



COMMUNITY COLLEGE  

---

OF RHODE ISLAND

Nursing Department  
Student Policy Manual  
Fall 2017

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

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## **Associate Degree and Practical Nursing Mission Statements**

### **Associate Degree Nursing**

The Community College of Rhode Island (CCRI) 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: 3/07; Reviewed: 5/12, 5/13, 7/14, 8/15, 5/16  
Revised: 8/11, 5/16

### **Practical Nursing**

The Community College of Rhode Island is the state's only public practical nursing program. 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: 5/17

## **Associate Degree and Practical Nursing Philosophies**

### **Associate Degree Nursing**

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: 4/03; Revised: 3/07, 5/16, 8/16;  
Reviewed: 5/12, 5/13, 7/14, 8/15, 5/16

### **Practical Nursing**

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 LPN is to protect, promote, and restore comfort and health throughout the lifespan.

Education as a life-long, interactive process that 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.

Practical Nursing (PN) prepares the graduate for entry into nursing practice. As a PN generalist, the PN graduate leads, manages, and provides direct care to individuals, families, and groups across various healthcare environments.

Approved: 5/17

## **Associate Degree and Practical Nursing 6 Core Organizing Concepts for Patient-Centered Care**

1. **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.
2. **Nursing judgment** is the process of applying critical thinking and scientific reasoning skills to make appropriate clinical decisions based on current best evidence.
3. **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.
4. **Professional identity** incorporates actions that reflect integrity, leadership, accountability and legal/ethical responsibility in accordance with established nursing standards of practice.
5. **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.
6. **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, 5/16

Reviewed: 5/17

## **Associate Degree and Practical Nursing 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

Reviewed: 5/17

## **Associate Degree and Practical Nursing 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

### **Practical Nursing**

1. **Patient-Centered Care:** Provide safe, evidence-based patient-centered nursing care to a diverse population in a variety of health care settings.
2. **Nursing Judgment:** Provide a rationale for judgments used in the provision of safe, quality care and for decisions that promote health of patients and their families within their community.
3. **Safety and Quality Improvement:** Implement established quality measures to improve desired health outcomes from an individual, unit and systems perspective.
4. **Professional Identity:** Demonstrate accountability for the delivery of standard-based nursing care that is consistent with legal and ethical principles.
5. **Teamwork and Collaboration:** Function effectively in collaborative relationships within the healthcare team.
6. **Informatics:** Utilize information management systems and patient care technologies to implement best nursing practices.

Approved: 5/17

# **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/nsna-code-of-ethics.html>

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, personal digital assistant (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 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; Revised: 8/16  
Reviewed: 5/12; 5/13; 7/14, 8/15; 5/16

## 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 (i.e. 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 (0) for that exam and possible disciplinary action. Please refer to the [exam policy](#) for further information.

Students found in violation will be subject to a zero (0) 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; Revised: 5/12; 5/13; 7/14; 8/15  
Reviewed: 4/11

## **CCRI'S Drugs and Alcohol Policy**

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; 5/17

## **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/advising/new\\_students/student\\_handbook/svh.html](https://www.ccri.edu/advising/new_students/student_handbook/svh.html) for further information.

Reviewed: 5/12; 5/13; 7/14; 8/15, 5/17

## 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®, Instagram®, 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.

Personal social networking sites are subject to scrutiny by prospective employers, law enforcement, and school administration. Students must be aware that statements made in personal social networking sites may meet criteria for prosecution for defamation of character, or libel, and may impact the student's professional character.

Approved: 6/23/11; Revised: 7/14; 8/15; 5/17  
Reviewed: 5/12; 5/13

## 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 the 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. If further communications is required to resolve the issue, the student can refer to the [CCRI Student Handbook's Grievance Procedure](#).
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 their CCRI email addresses only. Faculty and staff should not respond to messages sent from a personal email address.

Approved: 10/08; 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

## **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

## **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;

## **Professional/Academic/Clinical Conduct Policy**

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 Manual and follows CCRI Nursing policies and procedures as outlined in the CCRI Student Policy Manual.
  - 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 be handled in accordance with the [Clinical Attendance](#) policy.
  
