

# **Becker College**

## **Department of Nursing Program**

### **Student Handbook**



**SPRING 2012**

## **WELCOME**

The Faculty of the Nursing Department welcomes you to the Becker College Nursing Program. We hope that this career choice will be one that you find fulfilling and rewarding.

The handbook has been compiled in order to present information relevant to your studies as a nursing student. You are responsible for knowing and understanding the policies found in this handbook. This is intended as a supplement to the policies and procedures as defined in the Becker College Student Handbook. If you have any questions about the information contained in this handbook, please ask for clarification.

The faculty reserves the right to revise policies, procedures, and curriculum at any time. If there are any changes, revisions will be distributed in writing and/or posted on the Becker College on-line course management system (Angel).

Becker College is accredited by the New England Association of Colleges and Secondary Schools.

The Associate Degree of Science in Nursing (ASN) program is approved by the Massachusetts Board of Registration in Nursing and is accredited by the National League for Nursing Accrediting Commission, Inc. (NLNAC).

Massachusetts Board of Registration in Nursing (BORN)  
239 Causeway Street, 2<sup>nd</sup> floor, Suite 200  
Boston, MA 02114  
1-800-414-0168

National League for Nursing Accrediting Commission, Inc. (NLNAC)  
61 Broadway, 33<sup>rd</sup> Floor  
New York, New York 10006  
1-800-669-1656 ext.153

## **Nondiscrimination Statement**

Becker College admits qualified students of any age, race, sex, color, handicap, religion, sexual orientation, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the college. It does not discriminate on the basis of age, race, handicap, sex, color, religion, sexual orientation, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, employment practices, athletic and other college administered programs.

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**BECKER COLLEGE**  
**Nursing Program Mission, Purpose, Philosophy and Curriculum Framework**

**Mission and Purpose**

The mission and purpose of the Nursing Program at Becker College is to provide a high-quality education that includes the knowledge and skills required for entry-level Registered Nurse practice (Associate of Science in Nursing /ASN) or a broader understanding of professional nursing practice and the foundation for graduate study in nursing (RN to BSN). This education is delivered in a supportive environment that promotes learning and fosters academic, personal, and professional growth.

**Levels of Nursing Education and Practice:**

The Becker College nursing program has two separate levels of nursing education. Graduates of both the ASN and RN to BSN programs are prepared to be well-rounded individuals, contributing community citizens, and life-long learners.

**Associate of Science in Nursing (ASN)**

The Becker College Associate of Science in Nursing (ASN) Program provides the student with the knowledge and skills essential for entry into nursing practice and success on the nursing licensure examination (NCLEX-RN). As an entry level nurse, the graduate is prepared to provide safe and effective care that promotes the health and well being of patients and families, across the life span in contemporary health care environments. This nursing care is given in collaboration with members of the healthcare team in a variety of settings according to established standards of practice. Graduates of the ASN program have acquired the foundation for nursing education at the baccalaureate level and continued professional development.

**RN to BSN**

The Becker College RN to BSN program provides the licensed Registered Nurse with a well delineated and broad knowledge base for practice as a generalist professional nurse, who can work with diverse populations in multiple practice settings. The curriculum builds upon the student's pre-licensure education. It focuses on the synthesis and application of knowledge and research from nursing, the theory, science, social science, and the humanities. This education provides the graduate with the knowledge, skills and competencies necessary for professional practice, the opportunity for career advancement, and serves as a foundation for graduate study in nursing.

## **Philosophy of the Nursing Program**

The philosophy of the Nursing Program at Becker College is congruent with the philosophy of the College and is planned within its mission of providing career-focused academic programs in a supportive learning environment. Students are encouraged to grow intellectually, socially and personally by presenting the world of knowledge, ideas and imagination in a stimulating manner. The active exchange of views among students, faculty and administration is promoted. The College and the nursing program share a commitment to the belief that an educated person should thoroughly understand an area of knowledge or practice; should possess an understanding of science, social science and the humanities, should be sensitive to ethical and moral issues; should be competent in oral and written communications; should demonstrate analytical and problem solving ability; and should have a commitment to the value of continued learning.

The philosophy of the Becker College Nursing Program is derived from the faculty's beliefs concerning the individual, environment, health, nursing, nursing education. These beliefs incorporate the core competencies for quality and safety in nursing education (QSEN) and practice as defined by the Massachusetts Department of Higher Education Nursing Initiative, Nurse of the Future (NOF) Nursing Core Competencies. The nursing program philosophy serves as the foundation for the ASN and RN to BSN curriculums.

### **Individual:**

An individual may be a single person, family, group, or community. Human diversity, cultural factors, and life experiences combine to make each individual unique. As a culturally diverse holistic being, the individual has the potential to meet his/her basic needs in today's society within the complex environment of changing knowledge, increased technology, scientific and medical advancements, and decreased human resources. Each individual is a healthcare consumer who has the right to self-direction in health and related activities. All individuals have the right to quality, individualized health care across the lifespan including the right to death with dignity.

### **Environment:**

The environment is any setting in which human interactions take place. In the practice of nursing, this would be any encounter between the nurse and an individual. Within this context, the environment is composed of and is influenced by anything capable of affecting individual health and/or the quality of interactions between the nurse and the individual. The nurse assists in creating a healing environment by collaborating with the individual, family, group, or community in establishing mutual goals that support optimal health.

### **Health:**

Health is a dynamic state-of-being that encompasses the physiological, psychological, socio-cultural, developmental, and spiritual dimensions of an individual's life. An individual's state of health is multi-dimensional and ever changing, ranging from high-level wellness to extreme illness and impending death. The meaning of health is different for each individual dependent upon cultural and psychosocial influences. The goals of nursing related to health are to promote, restore, and maintain health, prevent disease, and support a peaceful death.

**Nursing:**

Nursing is an art, a science, and a caring humanistic service that assists the individual, families, groups, and communities to meet their unique health needs. Nursing is rooted in caring and its connections to others. To effectively deliver safe and effective, quality care the nurse needs clinical nursing and communications skills, as well as, the ability to establish and maintain interpersonal relationships. Nursing is practiced with quality assurance, as well as attention to personal, ethical, legal, and regulatory accountability. The Becker College nursing faculty is dedicated to the belief that the practice of nursing is operationalized through the use of nursing process, by planning care in conjunction with patients, and practicing within the scope of nursing practice.

**Nursing Education:**

Nursing education is a systematic, interactive, continuous learning process in which changes occur in critical thinking, attitudes, and behaviors of the student. Nursing education provides the student the opportunity to acquire the necessary knowledge, skills, and attitudes to enable the nurse to be a qualified, safe, and competent practitioner. The nursing educator serves as the facilitator of the student's education through defined learning outcomes, didactic and clinical instruction, support, role modeling, and frequent evaluation. The student brings a willingness to learn along with accountability for their education to the teaching-learning process. Throughout this process, in an environment conducive to learning, professional identity, nursing judgment, a spirit of inquiry, and a commitment to life-long learning are developed.

## Curriculum Framework

Conceptually, the nursing faculty's educational beliefs are centered on a curricular framework that blends the concepts in the nursing program philosophy, which are based upon the paradigm of nursing (individual, environment, health, nurse, and nursing education), as defined by the nursing faculty, and principles from the natural, social, and applied sciences, and humanities to achieve the ASN and RN to BSN program outcomes.

The Becker College nursing program curriculum incorporates the core competencies for quality and safety in nursing education (QSEN) and practice as defined by the Massachusetts Department of Higher Education Nursing Initiative, Nurse of the Future (NOF) Nursing Core Competencies into the ASN and RN to BSN curriculums. The core competencies used to establish the Becker College Nursing Program outcomes are:

1. Patient Centered Care
2. Teamwork and Collaboration
3. Evidenced-Based Practice
4. Quality Improvement
5. Safety
6. Informatics and Technology
7. Professionalism
8. Leadership
9. System-Based Practice
10. Communication

The Becker College Nursing Education Unit Outcomes define the competencies necessary for safe and effective contemporary nursing practice across the life span. In each nursing course the specific theory, lab, and clinical practice learning outcomes are developed from the Becker College Nursing Education Unit Outcomes. Achievement of the individual course learning outcomes leads to the achievement of the defined Becker College Nursing Education Unit Outcomes.

### References

Massachusetts Department of Higher Education Nursing Initiative (2010). Nurse of the Future Nursing Core Competencies.

[http://discussions.nursingworkforcecenters.org/attachment.aspx?file=upload/3382\\_NurseofFutureCompetencies2010FINAL%5B1%5D.pdf](http://discussions.nursingworkforcecenters.org/attachment.aspx?file=upload/3382_NurseofFutureCompetencies2010FINAL%5B1%5D.pdf)

National League for Nursing, (2009). *NLN Educational Competencies Model for Graduates of Nursing Programs*.

Quality and Safety Education for Nurses, Quality and Safety Competencies for Nurses, Retrieved from <http://www.qsen.org/competencies.php>

For general college policies, students are asked to refer to the Becker College student handbook and current college catalog.

