

Becker College School of Nursing Student Handbook



Spring 2019

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Welcome and Introduction

Dear Nursing Student,

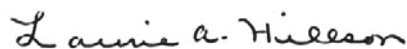
On behalf of the faculty and staff, welcome to the School of Nursing at Becker College! Nursing is a fulfilling and rewarding career choice and the future of nursing depends on those entering the profession. We look forward to working with you during your time studying with us. Our hope is that you will have a gratifying, scholarly journey as a nursing student here at Becker College.

The *Becker College School of Nursing Student Handbook* has been designed to prepare you with specific information relevant to the nursing programs including policies, guidelines, and procedures. This handbook contains valuable information intended to supplement the Becker College Student Handbook and College Catalogs. For general college policies, students should refer to the Becker College student handbook and the current college catalog. The College's academic policies and resources can be accessed at <http://www.becker.edu/academics/academic-resources/>. It is your responsibility to become acquainted with, understand, and comply with the policies and procedures set forth by the College and the School of Nursing. You are responsible for knowing and understanding the information and policies found in this handbook. If you have any questions about the information contained in this handbook, please ask for clarification.

The information in the handbook is subject to revision. It is important, therefore, for you to check the announcements within the courses and within e-mail communications from the Nursing Department often. Students will be notified of any changes, revisions to policies, procedures, and curriculum. Notification may be given verbally, distributed in writing and/or posted on the Becker College on-line course management system (CANVAS).

Our goal is to provide an environment in which you will be supported and encouraged to meet your educational goals and reach your full potential. Please take time to let us know what we can do to help you succeed.

Sincerely,



Laurie A. Hillson, PhD, MSN, RN, CNOR
Dean, School of Nursing and Health Sciences

Nondiscrimination Statement

Becker College is an Equal Opportunity/Affirmative Action institution and prohibits discrimination on the basis of age, sex, race, color, religion, ancestry, national origin, disability, gender identification, genetic information, sexual orientation, marital status, veteran status or any other characteristic protected by federal, state or local law. This policy applies to all terms and conditions of employment, admission to and enrollment with the College, including, but not limited to, recruitment, selection, hiring, placement, transfer, promotion, training, compensation, benefits, discipline, termination, educational policies, admission policies, financial aid, scholarship and loan programs, housing, athletic and other College-administered programs and activities. Further, faculty, staff, students, and applicants are protected from retaliation for filing complaints or assisting in an investigation of discrimination. Inquiries regarding non-discrimination policies may be directed to: Michelle Fatcheric, Title IX Coordinator, 44 West Street, Worcester, MA, 774.354.0462, michelle.fatcheric@becker.edu.