2. General
  - a. Academic and clinical conduct will be consistent with the [National Student Nurse Association Code of Academic/Clinical Conduct](#).
  - 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. Services for Students with Disabilities: Any student with a documented disability may arrange reasonable accommodations. As part of this process, students are encouraged to contact the Office of Disability Services for Students as early in the semester as possible ([www.ccri.edu/dss](http://www.ccri.edu/dss)).
  - 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 are eligible 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.
  
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.

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- b. Students must be able to maintain alertness/safety and productivity in both clinical and classroom. This may necessitate making changes in a student's 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

## **Health Requirements/CPR Certification/Certified Background Check for Nursing Students Policy**

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.

**Semester 1** Nursing students should submit documentation of Health/CPR requirements to the Student Health Office and CastleBranch upon confirmation of conditional acceptance into the nursing program. Please submit all documentation with the required “[Healthcare Requirements for Health Science Students](#)” form.

In order to facilitate compliance with health records, immunizations and certifications the Nursing Department has selected CastleBranch 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. CastleBranch 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 CastleBranch 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. 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.

### **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.

*Continues on next page*

## **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. All students accepted into the Nursing Program must complete and return the Health Insurance Coverage Form ([Appendix G – Declaration of Health Insurance Coverage](#)).

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; 5/17

Reviewed: 3/10; 4/11; 5/12; 5/13; 8/15

## Challenge Examination Policy

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.

Challenge exams in the Nursing Department mimic the final examination. It may contain true/false and multiple choice questions in written form. Eligible students will be able to challenge the following courses:

- NURS 1010 – Foundations of Nursing Practice
- NURS 1061 – Pharmacology I

Students who are eligible for challenging:

- CCRI Graduates (Summer 2017 or before) that are active Licensed Practical Nurses looking to complete the Associate Degree Nurse program.
- Non-CCRI Graduates that are active Licensed Practical Nurses looking to complete the Associate Degree Nurse program.
- Students who were accepted into the CCRI Associate Degree Nurse program who are seeking a transfer of credits from a different accredited nursing school.

### Challenge Examination Procedure

1. Student must:
  - a. be accepted into Semester 1 of the Associate Degree Nurse program or meet the [LPN-to-RN Admission Guidelines](#).
  - b. contact the Level I Nursing Department Chairperson for eligibility assessment.
  - c. obtain Credit Award form from Registrar or Nursing Department's Administrative Assistant.
  - d. bring completed form with payment to the Bursar's Office.
  - e. present form on exam date (stamped by Bursar) to the faculty proctor. Exam will not be administered without a stamped form.
2. Nursing Department Administrative Assistant, after eligibility is determined, will:
  - a. schedule a date and location for examination.
  - b. provide review materials to student.
  - c. format and print exam and key.
3. Faculty Proctor, assigned by Level I Nursing Department Chairperson will:
  - a. grade the exam (pass or fail).
  - b. indicate the grade on the Credit Award Form and initial.
  - c. Submit Credit Award Form for appropriate signatures.
  - d. Return completed exam to Administrative Assistant to file in student record.
4. Level I Department Chairperson will then sign and forward the Credit Award Form to the Dean.

Approved: 4/08; Revised:7/14; 8/16; 5/17  
Reviewed: 4/09;3/10;4/11;5/12;5/13,8/15

## Exam Policy

Unit exams and quizzes may be 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. Student can then request to reschedule the exam per the [Make-up Examination Policy](#).
2. Students will assemble at the door for their campus with their CCRI student ID or other valid picture ID accessible. 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 the CCRI approved 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 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.
5. A student may request a restroom break and will be accompanied by a faculty member. Only one (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.
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, food, etc.
7. Scrap paper with a CCRI logo will be provided to all students at the start of an exam. All scrap paper must be signed by the students. 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 (0) will be assigned for the exam. Student(s) may be subject to further disciplinary action as identified in the [Honor Code Policy](#).
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](#).