<b>Becker College ASN Nursing Curriculum Plan</b>					
<b><i>Freshman Year</i></b>					
<b><i>Semester I</i></b>			<b><i>Semester II</i></b>		
<b><i>Credit Hours*</i></b>			<b><i>Credit Hours *</i></b>		
BIOL2503	Anatomy & Physiology I	4	BIOL2502	Microbiology	4
ACAD1001	First Year Experience	2	BIOL2504	Anatomy & Physiology II	4
NURS1103	Health Assessment Theory/Class 2.5 Lab/Clinical Practice .5	3	NURS1105	Nursing II Theory/Class 5.0 Lab/Clinical Practice 5.0	10
NURS1104	Fundamentals of Nursing Theory/Class 2.5 Lab/Clinical Practice 1.5	4			
ENGL1001	English Composition	3			
<b>Semester Credits</b>		<b>16</b>	<b>Semester Credits</b>		<b>18</b>
<b><i>Sophomore Year</i></b>					
<b><i>Semester I</i></b>			<b><i>Semester II</i></b>		
<b><i>Credit Hours*</i></b>			<b><i>Credit Hours *</i></b>		
INFO1001	Technology and Society	3	ENGL1003	Writing About Literature	3
NURS2201	Nursing III Theory/Class 5.0 Lab/Clinical Practice 5.0	10	NURS2202	Nursing IV Theory/Class 5.0 Lab/Clinical Practice 5.0	10
PSYC1001	Introduction to Psychology	3	NURS2205	Nursing Seminar	2
PSYC1107	Human Growth & Development	3	SOC1101	Introduction to Sociology	3
<b>Semester Credits</b>		<b>19</b>	<b>Semester Credits</b>		<b>18</b>
<b><i>Total Program Credits</i></b>					<b>71</b>

**\*Nursing course credit hours/clock hours are equated as follows:**

Theory/classroom: 1:1 (one credit hour = one classroom hour)

College Lab/Clinical Practice: 1: 3 (one credit hour = three hours in the college lab or clinical practice setting)

All co-requisite courses must be taken as scheduled in the Becker College ASN program curriculum plan. Progression in nursing courses is denied when pre-requisites and/or co-requisites have not been completed.

This program is offered in a format which allows students to continue working full-time while attending classes on a full-time or part-time basis. Admission to this program requires a valid Massachusetts RN license. Additional admission requirements are detailed at <http://www.becker.edu/pages/1128.asp>

<b>Becker College Bachelor of Science in Nursing (RN to BSN)</b>					
<b>Year One Session 1</b>		<b>Credit Hours</b>	<b>Year Two Session 4</b>		<b>Credit Hours</b>
NURS3001	Philosophical & Theoretical Foundations of Nursing Practice	3	NURS4001	Nursing in a Global Society	3
NURS3302	Complementary/Alternative Modalities	3	NURS4002	Independent Practicum I (Clinical component: 1 day per week)	3
PHIL3300	Medical Ethics	3	ENGL2003	Public Speaking	3
INFO1001	Technology and Society	3	NURS	Elective (Nursing)*	3
		<b>12</b>			<b>12</b>
<b>Session 2</b>		<b>Credit Hours</b>	<b>Session 5</b>		<b>Credit Hours</b>
NURS3101	Health & Physical Assessment of Individuals and Families (Lab component)	4	NURS4101	Professional Nursing Seminar	3
NURS3003	Applied Pharmacology	3	NURS4003	Independent Practicum II (Clinical component - 1 day/week)	3
MATH2200	Statistics	3	NURS	Elective (Nursing)*	3
HUMN	Elective	3			<b>9</b>
		<b>13</b>			
<b>Session 3</b>		<b>Credit Hours</b>	<b>Session 6</b>		
NURS3100	Research in Nursing	3			
NURS3102	Business in Nursing	3			
HUMN3100	Intercultural Communications	3			
HUMN		3			
	Elective	<b>12</b>			
				<b>Total Credits</b>	<b>58</b>
				<b>Total Program Credits</b>	<b>129</b>

**\*Nursing Electives**

- NURS4401 – Advanced Holistic Nursing Practice
- NURS4402 – Nursing Leadership and Politics
- NURS4403 – Professional Nurse as Educator
- NURS4404 – Disease Prevention

## **Nursing Program Learning Outcomes**

### **Associate of Science Degree in Nursing (ASN)**

Upon completion of the Becker College Associate Degree nursing program the graduate is prepared to:

1. Integrate principles from natural, social, and applied sciences, nursing, and humanities' into the clinical decision making process in order to effectively manage care and promote the health of patients across the lifespan.
2. Utilize critical thinking to evaluate current clinical practice versus evolving evidenced-based nursing practice to improve the quality of care for patients, families, and community.
3. Establish effective nurse patient and interdisciplinary relationships in order to advocate for and promote the personal growth of patients and families.
4. Communicate appropriately with individuals, families, and health care team members to promote patient satisfaction and achieve defined health care outcomes.
5. Evidence integrity, responsibility, ethical practices, caring, and advocacy while providing safe, quality, quality, evidenced-based nursing care to diverse patients within a family and community context.
6. Use technology to communicate, manage information, minimize error, and support decision making.
7. Deliver safe and accurate nursing care adapted to the specific life-dimensions of patients and families.
8. Explore appropriate models and frameworks in nursing practice to promote health, reduce risk, and prevent disease for individuals, families, and communities.
9. Practice within the parameters of the nursing profession, integrating all available resources within an atmosphere of mutual respect and shared accountability to enhance the attainment of patient outcomes.
10. Adapt the delivery of nursing care to the resources of the healthcare setting, as well as the unique needs of the patient, family members, and significant support persons.

### **RN to BSN**

Upon completion of the Becker College Bachelor of Science Degree in nursing program the graduate is prepared to:

1. Synthesize theoretical and empirical knowledge from natural, social, applied sciences, nursing theory, and humanities into the clinical decision nursing process in order to effectively manage care and promote the health of patients, families, and communities.
2. Analyze research and evidenced-based nursing practice to create and provide individualized solutions to nursing clinical practice problems.
3. Collaborate with patients, families, colleagues, and community agencies to meet the emerging health needs of individuals, families, communities, and diverse populations.

4. Communicate with patients, families, communities, diverse populations, and health care team members to foster health promotion, health care access, patient satisfaction, and achieve defined health care outcomes for individuals, families, communities, and diverse populations.
5. Evidence professionalism by exam to improve care by consistently practicing with integrity, ethical responsibility, advocacy and caring, while providing safe, quality, evidenced-based nursing care to diverse patients, families, and communities.
6. Effectively use technology to communicate, manage information, minimize error, and support decision making to achieve healthcare outcomes for individuals, families, communities, and diverse populations.
7. Create and deliver safe and effective evidenced-based nursing care designed to improve the health and well-being of individuals, families, and communities.
8. Use data, models, and frameworks in nursing practice to promote health, reduce risk, and prevent disease for individuals, families, and communities.
9. Demonstrate leadership by example to improve care by influencing the behavior of individuals or groups of individuals within their environment in a way that facilitates the establishment and acquisition/achievement of shared goals.
10. Collaborate with the healthcare team to assist individual, families, communities, and diverse populations to achieve defined healthcare outcomes in a safe, effective, culturally competent, and cost effective manner.

## **Assessment of Program Educational Outcomes**

The ASN and RN to BSN Program Educational Outcomes are evaluated via the following methods:

### **ASN**

1. First-time performance on the NCLEX-RN
2. Employment within 6 months following graduation.
3. Graduate satisfaction with nursing program's preparation for clinical practice.
4. Employer evaluation of graduate performance.

### **RN to BSN**

1. Employment in a position requiring a baccalaureate degree in nursing.
2. Admission to graduate nursing program(s).
3. Attainment of certification in area of clinical practice, post graduation.
4. Graduate satisfaction with nursing program's preparation for clinical practice.
5. Employer evaluation of graduate performance.

## **Eligibility for Licensure**

Students need to consider the following in anticipation for licensure at the completion of the nursing program:

In the Commonwealth, Massachusetts Laws (MGL) Chapter 13, section 13, 14, 14a, 15 and 15D and Chapter 112, section 74 through 81 C authorize the Board of Registration in Nursing to regulate nursing practice and education.

Pursuant to these laws, the Board issues licenses to qualified individuals. Effective January 1, 2000, because initial nurse licensure applicants must be in compliance with the Board of Registrations Determination of Good Moral Character specified in Chapter 112 74, 74A, and 76, applicants to the Becker College Nursing Program must meet this Massachusetts licensure requirement.

The Board has the authority to deny nursing licensure to an individual who has been found guilty of committing a felony or an act that does not conform to the accepted standards of the nursing profession. A copy of this law may be requested from the Massachusetts Board of Registration in Nursing, Government Center, and Boston, MA 02202.

## **CORI and SORI Check**

In view of the licensure eligibility requirements for Massachusetts, all students in the Becker College Nursing Program must submit to a Criminal Offenders Record Investigation (CORI) and Sex Offender Registry Information Act (SORI) upon admission to the Program. The CORI and SORI may be repeated at intervals during the program, as clinical agency contracts require.

Any student whose **CORI** or **SORI** reflects conviction of certain offenses will be ineligible for placement at a clinical agency and furthermore, may exclude an individual from nurse licensure in Massachusetts, in accordance with Board Licensure Policy. Therefore, if there is a finding of an offense when the CORI or SORI is completed, the student may be unable to participate in a clinical assignment. Participation in planned clinical experiences throughout the curriculum is required; however, acceptance into the course or program does not guarantee placement in a clinical agency.

Misdemeanor and felony convictions, and discipline by a licensure/certification body are evaluated by the Board of Registration in nursing to determine licensure applicant compliance with the “good moral character” licensure requirement established in the Massachusetts General Laws, Chapter 112, section 74 and 74A.

## **Drug Testing**

As a result of some clinical affiliation requirements, clinical students are required to have a comprehensive “10-Panel” urine drug screen with results provided to the Becker College Student Health Center and assigned clinical site prior to the beginning of their clinical work. Permission for release of results must be authorized, if required, to the assigned clinical site. If the student’s drug screen is positive, the student must submit written proof of a prescription for the appropriate medication prior to beginning clinical. Failure to disclose any of this information will prevent students from attending clinical and the completion of the course, which will result in dismissal from the nursing program. Students who are not cleared for clinical will not be eligible for readmission into the Becker College nursing program.