Overview of the Nursing Department

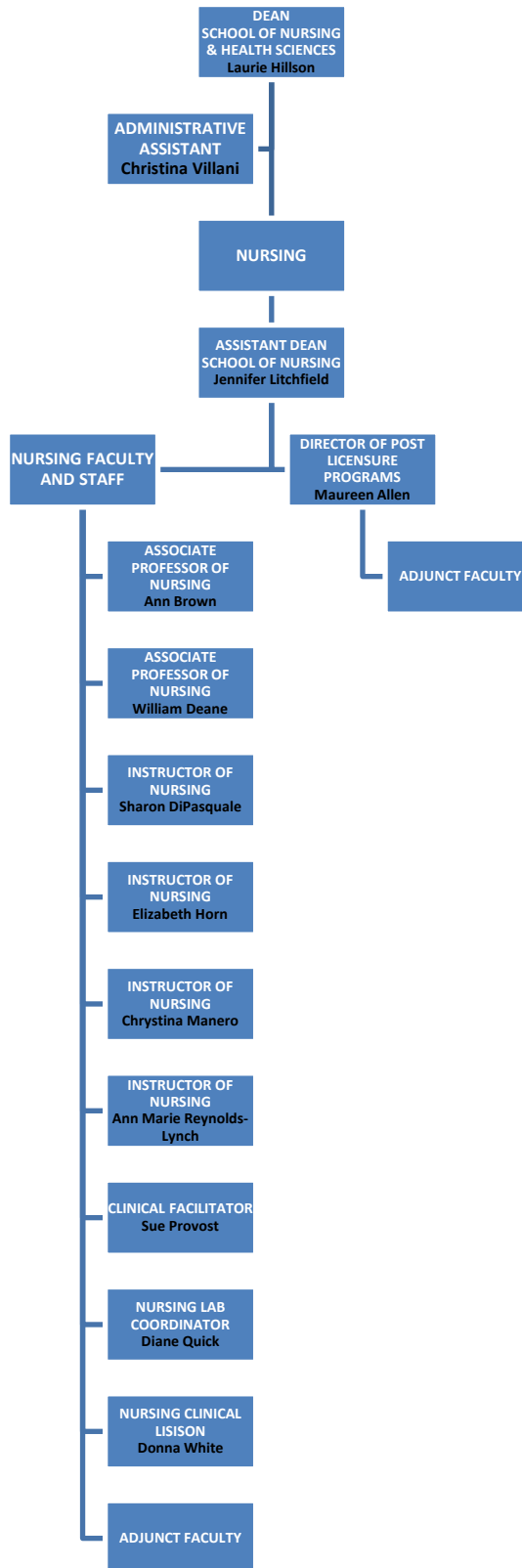
The Nursing Department was established in 1982 with the Associate Degree in Nursing (ASN) on the Leicester campus. Program growth and proximity of clinical learning sites necessitated relocation of the program to the Worcester campus in 1988. In 2000, the ASN program moved into the newly constructed Health Science Building (HSB), on the Worcester campus, which accommodated current growth and allowed for future expansion. The clinical simulation lab was established in 2005. In 2007, the first RN-BSN class was admitted. The Department has since expanded laboratory/nursing practice space within the HSB to accommodate the changing needs of nursing education. In the spring 2011, the redesigned and expanded Clinical Simulation Lab was opened. The first pre-licensure BSN class was admitted in 2012. Currently, the Department is comprised of three nursing programs, as depicted in Table 1.

Table 1:		
Becker College Nursing Department		
Associate of Science in Nursing (ASN) Program	Bachelor of Science in Nursing (BSN) Program	Registered Nurse (RN) to BSN Program

Nursing Program Structure

The foundation of all nursing programs are the faculty and staff. Becker College has expert clinicians and knowledgeable educators who are responsible for delivery of the curriculum and ensuring academic excellence through innovation and teaching and learning. The Dean provides leadership to the School of Nursing and Health Sciences, the Assistant Dean provides leadership within the School of Nursing, and the Director of Post-Licensure program manages the RN-BSN program. All are dedicated to supporting students in the achievement of learning and program outcomes.

School of Nursing Organizational Chart



Our Contact Information

Leadership

Laurie A. Hillson, PhD, MSN, RN, CNOR Dean, School of Nursing and Health Sciences	508-373-9784	laurie.hillson@becker.edu
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Maureen Allen, MSN, RN Director, Post-Licensure Nursing Program	508-373-9781	maureen.allen@becker.edu

Faculty and Staff

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Elizabeth Horn, MS, ANP-BC, WHNP-BC, RN Instructor of Nursing	508-373-9769	elizabeth.horn@becker.edu
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Christina Villani Administrative Assistant	508-373-9756	christina.villani@becker.edu
Donna White, JD, MSN, RN Nursing Clinical Liaison	508-373-9797	donna.white@becker.edu

Accreditation and Approvals

Becker College is accredited by The New England Association of Schools and Colleges, Inc. (NEASC).

The **Associate Degree of Science in Nursing (ASN)** program is approved by the Massachusetts Board of Registration in Nursing (BORN) and is accredited by the Accreditation Commission for Education in Nursing (ACEN).

Massachusetts Board of Registration in Nursing
239 Causeway Street, 5th Floor, Suite 500
Boston, MA 02114
1-800-414-0168

<http://www.mass.gov/eohhs/gov/departments/dph/programs/hcq/dhpl/nursing/>

Accreditation Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
(404) 975-5000

<http://www.acenursing.org>

The **Pre-Licensure Bachelor of Science (BSN)** program is approved by the Massachusetts Board of Registration in Nursing and is accredited by the Accreditation Commission for Education in Nursing (ACEN).

Massachusetts Board of Registration in Nursing
239 Causeway Street, 5th Floor, Suite 500
Boston, MA 02114
1-800-414-0168

Accreditation Commission for Education in Nursing, Inc.
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
(404) 975-5000

<http://www.acenursing.org>

The **RN to BSN** program is accredited by the Accreditation Commission for Education in Nursing (ACEN).