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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 a unit exam, students have the opportunity to review items answered incorrectly. **No discussion will be allowed during this time.**

In the event of technical difficulty with the student's iPad or ExamSoft, the student may be required to take a paper examination. The following policy must then be followed:

1. Present your CCRI student ID or valid picture ID to the faculty/proctor. The proctor will provide the student with the paper examination and one (1) piece of official scrap paper. Student must write their name and course and section number on both the paper examination and scrap paper.
2. Upon completion of the examination or at the end of the allotted time, each student should hand in his/her examination and scrap paper to the appropriate faculty/proctor and leave the testing room promptly.
3. Faculty may ask a student to move his or her seat at any time.
4. Following a unit exam on paper, students may review their testing performance with Proctor or designee.

Approved: 9/08; Revised: 11/08; 9/10; 11/10; 4/11; 5/12; 5/13; 7/14, 12/17  
Reviewed: 8/15; 5/17

## Math Testing 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, they will be required to withdraw from the program. This will be considered one (1) attempt at the course. The student may petition the Scholastic Standing Committee for reinstatement in accordance to the [Reinstatement Policy](#).

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

- **Math Exam Test 1:** 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 following the NURS 1061 Math Exam during NURS 1010 clinical hours.
- **Math Exam 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.

### Semester 2 Courses (NURS 1020, NURS 1023, NURS 1062)

- **Math Exam 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, not-for-credit, math exam to be administered following the NURS 1062 Math Exam during NURS 1020 clinical hours.
- **Math Exam 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.

### Semester 3 Courses (NURS 2040 & NURS 2050, NURS 1063)

- **Math Exam 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, not-for-credit, math exam to be administered 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.
- **Math Exam 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.

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## **Semester 4 Courses (NURS 2060)**

- **Math Exam 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, not-for-credit, math exam to be administered by Week 2 of the semester.
- **Math Exam 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.

## **Reinstated Students**

Reinstated students who are repeating a nursing course are still required to demonstrate math and dosage calculations proficiency each semester.

- If a nursing student needs to repeat one of the Pharmacology courses (NURS 1061, NURS 1062 or NURS 1063) during any given semester, the math exam policy for the given semester (Semester 1, Semester 2, Semester 3) as listed on the previous page will remain in effect.
- Nursing students repeating a non-pharmacology course (NURS 1010, NURS 1015, NURS 1020, NURS 1023, NURS 2040, NURS 2050, NURS 2060 or NURS 2500) without concurrent enrollment in a Pharmacology course (NURS 1061, NURS 1062 or NURS 1063) will be evaluated through a not-for-credit math exam, the time and place for which will be determined by faculty. A second, not-for-credit math exam will be administered to repeating students who are unsuccessful on the first exam in meeting the minimum score required per Level 1 ( $\geq 85\%$ ) or Level 2 ( $\geq 90\%$ ) standards. 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; 5/17

Reviewed: 5/12; 8/16

## **Make-up Examination Policy**

Students are required to attend all examinations as scheduled.

When this is not possible due to a serious illness or emergency, the student must notify Lead Teacher, preferably via e-mail, prior to the scheduled examination time, explaining the reason for absence from the examination. The student should also include a phone number where they can be reached. When the student has 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. They will then contact the student following the exam to make arrangements for a make-up exam.

Students who do not comply with the above procedure may receive a zero (0) for the exam.

Revised: 10/98; 3/00; 4/06; 7/14; 12/17

Reviewed: 11/04; 4/08; 4/09; 3/10; 4/11; 5/12; 5/13, 8/15: 8/16

## Remediation 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 a unit examination grade of < 77%, a HESI score 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 the student's folder.

Approved: 7/14, Reviewed: 8/15; 8/16, 5/17

## Health Education Systems Incorporated (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 and NURP 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. Refer to [Exam Policy](#) for cases of Absence.**
- 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%	700-799 = 70%
850-899 = 90%	<700 = 60%
800-849 = 80%	

Revised: 8/16; 5/17

## Grading Policy

The grading system in the Department of Nursing 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, NURP, 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:

- 0.01 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 held on Blackboard. The designated Administrative Assistant will then download grades from Blackboard and store a grade book file in the Nursing Shared Drive.