## **Academic Honesty**

Refer to the Becker College Academic Catalog and policies posted at <http://www.becker.edu/pages/225.asp> . Compliance in accordance with the academic honesty policy is mandatory. Disciplinary action may lead to dismissal from the college, regardless of a student’s academic standing

Students in the Becker College Nursing Program should be aware that the policy on Academic Honesty extends into the clinical, lab, and classroom setting. Students are required to be truthful in all actions, communication, and documentation. Sharing of academic information that is meant to be confidential will not be tolerated; (e.g., test questions, ATI log-on or passwords). Electronic communication devices such as cell phone, pages, or recording devices must be turned off except with the permission of the clinical faculty member in attendance to use **ONLY** for .applications for patient delivery. **NO** photographs should be taken during any Becker College nursing program assignment.

Students in the Becker College Nursing Program who do not adhere to the policy concerning academic honesty in the classroom, college laboratory, and /or the clinical setting will face disciplinary actions up to and including dismissal from the nursing program.

### **Becker College Nursing Program Academic Support:**

The nursing major is a rigorous program of studies that requires a high-degree of motivation and self-direction. Students are encouraged to contact the Center for Collaborative Learning (CLC) to explore academic support resources available. Go to [www.becker.edu](http://www.becker.edu) and search “CLC”, or send an email to [clc@becker.edu](mailto:clc@becker.edu) for more information.

Academic support for nursing courses is provided through the use of ATI (Assessment Technologies Institute). The ATI Comprehensive Assessment and Review Program (CARP) is utilized within the nursing program to assist in student learning. The ATI CARP program is a combination of books, on-line learning modules, and NCLEX style practice tests designed to help prepare the student with test taking skills and content mastery. Students are introduced to this program at the beginning of the nursing program. Questions about using the ATI CARP program can be directed to the nursing course coordinator or Margery Orr, DNS, RN, Nursing Education Specialist ([margery.orr@becker.edu](mailto:margery.orr@becker.edu) or 508-373-9781).

In addition to the ATI CARP program all course textbooks have online support (Evolve). The numerous Evolve resources augment classroom learning and provide students with content reinforcement and strengthening of critical reasoning. Throughout the semester students have the opportunity to attend scheduled face to face course specific nursing concept enrichment sessions. Each nursing course Angel website has a discussion forum for students to post questions to clarify concepts and improve critical reasoning.

### **Academic Advisement**

Academic advisors are assigned at the beginning at each semester. The student is responsible for acquiring their academic advisors’ name from the Becker College’s Insite system. Advisors provide academic guidance in program related issues.

## Classroom, Lab, and Clinical Policies

Students are expected to adhere to the Becker College policies. Any student dismissed from clinical or lab due to non adherence will be required to make the time up at their expense.

### Attendance Policies

“All students are expected to be regular in attendance at all classes, as absence is considered an unfulfilled obligation.” College commitments take precedence over any other engagement, including employment. Absence for any reason does not relieve the student from the responsibility of completing all assigned work (Refer to *Becker College Academic Student Handbook* and the *Becker College Academic Catalog* (<http://www.becker.edu/pages/224.asp> )

Nursing course learning outcomes cannot be met successfully without completing assignments as scheduled. In the event of an absence, the nursing department will determine the requirements needed to meet the course learning outcomes. When a student misses one scheduled College lab, clinical practice, or clinical observation within the course, the student will be issued a warning/incomplete or withdrawal from the course may result. (See College Lab/Clinical Practice/Observation Attendance Policies section) Nursing course learning outcomes cannot be met successfully without completing assignments as scheduled. A student who is absent 10% or more in a nursing course that includes theory/class, clinical lab, and clinical experience, WILL be withdrawn from the nursing program and given a grade of C- or grade earned , if grade lower at the time of dismissal. Absence from college lab and clinical experiences are considered when calculating the total amount of absence from a nursing course. If the student has any outstanding absences at midterm, the student may be issued a grade of F at midterm. A student who does not complete the necessary course requirements will be issued a FAILURE for the course.

Students are responsible for any missed course material; for example, lab content prior to clinical experience.

**Children of any age are not allowed in the classroom, clinical laboratory or clinical agencies.**

### Class/Theory

1. Attendance at every scheduled nursing class is required. Any absence should be reported to the Course Coordinator and Nursing Department at 508-373-9755 prior to the scheduled class.
2. Students are expected to sit for all exams/quizzes as scheduled. In the event of an absence from an exam/quiz, it is the student’s responsibility to contact the course coordinator prior to the scheduled time of the exam which is usually administered within 24 hours of student return. A missed exam/quiz must be made up. **The maximum grade that can be earned for a make-up examination is the minimum numerical pass grade for that particular nursing course.** Students may submit a petition to the course coordinator within one week for a situational review by faculty to be awarded the grade earned.

### **College Lab/Clinical Practice/Observation:**

1. Attendance is required.
2. The student is placed on Department of Nursing Warning after an absence. If a student is absent from clinical or lab within a twenty-four hour period prior to an exam, he/she will be required to make up the absence. The student will be required to pay Becker College for this clinical/lab makeup.
3. A notice for clinical make-up may be issued when clinical is canceled for unforeseen reasons.
4. In the event that a student must be absent from the scheduled college lab or clinical, the following steps should be taken prior to the absence:
  - The student must call the Becker College Nursing Program (508) 373-9755 to report the absence to the nursing program. It is permissible for the student to leave a message on the nursing program answering machine.
  - The student **must** call the college lab or clinical faculty; according to the individual faculty's instructions.
5. **No call or No Show:** Failure to notify the clinical instructor, coordinator, or department of an absence from a scheduled lab or clinical assignment will result in a clinical/lab warning. In the event of a second offense at **anytime during the nursing program**, the student will be immediately withdrawn from attending scheduled clinical or lab experience pending Nursing Department evaluation. Outcome may result in remediation or termination from the course.
6. Students may be required to reimburse the college for a clinical or lab makeup at a rate of \$10.00/hour. This includes absences resulting from dismissal for unpreparedness. Students will be billed individually and will pay in advance with a money order payable to Becker College, no personal check or cash will be accepted. Payments are to be submitted to the Becker College Nursing Department Administrative Assistant.

## Professional Conduct

The Department of Nursing reserves the right to discipline a student (i.e. academic warning, suspension or dismissal) in the program who demonstrates unprofessional conduct within the context of the academic program.

A nursing student will:

- Comply with the American Nursing Association (ANA) Standards of Nursing Practice (Appendix J).
- Student will address the faculty with the academic title and sur name within the nursing program; e.g., lecture, clinical, and lab settings.
- Interact respectfully with patients, faculty, staff and peers.
- Demonstrate nursing care based on ethical and legal standards of practice.
- Comply with all policies and procedures of the clinical agencies.
- Adhere to all policies contained within the *Becker College Nursing Student Handbook*.
- Assume personal and professional accountability for providing nursing care reflective of the *Patient Bill of Rights (Refer to [http://www.cc.nih.gov/participate/patientinfo/legal/bill\\_of\\_rights.shtml](http://www.cc.nih.gov/participate/patientinfo/legal/bill_of_rights.shtml) )*
  - Submit written assignments on time and according to established faculty guidelines.
  - Actively participate in pre- and post- clinical conferences.
  - Practice nursing care with quality assurance.
  - Demonstrate learned nursing skills competently.

Unprofessional behavior includes, but is not limited to:

- verbal and/or physical abuse
- bullying behavior as defined: <http://www.doe.mass.edu/bullying/#8>
- insubordination
- drugs or alcohol use
- behavior that threatens the safety of a patient, another student, a faculty member, or other health care provider

Refer to [www.mass.gov/dph/boards/rn](http://www.mass.gov/dph/boards/rn) : GOOD MORAL CHARACTER  
LICENSURE REQUIREMENT INFORMATION SHEET

Becker College nursing students are expected to protect and maintain patient's confidentiality at all times; e.g. Health Insurance Portability and Accountability Act (HIPPA). Nursing students will maintain high professional standards, including being physically, intellectually, emotionally, and academically prepared when caring for patients.

## Personal Appearance

**Uniform Policy:** A student nurse should appear as an excellent example of personal cleanliness and immaculate grooming especially when in uniform. It is expected that Becker College nursing students will at all times present themselves in a manner that represents a positive, professional student.

Adhering to a dress code is essential because it promotes patient safety and comfort, medical asepsis, and compliance with regulatory standards in clinical and laboratory settings. All Becker College nursing students will adhere to the Nursing Program dress code. The uniform should not be worn in combination with street clothes. Failure of any student to adhere to the dress code will result in dismissal from the clinical or college lab setting for that day. Failure to comply with the dress code may lead to a warning or course dismissal.

## Becker College Nursing Program Dress Code:

### 1. **Clinical and College Lab Setting (Becker College Laboratory setting, hospital, nursing home, ambulatory care facilities, etc.):**

- **Uniform:** Students must wear a clean and ironed Becker College royal blue scrub with a Becker College school patch, on left shoulder, and name pin (first and last name and designation of student nurse (S.N.)); order at Becker College bookstore. A clean white ironed lab coat with school patch, on left shoulder, should be worn when not providing direct patient care. Additional identification required by the clinical facility may be required. The student uniform represents Becker College and should be only worn during Becker College Nursing Program experiences. During winter months students may wear a white cotton long sleeve shirt/top under royal blue scrub top.
- **Shoes and Stockings:** Students must wear clean and polished white shoes or leather sneakers and stockings. **Shoes that are not acceptable:** Cloth or mesh sneakers, canvas shoes, backless clog, Crocs, or open-toe shoes.
- **Accessories:** Stethoscope and sphygmomanometer, watch with second hand, penlight, bandage scissors, Kelly clamp and black pen are all considered to be essential to nursing practice; therefore, all students must wear/bring them to the clinical setting and college lab at all times, unless otherwise advised.
- **Hair:** Hair should be neat and clean, off the collar and face, and secured to prevent contact with patients. Elaborate hair ornaments and extraordinary hair colors and styles are not permitted. Males must be clean-shaven or have a neatly trimmed beard and mustache. Mustache length must allow for visibility of the upper lip.
- **Jewelry:** Minimal. Because jewelry can be hazardous in the clinical area due to bacteria or injury, students will refrain from wearing elaborate jewelry or anything more than one simple unadorned ring and **one pair of simple stud earrings**. Plain wedding bands are permissible. **No bracelets, necklaces, visible body piercing accessories, jewelry in the nose, lip, tongue, or other sites on the face will be allowed in the clinical setting.** Students will be dismissed from clinical if they fail to abide by this policy.
- **Tattoos/Body Art:** All visible tattoos or body art must be covered in the clinical or lab settings.
- **Fingernails:** Nails must not extend beyond the tips of the fingers. Artificial nails/nail jewelry are prohibited as they may contribute to the transmission of infections. Clear polish is acceptable. A student who does not adhere to this requirement will be dismissed from clinical that day.
- **Make up:** Make up should be used with discretion. No fragrance in any form is acceptable.
- **Gum:** Gum chewing is not appropriate in any clinical setting. Time lost will be made up per policy.
- **Tobacco:** Student nurses are not to smoke or use smokeless tobacco (chew) when in uniform and/or at their clinical rotations. A patient, staff or instructor complaint of tobacco odor will result in dismissal from clinical that day. Time lost will be made up per policy.