Accreditation Commission for Education in Nursing, Inc.
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
(404) 975-5000

<http://www.acenursing.org>

BECKER COLLEGE

School of Nursing Mission, Philosophy, and Curriculum Framework

Mission of the School of Nursing

The mission and purpose of the School of Nursing at Becker College is to provide a high-quality education that includes the knowledge and skills required for registered nurse practice in a supportive learning environment. The mission of the School of Nursing is congruent with the mission of the College.

Philosophy of the School of Nursing

The philosophy of the School of Nursing at Becker College is congruent with the philosophy of the College and is planned within its mission to deliver to each student a transformational learning experience anchored by academic excellence, social responsibility, and creative expression that prepares graduates to thrive, contribute to, and lead in a global society. The agile mindset is an approach that values learning over knowing and adaptability to complement planning and process with competencies in: empathy, divergent thinking, entrepreneurial outlook, and social and emotional intelligence. Throughout the educational process, 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 School of Nursing 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.

Curriculum Framework of the School of Nursing

The nursing faculty developed a curricular framework that blends the concepts in the nursing program philosophy based upon the paradigm of nursing and principles from the natural, social, and applied sciences, and humanities. The organizing frameworks are derived from the core competencies for quality and safety in nursing education (QSEN) and the Massachusetts Department of Higher Education Nursing Initiative, Nurse of the Future (NOF) Nursing Core Competencies. The curriculum is built on the concepts of healthcare consumer, environment, health, nurse, and nursing education. All of the concepts defined by faculty are presented below. These concepts are introduced in the first nursing course and built upon throughout subsequent nursing courses. As nursing students' progress through the program they will consider these concepts in the context of their relationships to each other and to particular patient populations.

Person

A health care consumer may be a single person, family, group, or community, who are the recipients of health care services, including nursing care. Depending upon the location and purpose of health care, the health care consumer may be referred to as a patient, client, or resident. Human diversity, cultural factors, and life experiences combine to make each person and care-giving situation unique. As a culturally diverse holistic being, the health care consumer 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 person has the right to self-direction in health and related activities. Every recipient of nursing care has 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. Within this context, the environment is composed of and influenced by anything capable of affecting personal or community health and/or the quality of interactions between the nurse and the health care consumer. The nurse assists in creating a healing environment by collaborating with the person, family, group, or community in establishing mutual goals that support the

attainment of optimal health and well-being in every dimension of health.

Health

Health is a dynamic state-of-being that encompasses the physiological, psychological, socio-cultural, developmental, and spiritual dimensions of a person's life. The state of health for individuals, families, groups, and communities 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 person 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 and Nursing Education

Nursing is an art, a science, and a humanistic service that assists individuals, families, groups, and communities to meet their unique health needs. Nursing is rooted in caring and its connections to others. To deliver safe and effective, quality care, the nurse needs foundational knowledge in science, humanities, and nursing, critical reasoning to apply knowledge (nursing judgment), 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 practice of nursing including the application of critical reasoning and skills are operationalized through the nursing process, by planning care in conjunction with health care consumers, and practicing within the scope of nursing practice.

The End of Program Student Learning Outcomes (EPSLOs) are listed below for each of the three nursing programs. Each nursing course (lectures, labs, and clinical practice environment) development is guided by these 10 EPSLO's. Program and course objectives rest on the acquisition of knowledge and skills that will prepare students for successful transition to practice.

Associate of Science in Nursing (ASN) Program

Upon completion of the Associate Degree in Nursing Program, the graduate is prepared to:

1. Provide holistic care that recognizes an individual's preferences, values, and needs and respects the patient or designee as a full partner in providing compassionate, coordinated, age and culturally appropriate, safe and effective care. **(Patient-Centered Care)**
2. Demonstrate professional nursing behaviors aligned with accountability for the delivery of standard-based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles. **(Professionalism)**
3. Use leadership principles to influence the behavior of individuals or groups of individuals within their environment in a way that will facilitate the establishment and acquisition/achievement of shared goals. **(Leadership)**
4. Demonstrate an awareness of and responsiveness to the larger context of the health care system, and demonstrate the ability to effectively call on work unit resources to provide care that is of optimal quality and value. **(Systems-Based Practice)**
5. Use advanced technology, analyze as well as synthesize information, and collaborate in order to make critical decisions that optimize patient outcomes. **(Informatics and Technology)**
6. Employ effective communication strategies with patients, families, and colleagues, fostering mutual respect and shared decision making, to enhance patient satisfaction and health outcomes. **(Communication)**
7. Function effectively within nursing and interdisciplinary teams, fostering open communication, mutual respect, shared decision making, team learning, and development. **(Teamwork and Collaboration)**
8. Demonstrate an ability to minimize risk of harm to patients and providers through both system effectiveness and individual performance. **(Safety)**
9. Apply data to monitor the outcomes of care processes, and uses improvement methods to design and test changes to continuously improve the quality and safety of health care systems. **(Quality Improvement)**
10. Identify, evaluate, and use the best current evidence coupled with clinical expertise and consideration of patients' preferences, experience and values to make practice decisions. **(Evidence-Based Practice)**

Bachelor of Science in Nursing (BSN) Program

Upon completion of the Bachelor of Science Degree in Nursing Program, the graduate is prepared to:

1. Manage holistic care that recognizes an individual's preferences, values, and needs and respects the patient or designee as a full partner in providing compassionate, coordinated, age and culturally appropriate, safe and effective care. **(Patient-Centered Care)**
2. Practice with integrity and accountability for the delivery of standard-based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles. **(Professionalism)**
3. Apply leadership principles to effect changes in the behavior of individuals or groups of individuals within their environment that results in the establishment and acquisition/achievement of shared goals. **(Leadership)**
4. Evidence an understanding of and responsiveness to the larger context of the health care system, and demonstrate the ability to effectively call on work unit resources to provide care that is of optimal quality and value. **(Systems-Based Practice)**
5. Integrate advanced technology, analyze as well as synthesize information and collaborate in order to make critical decisions that optimize patient outcomes. **(Informatics and Technology)**
6. Interact effectively with patients, families, and colleagues, fostering mutual respect and shared decision making, to enhance patient satisfaction and health outcomes. **(Communication)**
7. Function effectively within nursing and interdisciplinary teams, developing and improving systems for open communication, mutual respect, shared decision making, team learning, and development. **(Teamwork and Collaboration)**
8. Implement solutions to minimize risk of harm for the individual patient, within specific patient populations, and providers through both system effectiveness and individual performance. **(Safety)**
9. Uses data to monitor the outcomes of care processes, and uses improvement methods to design and test changes to continuously improve the quality and safety of health care systems. **(Quality Improvement)**
10. Integrate current research findings and nursing theory coupled with clinical expertise and consideration of patients' preferences, experience and values to make practice decisions. **(Evidence-Based Practice)**

RN-BSN Program

Upon completion of the Bachelor of Science Degree in Nursing Program, the graduate is prepared to:

1. Manage holistic care that recognizes an individual's preferences, values, and needs and respects the patient or designee as a full partner in providing compassionate, coordinated, age and culturally appropriate, safe and effective care. **(Patient-Centered Care)**
2. Practice with integrity and accountability for the delivery of standard-based nursing care that is consistent with moral, altruistic, legal, ethical, regulatory, and humanistic principles. **(Professionalism)**
3. Apply leadership principles to effect changes in the behavior of individuals or groups of individuals within their environment that results in the establishment and acquisition/achievement of shared goals. **(Leadership)**
4. Evidence an understanding of and responsiveness to the larger context of the health care system, and demonstrate the ability to effectively call on work unit resources to provide care that is of optimal quality and value. **(Systems-Based Practice)**
5. Integrate advanced technology, analyze as well as synthesize information and collaborate in order to make critical decisions that optimize patient outcomes. **(Informatics and Technology)**
6. Interact effectively with patients, families, and colleagues, fostering mutual respect and shared decision making, to enhance patient satisfaction and health outcomes. **(Communication)**
7. Function effectively within nursing and interdisciplinary teams, developing and improving systems for open communication, mutual respect, shared decision making, team learning, and development. **(Teamwork and Collaboration)**
8. Implement solutions to minimize risk of harm for the individual patient, within specific patient populations, and providers through both system effectiveness and individual performance. **(Safety)**

9. Uses data to monitor the outcomes of care processes, and uses improvement methods to design and test changes to continuously improve the quality and safety of health care systems. **(Quality Improvement)**
10. Integrate current research findings and nursing theory coupled with clinical expertise and consideration of patients' preferences, experience and values to make practice decisions. **(Evidence-Based Practice)**