Revised: 3/00;2/04;10/05;4/06;6/07;9/09; 5/17

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

## **Nursing Program Guidelines for Student Honors Projects**

1. To be eligible for the Honors Program, a student must have completed at least twelve (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 (15) 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 (2) or three (3) 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 fifty (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 eighty five (85), three (3) extra points brings the average to eighty eight (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

## **Associate Degree Nursing Academic Progression**

1. 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 grade point average (GPA) of 2.5 is required for graduation and for the awarding of an Associate of Science degree at the completion of the Nursing program.
5. Students entering the Nursing program may repeat only one (1) nursing course with a clinical component in the program unless all courses are withdrawn or failed within the same semester. This will include any and all attempts.
6. Students who fail a nursing course must submit documentation to the Scholastic Standing Committee (SSC) in accordance with the [Scholastic Standing Guidelines for Reinstatement](#).

\* “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; 5/17  
Reviewed:3/03;4/07;4/08;4/11;5/12;5/13;8/15;8/16;11/16

## **Practical Nursing Academic Progression**

1. Students must achieve “C” or better in NURP 1010, NURS 1015P and NURS 1061P in all Practical Nurse program courses to progress to the next semester. 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 NURP and NURS courses.
  - a. Semester I Courses: NURP 1010P, NURS 1015P, NURS 1061P
  - b. Semester II Courses: NURP 1020, NURS 1062P
  - c. Semester III Courses: NURP 1030, NURP 2500
2. Students must maintain passing status\* in both the theoretical and clinical components of each practical 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:
  - e. demonstrate satisfactory clinical performance of prior semester NURP courses with a clinical component;
  - f. attain a cumulative grade point average of at least 2.0;
  - g. Receive a “C” in all prior NURP and NURS courses.
  - h. Receive at least a “C” in BIOL 1070 and at least a “C” in PSYC 2010.
4. A minimum cumulative average of “C” (2.0) is required for graduation and for the awarding of a Diploma in Practical Nursing at the completion of the Practical Nurse program.
7. Students entering the Nursing program may repeat only one (1) nursing course with a clinical component in the program unless all courses are withdrawn or failed within the same semester. This will include any and all attempts.
5. Students who fail a nursing course must submit documentation to the Scholastic Standing Committee (SSC) in accordance with the [Scholastic Standing Guidelines for Reinstatement](#).

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

Approved: 5/17

## 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](#)). Students requiring more than 3 remediated clinical days in a given semester may be required to repeat the course, as all clinical learning objectives may not be achievable if the student cannot remediate in the clinical setting. Students at risk for course failure must meet with their clinical faculty for development of a remediation plan.

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

Revised:11/00;4/06; 8/16;11/16

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

## **Clinical Evaluation of Students Policy**

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

## 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.

Revised:05/00;11/00;04/06;7/14

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

## **Graduation Requirements**

Students should perform a Degree Evaluation: <https://www.ccri.edu/oes/runadegreeevaluation.html>  
PRIOR to graduation to track personal achievement of graduation requirements.

### **Associate Degree Nurse Program:**

- 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

Revised:4/06;3/10;5/12;7/14; 8/16

Reviewed:5/03;4/07;4/08;4/09;4/11;05/13,8/15, 5/17

### **Practical Nurse Program:**

- Cumulative GPA of 2.0
- Minimum grade of “(74.5) 75-80” in all NURP courses
- Passing grade in both the theoretical and clinical components of each nursing course

Approved: 5/17

## **Probationary Status Policy**

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 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; 5/17

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

## **LPN-to-RN Admission Guidelines**

Licensed Practical Nurses (LPNs) who desire to enter the Associate Degree Nursing Program must meet set criteria as defined by the Nursing Department. Students must follow the policy on [the LPN-to-RN Admission Guidelines](#) website that pertains to their particular academic path.

### **Withdrawal Summary Policy**

Upon a student's withdrawal from the Nursing Program, faculty to whom the student is assigned clinically will prepare a Student Withdrawal Form (See [Appendix D – Withdrawal Form](#)). 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

### **Leave of Absence (LOA) Policy**

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.
4. Military Service

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 student will be granted a maximum leave of one (1) calendar year unless otherwise negotiated with the Department Chairperson. Student must request to return to be reinstated and return is based on a space available basis.