2. **Clinical or College Laboratory Settings where Uniforms Are Not Required:** Students are required to wear; unless otherwise stated by instructor for specific facilities requirements, a clean and ironed lab coat with name tag over appropriate professional attire (e.g., no jeans, cropped tops, or Capri/short pants, tight pants, tee shirts, bare feet, or sandals). The Becker College name pin and Becker College or clinical facility identification must be visible.

**Cellular phone usage:**

Cellular phone and texting is forbidden during clinical assignment. Electronic or cellular applications pertaining to nursing care assistance may be used with the permission of the students' clinical faculty.

**Use/Abuse of Substances:**

Students are expected to come to the clinical area free of alcohol and drugs, which will impair their behavior, and to maintain that status during the clinical day. Impaired behavior is unacceptable and may be cause for dismissal from the program. If the student removes any drugs from the clinical area or illegally obtains any legal or illicit drugs or alcohol; he/she will be removed immediately from the clinical area. These situations will be reviewed by faculty, the clinical agency, and select college administrators to determine continuing student status in the program and colleges.

**Clinical Assignments and Evaluation**

Throughout the nursing program, the nursing student will be involved in clinical settings. NURS1104, NURS1105, NURS2201, and NURS2202 all have a clinical component. In regard to the clinical component of each course students should be aware for the following:

1. Clinical placements/sites are arranged by the nursing department.
2. Due to the large number of nursing programs in the Central Massachusetts area clinical experiences can take place from 6 am to 11 pm, including weekends.
3. Clinical sites are typically within 25 mile radius of the Worcester campus (61 Sever Street); however from time to time it may be necessary for students to travel a greater distance for a clinical experience. Students are responsible for arranging their own transportation to and from the assigned clinical site.
4. Clinical assignments (day, time, and location) are developed by the course coordinator according to the availability of clinical sites, academic schedule of the student (enrollment in co-requisite nursing courses) and the learning needs of the student, as identified by their academic and clinical performance in the program to date.
5. The nursing department will not accept or guarantee any student a particular day, time, or location for clinical placements.
6. Students are required to complete the on-line state wide Central Clinical Placement (CCP) nursing student orientation once per year. Students should print and keep a copy of their completion record with them during their clinical experiences.

Students may not interface with their patient or other patients unless faculty is present in the facility and aware of the student's activities. Students must leave the clinical facility after post conference. Students will not remain in the clinical unit for any reason after faculty has left for the day.

Each student assumes the responsibility of being thoroughly prepared for his/her clinical assignment. The nursing faculty determines when a student's preparation is not adequate for safe and effective practice, will issue a clinical warning, will cancel the student's patient assignment, and will dismiss the student for the clinical day. **Refer to Report of Unsafe or Unsatisfactory Clinical/College Lab Performance section.**

When a student is physically or emotionally unprepared to function for the day, the student is dismissed from the clinical area. The student is required to meet with the Director of Nursing prior to returning to the clinical area.

Each student is responsible for completing the clinical self-evaluation and skills booklet prior to meeting with faculty for their clinical evaluation. The Student Portfolio (Appendix K) must be brought to the clinical evaluation for each nursing level clinical instructor to evaluate.

### **Medication Administration Policy**

Nursing students must demonstrate proficiency in mathematics to qualify for medication administration. Students must pass a proficiency in mathematics for medication administration exam in all courses with a clinical component that involves medication administration. No student will be allowed to administer medications in the clinical setting until this exam is passed with a grade of 85% or higher. A failure in the third test will result in the inability to administer medications in the clinical area. This inability to administer medications in the clinical setting will result in a clinical failure. See Appendix A for policy.

### **Medication Error Policy**

Clinical experience in nursing includes the ability to administer medications in a safe and timely manner. Please refer to the Medication Error Policy in Appendix B when an error occurs. Please refer to Medication Error Report in Appendix C for the documentation required to report the medication error.

### **Course Sequence**

All courses must be taken according to the curriculum plan outlined in the Becker College catalog. General education courses must be taken either according to sequence or in advance of the sequence as specified in the curriculum plan. **All co-requisites courses must be taken as scheduled in the Becker College ASN program curriculum plan. Progression in nursing courses is denied when pre-requisites and/or co-requisites have not been completed.**

A student should not withdraw from a science course and complete it after the semester in which it is a co-requisite. **Students who fail to complete co-requisite science courses with a passing grade of "C" will be withdrawn from the nursing program.** All sciences must be completed with a grade of "C" or better before consideration of readmission to the nursing program.

## **Promotion and Progression in the Nursing Program**

### **\*Nursing Program Grading System**

<b>A</b>	93-100	<b>B-</b>	80-82	<b>D+</b>	67-69
<b>A-</b>	90-92	<b>C+</b>	77-79	<b>D</b>	63-66
<b>B+</b>	87-89	<b>C</b>	73-76	<b>D-</b>	60-62
<b>B</b>	83-86	<b>C-</b>	70-72	<b>F</b>	Below 60

1. In order to progress in the Nursing Program, students must:
  - a. attain a minimum final grade of at least “C” in Anatomy and Physiology I and II and Microbiology.
  - b. attain a minimum semester grade point average (GPA) of 2.0.
  - c. achieve both a Pass in the clinical and lab component and a minimum course grade (or better) in the theory component of each nursing course.
  - d. pass the proficiency in mathematics for medication administration competency exam with a grade of 85% or better as part of Nursing I, II, III and IV (Refer to Appendix A).
  - e. successfully pass medication and lab competencies for all courses.
2. Recognizing that nursing program graduates must pass the NCLEX-RN exam in order to practice nursing, nursing students must achieve a minimum grade of 77 in order to pass the course successfully and complete the nursing program. If a course grade is not achieved, a course grade of C or the grade earned will be issued. In the event that a student does not achieve a grade of 77 or above, the student will be deemed to have failed the course. If a student fails a nursing course, removal from the major of nursing will take place. (Refer to section: Readmission to Nursing Program).

In all nursing courses there is no provision for a retake on any exam including the final.

## **Assessment Technologies Institute, Inc. (ATI) Policies**

The nursing program uses Assessment Technologies Institute (ATI) to support the nursing curriculum. ATI textbooks, online learning activities, and practice and predictor exams are incorporated into the nursing curriculum. Through the use of ATI educational materials students' knowledge and critical thinking skills are strengthened. Both ATI practice and proctored exams are used to evaluate students' progress at identified intervals in the nursing program. Students are not permitted to share ATI log on codes and passwords (See Academic Honesty section). Students are required to adhere to the following course specific ATI Required Assignments and Testing Policies.

### **Practice/Targeted Exams**

1. Achieve the minimum benchmark score (**75%** NURS1104; 90% NURS1105, NURS2201, and NURS2202) on all the ATI assigned practice exams without provided rationales on or before the published deadline. The nursing course syllabus will detail the specific practice exams that must be taken and the deadline date and time for completing the assignment(s).
2. Any assignment completed **after** the deadline date and time published in the course syllabus will be considered as **not** completing the assignment and the student will **not** be given credit for completing the assignment.

### **Proctored Exam:**

1. Students may be asked to provide a valid photo I.D. (i.e., state issued driver's license or I.D.).
2. Achieve a minimum benchmark score on the course specific ATI proctored exam(s). The course syllabus will detail the course specific ATI proctored exam(s) and the minimum benchmark score that must be achieved. Students will have **only two attempts** to achieve the minimum benchmark score on the course specific ATI proctored exam(s). The nursing course syllabus will detail the scheduled dates for the required ATI proctored exam(s).
3. **Students who DO NOT meet or exceed the minimum benchmark score on the course specific ATI proctored exam(s) by the scheduled date, before the final course exam will fail the course.** Then the student will receive a course grade of "C-" and; therefore, will **not** be allowed to take the final course exam. If the theory grade earned is lower than a "C-", then that grade will be submitted as the nursing course grade.

### **Remediation Plan:**

#### **It is highly recommended that every student:**

1. **Create and complete a focused, individualized remediation plan** following the first attempt on every ATI practice exam. This does not have to be submitted, but should be retained for personal use in the student's portfolio.
2. Wait a minimum of 24 hours, to work on remediation prior to retaking an assigned ATI practice exam.
3. Use the Nurse Logic and Nurse Learning tutorials to strengthen knowledge, critical reasoning, and test taking skills.

