in particular to students. Exposure includes the following:

- Contaminated needle sticks;
- Puncture wound from contaminated sharps;
- Splashes in the eye, mouth, or on broken skin with possibly contaminated body fluids (whole blood, plasma, serum).

*Continues on next page*

## **POST-EXPOSURE PROCEDURE**

1. Immediately clean the wound thoroughly with antimicrobial soap and water. For eye and mouth exposure, rinse for ten minutes with running water.
2. The clinical supervisor or other person in charge of the site must be informed of the incident. The CCRI Dean of Health and Rehabilitative Sciences must also be informed by calling 401-333-7102.
3. A CCRI incident form must be filled out. The original should go to the director of the program in which the student is enrolled; copies of the form should go to the Dean of Administration and to the Dean of Health and Rehabilitative Sciences.
4. If the incident takes place at an outside clinical site and that site has an exposure follow-up protocol in place, CCRI recommends that the student should be tested, treated and counseled at that site. It is the student's right, however, to choose the site for treatment and counseling. Students are financially responsible for their own healthcare treatment. In any case, it is imperative that treatment be initiated within two hours of exposure.
5. If testing, treatment and counseling are not available at the clinical site or if the exposure takes place on CCRI property, the student should go immediately to the nearest emergency room or to his/her own physician, whatever is the student's choice. Students who are exposed to Bloodborne Pathogens are urged by the College to undergo CDC procedures following such exposure. Specifically, the exposure recipient should be offered baseline testing for HIV, HBV, and HCV. If possible, the source patient's blood should also be tested for HIV, HBV, and HCV. The exposure recipient should be offered follow-up counseling, possible treatment and post-exposure prophylaxis if it is needed. Again, the student is financially responsible for their own healthcare treatment. It is imperative that treatment be initiated within two hours of exposure.
6. Students may receive care at any site of their choice. Note: CCRI students who are exposure recipients are not covered by Workers Compensation or by CCRI insurance. Students **MUST** pay their own medical bills for testing, counseling and follow-up treatment. All students who enroll in CCRI health programs **MUST** be made aware of this fact, **MUST** be shown a copy of this policy and **MUST** sign a statement that they understand the policy. The cost of treatment, testing and follow-up counseling for a Bloodborne Pathogen Exposure may be \$500 or more for the initial visit. Costs for follow-up visits may be less. The cost of prophylactic antiviral medication may be extremely high. Students who are exposed to Bloodborne Pathogens are urged by the College to undergo CDC procedures following such exposure as outlined at the end of this policy, including baseline testing for HIV, HBV, and HCV, counseling, and follow-up treatment when necessary.

*Continues on next page*

## **CCRI 'S POSITION ON STUDENT HEALTH INSURANCE**

At present, CCRI does not require its students to carry health insurance. This policy is currently under review. CCRI urges all its uninsured students, particularly those in CCRI health programs, to purchase insurance that will provide, in particular, adequate coverage in case of a Bloodborne Exposure incident. CCRI urges all insured students to consult their insurance providers to determine their coverage limits, especially coverage for the blood tests that may be required following a Bloodborne Pathogen Exposure.

## **CDC (CENTERS FOR DISEASE CONTROL) TESTING AND TREATMENT GUIDELINES**

Whatever the site of the exposure incident and treatment, CDC guidelines should be followed and the following testing should be done: The source patient's and the exposure recipient's blood should be tested as soon as possible for anti-HBsAG, anti-HCV and anti-HIV. The exposure recipient should be tested for anti-HBsAG, anti-HCV and anti-HIV the same day as the exposure to provide baseline data. Liver function tests should be obtained. Hepatitis B testing is not required if the exposure recipient has received the hepatitis B vaccine and was post-tested to prove seroconversion immunity. The exposure recipient should receive counseling concerning the signs and symptoms associated with the anti-HIV seroconversion and given the opportunity for further clinical evaluation. The health care provider at the chosen treatment site should be asked to determine whether to give information on AZT or other prophylaxis.