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

## Dismissal Policy

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 required Academic Progression 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; 5/17

## Reinstatement Policy

Any time passing status is mentioned, it means theoretical grade of seventy five (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 either be asked to withdraw, depending on time of failure, or 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:
  - Reinstatement on a space available basis;
  - Reinstatement following completion of remedial course work (may include nursing courses, HEAL courses, science or math courses, etc.)
  - Denial of reinstatement with recommendation to request entry into the Practical Nursing Program;
  - 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 is eligible to repeat only one Nursing non-clinical course, with the exception of dropping/failing both Nursing non-clinical courses simultaneously during a single semester (Ex: NURS 1015 and NURS 1061 during Semester 1)
  - If only one Nursing non-clinical course is dropped/failed during Semester 1, that single class will be considered their one and only repeat attempt.
5. A student is eligible to repeat only one Nursing clinical course, with the exception of dropping/failing both Nursing clinical courses simultaneously during a single semester (Ex: NURS 1020 and NURS 1023 during Semester 2, NURS 2040 and NURS 2050 during Semester 3, or NURS 2060 and NURS 2500 during Semester 4)
  - If only one Nursing clinical course is dropped/failed during Semesters 2, 3, or 4, that single class will be considered their one and only repeat attempt.
6. The student applying for reinstatement must meet current admissions criteria.

*Continues on next page*

7. Exceptions to the repeat policy will be made at the discretion of the SSC.
8. All students awaiting admission or reinstatement into the Nursing Program must have all health records complete, up-to-date, and recorded in CastleBranch 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 policy:
  - [SSC Guidelines for Reinstatement of Students](#)

Approved: 2/02; Revised:1/03;10/03;12/05;4/06;11/07;4/08;3/10;7/14; 8/16, 5/17  
Reviewed: 4/09;4/11;5/12;5/13,8/15;

## **Scholastic Standing Committee (SSC) Guidelines For Reinstatement of Students**

The Scholastic Standing Committee (SSC) is a faculty based committee that reviews the records of nursing students who have withdrawn or not been successful for a variety of reasons to determine the best academic plan for the successful completion of their nursing program.

Students seeking reinstatement into their Nursing program must appeal in writing (electronically), by the assigned date, to the SSC Chairperson for consideration by the SSC. Reinstatement is not automatic and must be approved by the SSC.

1. The SSC must review the student's file for the following:
  - a. Student appeal for reinstatement
  - b. Withdrawal summary sheet
  - c. Clinical evaluations
  - d. Transcripts
  - e. Other pertinent data
2. Students who leave their Nursing program in poor academic standing or as a result of theoretical or clinical failure may be required to provide evidence of change and/or personal growth, which would promote successful completion of their 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
  - b. 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; 5/17

Reviewed:3/03;4/06;4/08;4/09;4/11;5/12;5/13,8/15;8/16

# Bloodborne Pathogen Exposure Policy

## 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 (See [Appendix E – Bloodborne Pathogen Waiver](#)).

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).

### *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 401-825-1122.

*Continues on next page*

3. A CCRI incident form must be filled out (See [Appendix F – Incident Report Form](#)). 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.

## **Centers for Disease Control (CDC) 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.

Revised: 5/17

Reviewed: 5/16

## **Incident Reporting Policy**

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 (See [Appendix F – Incident Report Form](#)).

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

## 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 ([Appendix H – Nursing Employment Reference Form](#)) and a **self-addressed stamped envelope** to faculty. Forms are available online in the BlackBoard shell for each semester, and in the Nursing Department.
3. Faculty mails completed form to the student or the requesting faculty 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

## 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:
    - b. Patient initials
    - c. Actual age, please add 100 to the actual age
    - d. Hospital
    - e. Medical record number
    - f. Room number
    - g. City or state
  - h. 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, HIPAA compliance, and hospital confidentiality attestations apply to this policy. Any violations will result in disciplinary action, up to and including dismissal from the program.



COMMUNITY COLLEGE  
OF RHODE ISLAND

Associate Degree Nurse Program  
Appendix A – NURS Course Progression

Suggested Course progression.