## **Grading:**

1. Assignments are graded on a pass fail basis. Students must complete all of the ATI assignments and achieve the benchmark scores on the practice and proctored exams as detailed previously in this policy.
2. Three (3) additional points will be added to the final course grade for students who meet **all** of the following criteria, plus any additional course requirements. The student:
  - A. Adhered to the assigned Practice/Targeted exam schedule
  - B. Achieved or exceeded the minimum benchmark score on the assigned **Practice/Targeted** exams by the published deadlines. (Please note: ATI time is recorded on central time and the course time is eastern time)
  - C. Achieved or exceeded the minimum benchmark score on the required ATI RN **Proctored** exam(s).
  - D. Received a nursing final exam grade of 77% or higher.
  - E. Achieved a final course average of 77% or higher.

## **Nursing Course Exams**

1. All nursing information included on the course syllabus and assigned textbook content is testable on all nursing exams.
2. Nursing exams will be administered under NCLEX like conditions, present a valid identification photo upon request; and, only the exam, Scantron answer key, and #2 pencils on the desk. If permitted, only a Becker College calculator may be used. All personal belongings, except #2 pencils, will be removed from student's testing area (e.g., book bags, hats, turned off cell phones, food, beverage, and gum); however, they will be in view of the student.
3. For test security and integrity, nursing final exams will not be reviewed with any students.
4. Exam content discussion should only take place with the Nursing Course coordinator or their designee. Otherwise, this violates academic honesty and dismissal from the program may result (Refer to academic honesty section).

## **Nursing Academic Warning Criteria**

Students are responsible for tracking their academic progress. Students who are identified by the Nursing Department Faculty as at risk for failing a nursing course may be notified by the Director of Nursing.

## **Clinical Failure Guidelines**

All students must achieve passing status in the clinical component of nursing courses containing a clinical component. The criteria for achieving passing clinical and lab grade is detailed in the nurse course syllabus

In the event that a student fails the clinical component in any of the nursing courses, the student will receive a grade of "C-" for the entire course. If their theory grade earned is lower than "C-", then that grade earned is submitted.

## **1. 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 exhibited by the student:

- a. Failure to be emotionally, physically, and mentally prepared to provide safe and effective patient care.
- b. Failure to prepare for clinical assignments by not obtaining sufficient data as to patient's diagnosis, needs, and nursing care.
- c. Failure to submit the required assigned paperwork (e.g., clinical prep sheets, care plans) by the assigned due dates.
- d. Failure to accurately assess, determine significance of, and/or promptly report changes in patient's physical and/or emotional status to appropriate resource people.
- e. Failure to provide nursing care, which may be required to stabilize a patient's condition or prevent complications, congruent with knowledge base derived from previous and current learning.
- f. Failure to provide clear, accurate, and complete written or electronic documentation regarding a patient's condition, treatment, and nursing care according to the agency policy.
- g. Administration of medications without faculty supervision. All faculty are required to directly supervise students during the entire medication process (preparing, administering, and documenting).
- h. Failure to administer a treatment in a safe, responsible manner.
- i. Failure to demonstrate the application of previously learned skills, knowledge and principles in providing nursing care.
- j. Practices below or beyond educational level, experience, or responsibilities within the role of the student nurse.
- k. Abandonment of the patient.
- l. Failure to maintain patient confidentiality.

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

## **2. Results of Unsafe Clinical Practice**

A student nurse who has acted in an unsafe manner is cited and may be dismissed from the clinical site and the nursing program. The clinical instructor must issue a written warning citing the unsafe clinical practice. See Appendix I for "Report of Unsatisfactory Clinical Performance". The Director of Nursing and Course Coordinator must be informed that a clinical warning has been issued. An appointment will be scheduled as soon as possible with the Course Coordinator and/or instructor presenting documentation citing indicators of unsafe clinical practice and the student presenting his/her defense.

Following review of the situation, the Director may schedule an appointment to meet with the student and involved faculty member(s). Depending upon the severity of the situation, several possible outcomes are:

- a. Recommendation to continue in the program with certain stipulations as deemed necessary may be issued.
  - A written plan delineating specific responsibilities for the student to achieve and will include support/remediation that is deemed necessary to assist the student towards a successful outcome of the clinical experience.
  - The student must take responsibility for his/her future actions and must meet with his/her advisor on a regular basis.
  - No further behaviors deemed unsafe can occur or dismissal from the nursing program will be immediate.
- b. A decision for dismissal from the nursing program may be issued. The dismissal will be in both verbal and written form.

### **3. Reinstatement following a clinical failure**

- a. When a student fails the clinical component within a required nursing course and desires reinstatement, that student must submit a letter requesting reinstatement to the Director of Nursing.
- b. The Director will review each request and make a determination as deemed appropriate in collaboration with the full time faculty.

## **Dismissal and Withdrawal from the Nursing Program**

### **Dismissal**

A student who fails to demonstrate performance or behaviors consistent with professional nursing and/or good moral character as defined by the Massachusetts Board of Registration in Nursing is subject to review and dismissal at the recommendation of the nursing faculty and approval of the Director.

In the event a student is being reviewed for dismissal, the student shall be notified to remain out of clinical practice until the dismissal hearing with the Director of the Nursing Program.

### **Withdrawal**

#### **1. Individual Course or College Withdrawal**

Refer to Becker College course catalog.

#### **2. Nursing Program Withdrawal**

Any student withdrawing from a nursing course or the nursing program must notify the nursing course coordinator and meet with the Director of the Nursing Program. The student must submit in writing his/her intention to withdraw and complete the required paperwork for the Registrars' Office. Students requesting readmission to the program must submit a letter of request to the Director of the Nursing Program.

### **Grade Appeal Process**

The student grade appeal process is defined in the Becker College Academic Catalog.

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The process begins with the student requesting a review of his/her issue for appeal; within three days of issue; in the following order: Nursing Course Coordinator, Director of Nursing Program, Student Affairs Committee Chairperson, and then the Vice President of Academic Affairs.

### **Readmission to the Nursing Program**

1. Students who have separated/withdrawn for any reason from the nursing program must petition the Director of Nursing for readmission to the program. Readmission to the nursing program is not guaranteed.
2. A formal letter of intent for readmission will be provided to the Director of Nursing. Readmission is a formal process that requires consideration by the Director of Nursing with the input of the Nursing Faculty.
3. A failure/separation includes, but not limited to, when a student has received a grade of WF, has an unsuccessful grade at the time of withdrawal, or a clinical warning/unsatisfactory. Readmission is not granted when the student has failed to progress in two nursing courses. A separation from the nursing program is considered as a failure to progress in a nursing course.
4. A separation from the nursing program includes any break in progression, including but not limited to course withdrawal (with a passing or failing grade), sitting out a semester for personal or health reasons, and inability to progress due to failure in or failure to complete a co-requisite course.
5. Readmission to the Nursing Program is not automatic, depends upon space availability and requires the candidate's active participation. Active participation includes but not limited to, readmission testing and prescribed remediation sessions. There will be a monetary fee payable to Becker College for the readmission testing.
6. Any student who withdraws from the program for any reason must comply with the readmission requirements. The successful completion of all mandated academic achievements as determined by the Director of Nursing and full time faculty must occur within the established timeframes. Students who are unsuccessful with meeting the stated readmission requirements and completion dates will not be granted re-entry into the nursing program.
7. All students who are reviewed for consideration to re-enter the nursing program are responsible to develop an Individual Study Plan (ISP) for its usage throughout the nursing program.
8. In the event that the curriculum has changed since the student's enrollment, the student must meet the new requirements and may be required to take additional courses or pass a competency exam (Refer to step #10).
9. Readmission is strongly recommended within (1) calendar year from the last nursing course taken. Students must complete the nursing program within six (6) semesters from their initial entry into the first semester nursing courses (NURS1103/1104).
10. Students granted readmission to the nursing program must have successfully completed all science courses, along with any other requirements specified by the Director of Nursing.
11. Readmitted students will be required to complete the nursing program curriculum plan in place at the time of re-entry, as well as abide by the nursing program policies in effect at that time. In the event of a nursing curriculum change, additional testing to determine the need to

repeat any nursing course(s) in which the student has received a passing course grade would be required.

### **School Cancellation/Inclement Weather Policy**

For weather-related cancellations, see Appendix D for School Cancellation Policy and see Appendix E for Clinical/Lab Cancellation Policy.

### **Contacting Students in the Event of an Emergency**

It is the obligation of students in the nursing program to inform family members, care providers, etc. of their location so that they can be contacted in case of emergency.

For example:

- Family members trying to reach students on campus should call: **Becker College Telephone Operator (508) 373-9755 (Nursing Department)**

(Never leave an emergency message on anyone's answering machine or voicemail.)

## **Student Health Information**

### **Essentials Functions of a Nursing Student:**

The Massachusetts Nurse Practice Act describes the practice of nursing as involving cognitive, sensory, affective, and psychomotor performance requirements. These requirements are necessary for participation in a nursing program. See Appendix F for the specific sensory, psychomotor, and affective skills needed by the nursing student.

### **Statement for Americans with Disabilities Act (ADA)**

With the passage of the federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of The Rehabilitation Act, Becker College would like to provide the same opportunities to all students enrolled at the college.

All faculty members are required by law to provide “**reasonable accommodation**” to students with disabilities, so as not to discriminate on the basis of that disability.

Student(s) responsibility primarily rests with providing the Director of the Center for Collaborative Learning (CLC) with necessary documentation from the appropriate psychiatric/medical provider regarding his/her disability. Upon review and determination of appropriate accommodations, as authorized by the Director of the CLC, the student will be responsible for follow-up with his or her faculty member(s). It is strongly suggested that students make appointments as close as possible at the start of each semester. Accommodations cannot be made unless these procedures are followed. If you believe you qualify and would benefit from appropriate and reasonable accommodations, the CLC Director is available to discuss those options with you. Please schedule an appointment by contacting the CLC Director, Dolores Radlo, via e-mail: [dolores.radlo@becker.edu](mailto:dolores.radlo@becker.edu) or by calling (508)-373-9705

### **Health and Immunization Requirements:**

The Federal Center for Disease Control and the Massachusetts Department of Public Health define college health and immunization requirements.