## **SOURCES OF INFORMATION ABOUT THIS POLICY**

Questions about this policy may be directed to CCRIs Dean of Health and Rehabilitative Sciences at 401-333-7102 or the Allied Health Department Chair at 401-333-7144.

Reviewed: 5/16

COMMUNITY COLLEGE OF RHODE ISLAND  
Health and Rehabilitative Science Programs

---

**Bloodborne Pathogen Exposure Policy for Students**

**Declaration Form**

I have been provided a copy of the Community College of Rhode Island's Bloodborne Pathogen Exposure Policy for Students. I understand that 1) I am financially responsible for any health care costs such as may be required in the event of an occupational exposure to Bloodborne pathogens during the laboratory/clinical portion of the health or rehabilitative science program in which I am enrolled, and 2) follow-up care may be costly. I have had an opportunity to review the policy and ask questions. My signature below indicates that I fully understand the content of the policy.

\_\_\_\_\_  
Student Name (please print)

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

\_\_\_\_\_  
CCRI ID Number

\_\_\_\_\_  
Date

Bloodborne Exposure Response Committee  
Division of Health and Rehabilitative Sciences  
11/15/01

## **POLICY FOR INCIDENT REPORTING**

An “incident” is any event that is inconsistent with the educational practices of the nursing program or one in which the safety of an individual is jeopardized. It may involve an act of commission or omission.

An “Incident Report” form will be completed by the student and the instructor.

A copy of the incident report (MERS, Medical Error Reporting System) from the clinical facility should be attached. The Department Chairperson will be notified. A copy of documents will be placed in the student’s file. The original CCRI incident report must be sent to the Dean of Administration’s office.

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



**CCRI NURSING DEPARTMENT  
INCIDENT REPORT**

Student's Name \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Location Where Incident Occurred \_\_\_\_\_

Observer(s) \_\_\_\_\_

---

Nature of Incident: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Actions Taken: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Follow-Up Actions Indicated: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

\_\_\_\_\_  
Observer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty's Signature

\_\_\_\_\_  
Date

Give completed copies to Nursing Department Chairperson. The Department Chairperson will forward

**Original** to Dean of Nursing, Health and Rehabilitative Sciences

**Copies** to student's file

Approved: 9/03; Reviewed: 4/09, 3/10, 4/11; 5/12; 5/13; 7/14, 8/15

## **POLICY FOR STUDENT RECOMMENDATIONS**

Students may request written recommendation for employment from faculty. The process for writing student references is as follows:

1. Student will formally request a faculty member for a written recommendation for employment.
2. Student submits a Nursing Employment Reference Form and an addressed stamped envelope to faculty. Forms are available on-line, and in the Nursing Department.
3. Faculty mails completed form to the student or the requesting facility using the addressed stamped envelope.

Date of graduation will be verified upon request from a potential employer. No other information may be disclosed without written permission of the student.

A transcript of the academic record of a former student will be sent to a potential employer

**UPON WRITTEN REQUEST BY THE GRADUATE TO THE REGISTRAR.**

Revised:10/98;11/00;9/03;4/07;3/10; Reviewed:3/03;4/06;4/08;4/09;4/11;5/12;5/13;7/14,8/15

**COMMUNITY COLLEGE OF RHODE ISLAND**

**Nursing Employment Reference**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Clinical Supervisor: \_\_\_\_\_

Semester of Clinical: \_\_\_\_\_

\*Signature of candidate: \_\_\_\_\_

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

ATTRIBUTE/SKILL	OUTSTANDING	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE
Professional appearance				
Clinical knowledge				
Clinical competence/skill				
Communication with patients				
Ability to work as a team member				
Acceptance of responsibility				
Professionalism				
Motivation				

Additional comments:

\*\*Signature of Reference: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Position: \_\_\_\_\_

Community College of Rhode Island, Nursing Department

Phone: \_\_\_\_\_

**\*Student: This form must accompany a self-addressed stamped envelope when given to your instructor.**

**\*\*Instructor: Please return completed evaluation to the student in the provided envelope.**

Approved:4/07; Reviewed:4/09;3/10;4/11;5/12;5/13;7/14,8/15

## 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