Semester P Pre-Requisite Semester			Semester 1			Semester 2			Semester 3			Semester 4		
Course Number	Course Title	Credits	Course Number	Course Title	Credits	Course Number	Course Title	Credits	Course Number	Course Title	Credits	Course Number	Course Title	Credits
BIOL 1010	Human Anatomy	4	NURS 1010	Foundations Of Nursing Practice	6	NURS 1020	Medical-Surgical Nursing 1A/1B	6	NURS 2040	Medical-Surgical Nursing II	5	NURS 2060	Medical-Surgical Nursing III	6
ENGL 1010	Composition I	3	NURS 1015	Gerontological Nursing	2	NURS 1023	Mental Health Nursing	3	NURS 2050	Maternal-Child Health	6	NURS 2500	Capstone	3
PSYC 2010	General Psychology	3/4*	NURS 1061	Pharmacology I	1	NURS 1062	Pharmacology 2	1	NURS 1063	Pharmacology III	1	BIOL 2210	Introductory Microbiology	4
Elective - Humanities or Social Sciences		3	BIOL 1020	Human Physiology	4	PSYC 2030	Developmental Psychology	3						
Total number of credits:		13/14*	Total number of credits:		13	Total number of credits:		13	Total number of credits:		12	Total number of credits:		13
									Total Pre-Requisite & In-Program Credits:					64/65*

\*PSYC 2010 is a four (4) credit course as of Fall 2017



COMMUNITY COLLEGE  
OF RHODE ISLAND

**Practical Nurse Program**  
**Appendix B – NURP Course Progression**

Semester P Pre-Requisite Semester		
Course Number	Course Title	Credits
ENGL 1010	Composition I	3
<b>Total number of credits:</b>		<b>3</b>

Semester 1 15 Week Fall Semester		
Course Number	Course Title	Credits
NURP 1010	Practical Nursing I	7
NURP 1015P	Gerontological Nursing	2
NURS 1061P	Pharmacology I	1
BIOL 1070	Anatomy & Physiology	3
<b>Total number of credits:</b>		<b>13</b>

Semester 2 15 Week Spring Semester		
Course Number	Course Title	Credits
NURP 1020	Practical Nursing II	9
NURS 1062P	Pharmacology I1	1
PSYC 2010	General Psychology	3/4*
<b>Total number of credits:</b>		<b>13/14*</b>

Semester 3 10 Week Summer Semester		
Course Number	Course Title	Credits
NURP 1030	Practical Nursing III	10
NURP 2500	PN Capstone	1
<b>Total number of credits:</b>		<b>11</b>
<b>Total Pre-Requisite &amp;</b>		

2017

*\* PSYC 2010 is a four (4) credit course as of Fall*



COMMUNITY COLLEGE  
OF RHODE ISLAND

Nursing Department  
Appendix C

**NURSING STUDENT POLICIES DECLARATION FORM**

Student Name (PRINT) \_\_\_\_\_

Social Security OR Student ID Number \_\_\_\_\_

Semester:     Fall     Spring     Summer                      Campus \_\_\_\_\_

I have received and read the Nursing Student Policy Manual.

I am aware that it is my responsibility to keep my health records complete and CPR certification current.

Further I understand that I cannot be assigned nor will I be allowed to attend a clinical practicum if my health records are deemed incomplete at any time. This is an established college policy and a requirement of affiliated agencies.

I understand immunization information will be provided to my assigned clinical agency.

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

\_\_\_\_\_  
Date

**It is recommended that you retain a copy of your health records prior to submitting the original documents to the College Health Office and CastleBranch.**

08/16 Revised



COMMUNITY COLLEGE  
OF RHODE ISLAND

Nursing Department  
Appendix D

**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    NURP 1010    NURP 1020    NURP 1030    NURP 2500

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

Approved:3/00; Revised:3/10; 5/17  
Reviewed:3/03;4/06;4/08;4/09;4/11;5/12;5/13;7/14,8/15

## Appendix E

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



COMMUNITY COLLEGE  
OF RHODE ISLAND

**Nursing Department**  
**Appendix F - 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

**Appendix G**  
**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: \_\_\_\_\_



COMMUNITY COLLEGE  
OF RHODE ISLAND

### Appendix H 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