**Students are not eligible for participation in the Nursing Program without documentation of required health and immunization requirements (see below). The Student Health Record must be completed and submitted to Student Health Services prior to entry to the college. No record = No clearance for classes or clinical.**

- Massachusetts State Law requires that all Health Science students have a completed health form on file in the Student Health Office prior to the start of classes.
- Any change in medical/health status must be reported to Student Health Services. Medical documentation must be provided that clearly identifies student limitations/restrictions and their ability to participate in all program activities. Examples of change in health status may include, but is not limited to: any physical injury that requires splint/brace/cast/sling, major illness, psychiatric instability, communicable disease, and pregnancy/delivery. Please notify Student Health Services for an individual consultation.
- Significant changes in health status may affect the student's ability to perform clinical functions. If determined that student or patient safety may be compromised, the student will be excluded from the clinical area until cleared by their healthcare provider. Clinical agencies will be consulted, as needed, to determine if student can participate in clinical assignments. **The inability to participate in clinical assignments may result in withdrawal from the nursing program.**
- A physical exam less than one year before entering the college. Information submitted must include a medical clearance statement that allows participation in nursing program without restriction.
- Immunization against Measles, Mumps, Rubella #1 and #2 or titers.
- Varicella = chicken pox: 2 doses of vaccine or titer.
- A Tetanus, Diphtheria & Pertussis (Tdap) vaccine is REQUIRED for all nursing students with Td boosters every 10 years.
- Hepatitis B series of 3 inoculations (first 2 must be one month apart and the last does 6 months from the 1<sup>st</sup> dose). Proof of a (+) HepB IGG surface antibody is REQUIRED.
- Two-step Tuberculin Skin Test (TST) (2 separate skin tests at least three weeks apart) followed by ONE skin test each year. If (+) skin test; copy of a negative chest x-ray report less than 1 year ago is REQUIRED.
- A seasonal flu vaccine is required EVERY year. Students with past history of flu vaccine allergy must provide medical verification to Student Health Services.
- Meningitis vaccine recommended, must provide copy of signed waiver if declined.

**Documents may be faxed to Student Health Services at 508-892-9917 OR  
Scanned and emailed to [nurse@becker.edu](mailto:nurse@becker.edu).**

Students are required to maintain his/her own copy of the Student Health Record and other requirements for their portfolio. Clinical sites require proof of student health and immunization status. This information is provided to affiliation offices before clinical clearance is granted.

If at any time the nursing faculty determines that a student's physical or mental ability may interfere with safe clinical performance, the student will not be allowed to remain in the clinical area. The Nursing Program Director will be notified and the future status of the student will be administratively determined.

### **Health Insurance:**

All students are required to carry either their own health insurance or the college health insurance. Any health expenses incurred while the student is enrolled are the student's responsibility.

### **Latex Policy:**

Latex allergy is an immune system reaction to natural rubber latex that is found in most latex gloves and many other medical products. Symptoms of latex allergy can range from mild to severe. Although the department has made an effort to eliminate as much latex as possible, **the Nursing Skills Lab is not a latex-free environment; therefore, the risk of exposure to latex cannot be eliminated. Becker College cannot guarantee a latex free environment during clinical rotations. Students MUST release and hold harmless Becker College and all clinical agencies from the liability of exposure to latex.** Students may elect to withdraw from the nursing program due to a latex allergy or sensitivity. Please refer to the Latex Allergy Policy in the Appendix G.

**Disclosure** Due to privacy concerns, (e.g., HIPPA) medical information, including allergies, is not distributed to faculty and staff by Health Services. Therefore, a nursing student with a latex sensitivity or allergy is responsible to communicate information about their latex allergy and any necessary latex accommodation requests to the Director of Nursing and all Clinical and lab instructors.

### **Body Fluid Exposure Policy at Becker College:**

In the event of exposure to bodily fluids at Becker College, the following steps must be followed by the student:

1. Initiate First Aid:
  - A. Bleed the site
  - B. Clean the wound with soap and water for five minutes
  - C. Apply direct compression as needed
  - D. Flush mucous membranes with water or saline for 3-5 minutes
2. Seek follow-up with your primary provider utilizing your own health care insurance.
3. Within 72 hours of the incident, notify the Becker College Student Health Services, located on the Leicester Campus from 9:00 a.m. to 2:00 p.m. Monday through Friday.
4. Should exposure occur at the clinical setting, after the initial first aid is completed, the student should ensure that the Becker College clinical instructor is notified.

### **Malpractice Insurance**

Each student will be covered for malpractice insurance with a group policy provided through the College. Students pay for this yearly with the semester billing.

## **Transportation**

Select learning experiences in hospitals, physician offices, long-term care facilities, clinics and community health agencies begin with the first nursing course and continue throughout the program. Students are responsible for their own transportation to and from clinical agencies.

## **CPR Certification Requirements**

A valid **American Heart Association BLS for *Healthcare Providers*** CPR certificate must be submitted to the administrative assistant of the Nursing Department prior to attending clinical in the nursing major.

**An American Heart Association Basic Life Support for Healthcare providers CPR certificate, valid through the students anticipated program completion date is required. This certificate must be submitted to the administrative assistant of the Nursing Department prior to the first scheduled class day in the nursing program.**

## **Student Liaison for Nursing Class**

Students in each class elect representatives at the beginning of each semester. These student representatives are welcomed and encouraged to present student business, on behalf of the entire class, related to the nursing program curriculum to the specific course coordinator. Student representatives nominated will be appointed pending Nurse Faculty approval, e.g., good academic standing; demonstrates the standards of professional conduct.

## **Professional Organization**

The National Student Nurses' Association (NSNA) is the professional organization of nursing students. The mission, in part, of NSNA and the Becker College chapter of the Student Nurses' Association (BCSNA) is to bring together and mentor students preparing for initial licensure as registered nurses and to promote development of the skills that students will need as responsible and accountable members of the nursing profession. All students who are matriculated into the Becker College nursing programs (Associate of Science and RN to BSN) are eligible to join. All nursing students are welcomed to participate in BSNA activities such as fundraising and community service. Please see [www.nsna.org](http://www.nsna.org) to join.

All Nursing Program fund-raising done by nursing students must be in accordance with NSNA guidelines and Becker College policies. Therefore, all fund-raising efforts must first be cleared with the NSNA faculty representative for Becker College, and then the Director of the Nursing Program.

## **Pinning Ceremony**

Pinning Ceremony is provided by the Becker College Nursing Program Division. It occurs at the completion of the Nursing Program. All Pinning Ceremony Program activities will be determined and coordinated by the Becker College Nursing Administration and Faculty, including but not limited to, the speakers, location, and music.

Students are eligible to participate in the pinning ceremony only when all requirements of the nursing major are satisfied. Student costs related to the Pinning Ceremony are nursing pin, uniform, cap, lamp, and flowers.

### **Nursing Students' End of Program Requirements**

1. The ATI review course is required after completion of the nursing program.
2. Completion of all graduation requirements as outlined in the Becker College Academic Catalog.
3. Student payment of licensing fee required of the Board of Registration in Nursing as part of the NCLEX-RN application process.
4. Student payment to the Professional Credential Services (PCS) fee that is required for the administration of the NCLEX-RN examination.

**APPENDIX A**  
**STUDENT MEDICATION ADMINISTRATION POLICY**

**Policy**

A dosage calculation/math proficiency test will be administered to all nursing students that have a clinical component (NURS1104, NURS1105, NURS2201, and NURS2202). The test will be at the beginning of the nursing course or prior to the students' clinical experience. This test will include previously learned knowledge and mathematical skills applied to the medication administration process and dosage calculation.

**Procedure**

1. The proficiency in mathematics for medication administration exam will be given on the first day of each semester for NURS1105, NURS2201, and NURS2202) and prior to the students' clinical experience in NURS1104. In order to pass the test, a minimum grade of 85% must be achieved. The student who fails to attain an 85% should complete remedial work, i.e., ATI Dosage and Calculations Tutorial in preparation for the second test.
2. The second test will be given one week after the first test. The student who does not achieve an 85% or above on the second test should continue remediation to improve their math calculation skills in preparation for the third and final examination.
3. The third and final proficiency in mathematics for medication administration exam will be given one week after administration of the second exam. The student must achieve a score of 85% or better to successfully pass. A failure in the third test will result in the inability to provide safe practice and administer medications in the clinical area. This inability to provide safe practice (NURS1104) or administer medications in the clinical setting (NURS1104, NURS1105, NURS2201, NURS2202) will result in a clinical failure.

## **APPENDIX B** **STUDENT MEDICATION ERROR POLICY**

Performance Outcome:

Medications are accurately dispensed in a safe and timely manner. Students will receive the appropriate didactic and clinical instructions according to course learning outcomes:

1. The nursing student will report all medication errors immediately to the clinical instructor.
2. The patient's condition will be assessed and the error will be reported to the appropriate nurse manager.
3. The student making the error or the one discovering the error will complete required documentation according to hospital policy with assistance from faculty.
4. Errors in documentation of medications will be documented as unsatisfactory performance on the clinical evaluation criteria.
5. Examples of medication errors include but are not limited to the following:
  - a. not signing name and initials on the Medication Administration Record
  - b. failure to have co-signature on narcotic waste
  - c. failure to document a reason for omitting a medication
  - d. failure to obtain/record apical pulse, BP as indicated (i.e. pulse for digoxin dose)
  - e. not following the six rights of medication administration
  - f. administering a duplication of medication that has already be given
  - g. omitting an ordered medication
  - h. giving a medication that has been discontinued
  - i. leaving a medication at the bedside without an order, (vaginal creams, skin ointments, inhalers may be left at the bedside per hospital policy)
  - j. failing to check physicians' orders prior to administration of a medication
  - k. being unable to calculate correct dosages
6. Students will be counseled after a medication error. A remediation plan will be developed by the clinical instructor and course coordinator. Remediation may include college lab practice and return demonstration, additional medication passes in the clinical area and/or written assignments.
7. Medication errors that endanger the patient's life or actually cause patient harm can be grounds for immediate termination from the program.
8. Documentation of medication errors will be maintained in the student's record.

**Note: Students giving medications under the supervision of an instructor will still be held accountable for medication errors even if the instructor prevents the error from occurring.**

**APPENDIX C**  
**BECKER COLLEGE NURSING DEPARTMENT**  
**MEDICATION ERROR REPORT**

FACILITY \_\_\_\_\_  
DATE \_\_\_\_\_  
TIME \_\_\_\_\_

ASSIGNED NURSE \_\_\_\_\_  
INSTRUCTOR \_\_\_\_\_  
STUDENT \_\_\_\_\_  
MEDICATION \_\_\_\_\_

SUMMARY OF INCIDENT:

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

NURSE MANAGER NOTIFIED \_\_\_\_\_  
DOCTOR NOTIFIED \_\_\_\_\_  
STUDENT SIGNATURE \_\_\_\_\_  
FACULTY SIGNATURE \_\_\_\_\_

**PLEASE FAX BECKER COLLEGE DIRECTOR OF NURSING AT 1-508-849-5213  
IMMEDIATELY WHEN INCIDENT OCCURS AND E-MAIL COURSE  
COORDINATOR**

## APPENDIX D

### School Cancellation

The College makes every reasonable effort to hold classes during the winter season's less than optimal weather conditions. Occasionally, however, extreme weather conditions may necessitate a delay in classes and/or cancellation of classes for that particular day. The college will then make the following announcements on the radio by 6:30 AM.

**All day classes (for that day) are canceled.**

**First period Worcester classes (MWF 8:00-8:50) or (TTH 8:00 – 9:15) are canceled.**

**First period Leicester classes (MWF 8:30-9:20) or (TTH 8:30-9:45) are canceled.**

If this latter announcement is made, the college will air another announcement at 8:00 AM as to the status of holding classes for the remainder of the day.

The College will make its announcements over the radio station listed below:

#### **AM**

WTAG 580

WBZ 1030

WXLO 104.5

#### **FM**

WSRS 96.0

WORC 98.9

The college also posts weather-related announcements on its voicemail by 7:00 AM. Simply call 508-791-9241 and listen for an appropriate message.

## APPENDIX E

### **Inclement Weather and Clinical/Lab Attendance Policy** **Nursing Department**

**The following procedure is followed on clinical and/or lab days when the weather prohibits travel.**

1. When Becker College Day and Evening classes are cancelled because of inclement weather, then clinical and/or lab is also canceled.
2. If Becker College's decision has not been announced, nursing faculty may implement a two-hour delay on clinical days to best determine the feasibility of faculty, and student attendance. To notify the students of this delay, the clinical faculty will implement the phone tree in their clinical groups. In addition, the clinical faculty will notify the course coordinator.
3. Nursing coordinators may cancel a clinical day with notification to the Director of Nursing when Becker College has not cancelled classes, and when in their judgment travel to clinical agencies is difficult because of inclement weather. In this case, nursing students are bound by their clinical faculty's decision and the clinical will have to be re-scheduled.

If a student decides not to attend a clinical or lab for any reason even though the clinical will be held, then that day must be made up according to policy or it will be counted as an absence.

## **APPENDIX F**

### **Essential Functions of a Nursing Student**

The Massachusetts Nurse Practice Act describes the practice of nursing as involving cognitive, sensory, affective, and psychomotor performance requirements. These requirements, therefore, are necessary for participation in a nursing program. Listed below are the essential functions of a nursing student.

Nursing students should possess and be able to demonstrate the following essential functions:

#### **Sensory:**

1. Communicate in English effectively and accurately, both orally and in writing, to instructors, professors, clinical staff, patients, families, and all members of the health care team.
2. Hear a patient talk in a normal tone from a distance of 20 feet.
3. Hear all alarms on technical and supportive equipment set at a normal tone at a distance of 20 feet.
4. Listen and respond to distress sounds from patients.
5. Hear oral directions/requests from health care workers, patients, voice pages and telephone messages.
6. Accurately monitor blood pressure readings with a stethoscope.
7. Accurately distinguish breath, heart and bowel sounds.
8. Clearly visualize all written medical information pertaining to the patient.
9. Clearly visualize in order to assess all readings and functions of technical equipment pertaining to patient care, included, but not limited to, reading a computer screen with a size 12 font and visualizing IV infusion pump settings.
10. Clearly visualize all calibrated containers for the accurate measurement of body fluids, specimens, medication administration devices (syringes, pumps) parenteral fluids.

#### **Psychomotor – Gross motor skills**

1. Maintain sufficient strength to lift an average of 25 – 50 pounds safely protecting both yourself and the patient and those surrounding you.
2. Bend or stoop to assist patient with activities of daily living.
3. Crouch to plug in and manipulate electrical equipment.
4. Lift to safely transfer or position all patients in various situations.
5. Move, push or pull equipment, beds, stretchers, wheelchairs, etc.
6. Reach approximately 5-6 feet above the floor to relocate or attach equipment (ie. oxygen, suction, IVs, etc)
7. Kneel and stand independently.

8. Walk/stand for extended periods and distances over an 8-hour period.
9. Sit in class/lecture for a minimum of 3 hours.

### **Psychomotor – Fine motor skills**

1. Accurately manipulate dials, gauges, buttons and switches to set, monitor and care for all patient care related equipment.
2. Accurately administer sterile solutions without contaminating syringes, needles, solutions, etc.
3. Accurately administer all types of medications; ocular and topical, as well as oral and parenteral.
4. Safely and effectively perform complex dressing procedures without contamination to supplies and patient and surroundings.
5. Successfully don and remove protective apparel to maintain isolation guidelines.

### **Affective**

1. Function safely, effectively and calmly under stressful situations.
2. Prioritize and manage tasks simultaneously.
3. Establish therapeutic relationships with patients and their families and all healthcare personnel and faculty.
4. Maintain personal hygiene consistent within dress code guidelines.
5. Display ethical attitudes and actions consistent with professional behavior in the healthcare and classroom setting.
6. Display the necessary social skills in order to behave with politeness, tact and sensitivity in others in all settings.
7. Exhibit social skills necessary to respect cultural and ethnic differences of patients, co-workers and all individuals in all clinical and classroom settings.
8. Remain free from chemical impairment in classroom and clinical settings at all times.

**If a nursing student or applicant believes he/she cannot meet one or more of the standards without accommodations or modifications, the school must determine, on an individual basis, whether or not the necessary accommodations or modifications can be made reasonably (Refer to Collaborative Learning Center requirements).**

August 2006  
**Revised 4/19/07**

## APPENDIX G

### Latex Allergy Policy

#### **What Is A Latex Allergy?**

Latex is an immune system reaction to natural rubber latex that is found in most latex gloves and many other medical and consumer products. Synthetic products, including latex house paints, have not been shown to pose any hazard to latex-sensitive individuals.

Those at highest risk for developing latex allergy are people who have had frequent exposures to latex and latex containing products. These include patients who have undergone many surgical or medical procedures, especially beginning in infancy.

Health care workers who wear latex gloves, and others who are frequently exposed to latex, such as workers involved in the manufacture of latex products, also are at risk. The risk of latex allergy may be greatest in those with a history of hay fever or other allergies, including food allergies.

For some workers, exposure to latex may result in skin rashes; hives; flushing; itching; nasal, eye, or sinus symptoms; asthma; and (rarely) shock. Reports of such allergic reactions to latex have increased in recent years-especially among health care workers. National Institute of Occupational Safety & Health (NIOSH)

#### **What are the symptoms of Latex Allergy?**

The symptoms to latex allergy can range from mild to severe; they usually occur within minutes of exposure, but can be delayed for several hours. There are three main types of reactions to latex:

##### **Type 1 (immediate hypersensitivity)**

Natural Rubber Latex Allergy (NRL) is an IgE- mediated immediate type hypersensitivity reaction to one or more proteins in natural rubber latex. Histamine is released, causing symptoms. This is a systemic reaction, and can lead to anaphylaxis (shock). Symptoms of anaphylaxis may include sudden and dangerous drop in blood pressure, flushed skin, vomiting, cramps, difficulty breathing, and swelling of the throat, tongue, and nose, and a loss of consciousness.

Anaphylaxis is a severe and life threatening allergic reaction. Emergency medical attention should be sought at the first sign of an anaphylactic reaction. Although the amount of exposure needed to cause sensitization or symptoms is not known, exposures at even very low levels can trigger allergic reactions in some sensitized individuals.

(NIOSH)

##### **Type IV**

Delayed type hypersensitivity is a T cell-mediated, delayed response and typically occurs 48-96 hours after exposure. This condition results from exposure to chemicals added to latex during harvesting, processing and manufacturing. This reaction is generally localized to the area of contact, or may spread away from the area of skin touched by the latex. This reaction is also referred to as allergic contact dermatitis, or chemical sensitivity dermatitis, or chemical allergy.

### **Irritant Contact Dermatitis**

This is not considered a true allergy (NIOSH). The symptoms include the development of dry, itchy, irritated areas on the skin, and/or fissured skin, usually the hands. The reaction is caused by skin irritation from using gloves and possibly by exposure to other workplace products and chemicals, as well as the powder used in the gloves.

### **Management of Nursing Students with a Latex Allergy**

All individuals with symptoms of a latex allergy should be evaluated by an allergist for confirmatory testing, treatment and education. If a diagnosis of latex allergy is made, the following interventions should be taken:

1. Any nursing student with a diagnosis of latex allergy must provide written documentation from their health care provider, diagnosing the latex allergy (RAST or skin testing is required) to Health Services.
2. Due to privacy concerns, (e.g., HIPPA) medical information, including allergies, is not distributed to faculty and staff by Health Services. Therefore, a nursing student with a latex allergy is responsible to communicate information about their latex allergy and any necessary latex accommodation requests to the Director of Nursing and all Clinical and lab instructors.
3. A medical alert bracelet should be worn to indicate their allergy.
4. An epinephrine self-injection kit such as Epi Pen must be carried by the individual, in case of latex-allergic reactions.
5. Non-latex gloves (vinyl), gloves will be available in the Nursing Skills Lab, and must be used by all latex-allergic individuals. (Please note: multiple allergies including allergy to vinyl may also occur, and should also be addressed with the student's health care provider.)
6. Powdered latex gloves will not be used in the Nursing Skills Lab.
7. **The Nursing Skills Lab is not a latex free environment:** therefore the risk of exposure to latex cannot be eliminated.
8. **Becker College cannot guarantee latex free environment during clinical rotations.**
9. There is a risk of increasing allergic reactions if exposure to high levels of latex allergens continues.

\_\_\_\_ I have read and understand the Becker College School of Nursing Policy on Latex Allergy, and my questions have been answered. I agree to follow the recommendation outlined above. I understand my risk of exposure to latex as a Nursing student cannot be eliminated as Becker College and its clinical agencies are not latex free environments. **I agree to release and hold harmless Becker College and all clinical agencies from liability of exposure to latex.**

\_\_\_\_ I have read and understand the Becker College School of Nursing Policy on Latex Allergy, and my questions and concerns have been answered. I wish to discontinue my education in the Nursing Education Department at Becker College. I will speak with an advisor about re-evaluating my education program and career goals.

Revised March 6, 2011

## APPENDIX H

### BECKER COLLEGE ASSOCIATE DEGREE NURSING PROGRAM REPORT OF UNSAFE OR UNSATISFACTORY CLINICAL/COLLEGE LAB PERFORMANCE:

When a student's performance in the clinical/college lab experience is judged to be unsafe or unsatisfactory, the supervising faculty will discuss the situation with the student as soon as feasible from the time the faculty observes or becomes aware of the unsafe or unsatisfactory situation.

Unsafe or unsatisfactory clinical performance applies when:

1. A nursing action is taken (or not taken) in a way that a patient's well being is put in jeopardy and this nursing practice is termed unsafe.
2. A student is not meeting the learning outcomes set for the course in which s/he is enrolled.
3. The student is not meeting the responsibilities related to Clinical/College laboratory experience.

The Clinical/Lab Faculty will inform the student of the reasons for unsafe or unsatisfactory clinical performance and will tell the student that the situation will be discussed with the Course Coordinator.

If it is determined that the student has shown unsafe or unsatisfactory clinical performance in the course, the student will receive a clinical warning in writing, using the following form and a copy will be placed in the student's file. The clinical/lab instructor and student will meet to define the specific learning outcomes and/or responsibilities that must be improved. A learning practice plan will be developed to help the student improve and a time frame for improvement and re-evaluation will be set. The student will be required to meet the expense of additional clinical supervision.

The clinical/college lab faculty member will continue with the corrective action plan set, modify or discontinue the unsatisfactory status when the student is meeting the specified learning outcomes and responsibilities. If the student has not shown improvement at the time of re-evaluation, the student may continue on warning, or may receive an unsatisfactory in clinical performance, or the dismissal procedure may be initiated. A progress report will be placed in the student's file at the time of re-evaluation, or as the situation requires. If the student continues to be unsatisfactory in clinical performance, the dismissal procedure related to unsafe clinical practice will be implemented.

In situations in which a patient's safety has been compromised by the students' performance, the student is subject to immediate removal from the clinical site and not allowed to return until review and remediation has occurred. Depending upon the severity of the situation or inability to be successfully remediated, following review by the Director and nursing faculty, the student may be dismissed from the nursing program.

**APPENDIX I**

**BECKER COLLEGE  
ASSOCIATE DEGREE NURSING PROGRAM  
REPORT OF UNSAFE OR UNSATISFACTORY  
CLINICAL/COLLEGE LABORATORY PERFORMANCE:**

When a student's performance in some aspect(s) of clinical/college laboratory experience is judged to be unsafe or unsatisfactory, the supervising faculty will discuss the situation with the student as soon as feasible from the time the faculty observes or becomes aware of the unsatisfactory situation.

**Summary of Incident:**

**Corrective Action Plan: (continue on back of form)**

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

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

Student's Comments

Re-evaluation (Date) \_\_\_\_\_

Corrective Action Plan: Met \_\_\_\_\_ Unmet \_\_\_\_\_

Note:

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

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

FAX to Nursing Department ATTN: Director of Nursing **508-849-5213**

## APPENDIX J

### ANA Standards of Nursing Practice

All nursing students will maintain professional conduct consistent with the American Nursing Association (2010) six Standards of Nursing Practice and the ten Standards of Professional Practice as defined in the American Nurses Association (2010) *Nursing: Scope and Standards of Practice*, Silver Spring, MD.

#### The Standards of Practice:

<b>Assessment:</b>	The registered nurse collects comprehensive data pertinent to the patient's healthcare consumer's health and/or the situation.
<b>Diagnosis:</b>	The registered nurse analyzes the assessment data to determine the diagnoses or issues.
<b>Outcome Identification:</b>	The registered nurse identifies expected outcomes for a plan individualized to the healthcare consumer or the situation.
<b>Planning:</b>	The registered nurse develops a plan that prescribes strategies and alternatives to attain expected outcomes.
<b>Implementation</b>	The registered nurse implements the identified plan. <b>Coordination of Care:</b> The registered nurse coordinates care delivery. <b>Health Teaching &amp; Health Promotion:</b> The registered nurse employs strategies to promote health and a safe environment. <b>Consultation:</b> The graduate-level prepared specialty nurse or advanced practice registered nurse provides consultation to influence the identified plan, enhance the abilities of others, and effect change. <b>Prescriptive Authority &amp; Treatment:</b> The advanced practice registered nurse uses prescriptive authority, procedures, referrals, treatments, and therapies in accordance with state and federal laws and regulations.
<b>Evaluation:</b>	The registered nurse evaluates progress toward attainment of outcomes.

#### The Standards of Professional Performance:

<b>Ethics:</b>	The registered nurse practices ethically.
<b>Education:</b>	The registered nurse attains knowledge and competence that reflects current nursing practice.
<b>Evidence-Based Practice &amp; Research:</b>	The registered nurse integrates evidence and research findings into practice.
<b>Quality of Practice:</b>	The registered nurse contributes to quality nursing practice.
<b>Communication:</b>	The registered nurse communicates effectively in all areas of practice.
<b>Leadership:</b>	The registered nurse demonstrates leadership in the professional practice setting and the profession.
<b>Collaboration:</b>	The registered nurse collaborates with healthcare consumer, family, and others in the conduct of nursing practice.
<b>Professional Practice Evaluation:</b>	The registered nurse evaluates her or his own nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules, and regulations.
<b>Resource Utilization:</b>	The registered nurse utilizes appropriate resources to plan and provide nursing services that are safe, effective, and financially responsible.
<b>Environmental Health</b>	The registered nurse practices in an environmentally safe and healthy manner.

**APPENDIX K**  
**BECKER COLLEGE NURSING PROGRAM**  
**PORTFOLIO GUIDELINES**

Portfolio notebooks provide nursing students with an opportunity to display their written professional work. The portfolio charts the progress of a student's clinical experiences as well as their professional insights through journal writing. **Portfolios to be presented at the clinical evaluation session with clinical faculty member for review as part of the evaluation process.**

The following are required assignments to be included in the portfolio. Dividers should be purchased to organize the varied categories. The portfolio needs to be presented to the faculty at mid and end of semester as a part of the evaluation process. A three-ringed notebook should be purchased large enough to accommodate the following data. Journal entries should contain notations on personal insights, goals and meeting clinical learning outcomes.

**Nursing 1103/1104:**

- Copies of CPR, sealed physical exam and immunization records; including Health History
- Becker College Clinical Skills Booklet.
- All medication sheets from class and clinical.
- All journals entries for each clinical day.
- All clinical prep sheets.
- One care plan with process recording.
- Copies of ATI non-proctored exams, remediation, and grade reports.
- Self Evaluation Clinical Tool

**Nursing 1105:**

- Updated health information as above.
- Two care plans with process recording per semester.
- All Clinical Prep Sheets.
- All clinical journal entries for each clinical day
- Updated clinical skills booklet.
- Copies of ATI Targeted exams, remediation, and grade reports.
- Self Evaluation Clinical Tool

**Nursing 2201:**

- Updated health requirements as above.
- Two care plans with process recording per semester.
- All clinical Prep Sheets.
- All clinical journal entries for each clinical day
- Pediatric & Community Clinical Assignments.
- Copies of ATI Targeted and Practice exams, remediation, and grade reports
- Self Evaluation Clinical Tool

**Nursing 2202/2205:**

- Updated health requirements as above.
- Observational experience assignments (AA, free clinic paper, etc.).
- All clinical Prep Sheets.
- Maternal assessment.
- Infant assessment.
- Free clinic paper
- Psych/process recording assignment.
- All clinical journal entries for each clinical day
- One med/surgical care plan with process recording.
- Copies of ATI Targeted and Practice exams, remediation, and grade reports.
- Self Evaluation Clinical Tool

**Appendix L**

**BECKER COLLEGE**  
**DEPARTMENT OF NURSING**  
**Student Handbook Policy Agreement**

I have received, read, understand, and agree to abide by the Department of Nursing Student Policies as defined in the Nursing Student Handbook

**Student Name:** \_\_\_\_\_  
**PRINT**

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

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