Program Outcomes

ASN Program outcomes

1. The ASN program's NCLEX-RN pass rate will be at least 80% for all first-time test-takers during the same 12-month period
2. 80% of ASN students will graduate within 150% of the program length (3 years/6 semesters)
3. 75% of responding graduates seeking employment will be employed within 12 months of graduation

PL-BSN Program outcomes

1. The PL-BSN program's NCLEX-RN pass rate will be at least 80% for all first-time test-takers during the same 12-month period
2. 80% of PL-BSN graduates will complete the nursing program within 150% of the program length (6 years/12 semesters).
3. 80% of responding graduates seeking employment will be employed within 12 months of graduation

RN-BSN Program outcomes

1. NCLEX-RN—Not Applicable
2. 80% of RN-BSN graduates will complete the nursing program within 150% of the program length (3 years/6 semesters).
3. 80% of responding graduates seeking employment will be employed within 12 months of graduation

Admissions

Please refer to either Becker College's Course Catalog or admissions department for admission criteria to each of the nursing programs.

Academic Honesty

Refer to the Becker College Academic Catalog and policies posted at <http://www.becker.edu/academics/academic-resources>. The Becker College Academic Honesty and Integrity Policy can be accessed at, <http://www.becker.edu/academics/academic-resources/academic-policies/academic-honesty-integrity/>. Students in the Becker College School of Nursing should be aware that the Becker College Academic Honesty and Integrity Policy 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, etc.). Violators will face disciplinary actions up to and including dismissal from the nursing program.

Advanced Placement for LPN's

Requirements:

A pre-admission standardized test is required for the program. Admission is competitive, the scores listed below are the minimum scores considered.

The ASN program requires an overall score of 75% on the Nursing Acceleration Challenge Exam ACE (NACE) I PN-RN: Foundations of Nursing Test. More information regarding the NACE exam can be found at <https://www.mometrix.com/academy/nursing-ace-practice-test/>

After completing the above requirements, the student would transfer into NURS 1105.

*Attendance

Student attendance is mandatory for all classes, labs, and clinical experiences. Hands on clinical experience is a cornerstone to nurse's education and students' absence from clinical affects the patients, the nurses working at the clinical site, the FT course faculty, and the clinical/ lab faculty. Therefore, there is a zero tolerance for no call, no show episodes at clinical. If the student has a no call, no show the student must meet with nursing administration before attending clinical.

Nursing course learning outcomes cannot be met successfully without completing assignments as scheduled therefore:

Class, Clinical, and Lab - Faculty recognize emergencies arise and expect students to notify them in advance if they are going to be absent. All unexcused absences will result in a warning being issued. If a student demonstrates tardiness a warning will be issued.

Faculty recognize emergencies arise and expect students to notify them in advance if they are going to be absent or late to clinical. The student must also notify the clinical instructor of the absence. Because clinical experience is so important the sanctions for missed clinical are standardized:

A missed clinical will result in a written warning and require the student to complete an activity and/or assignment as decided by the course faculty.

The second missed clinical results in a written warning and potential removal from the program for missing too many contact hours to meet program outcomes. The student will meet with the Course faculty, and nursing administration to develop a corrective plan of action and is at risk of failing the course.

**The student is responsible for all missed materials in class.*

**The student is responsible for making up all missed clinical/lab days.*

***Please note that children or other individuals of any age are not allowed in the classroom, clinical laboratory, or clinical agencies.**

Cellular Phones/Electronic Devices

Electronic devices including, but not limited to, smart phones and watches or recording devices must be turned OFF except with the permission of the faculty member in attendance. NO photographs will be taken of exams or assignments or in any Becker College School of Nursing courses including in the classroom, lab, or

clinical/practice experiences.

Copyright of Nursing Instructional Materials

Becker College School of Nursing students should be aware that course lectures and instructional materials for any nursing course including audio or video recording of lecture(s), PowerPoint presentations, handouts, learning activities posted on nursing course Canvas websites, tests, and other lecture, lab, and clinical instructional materials are protected by copyright. Students may take notes and make copies of course materials for their personal use or to share with other students enrolled in their class within the nursing program. Students may not reproduce or distribute any course instructional materials publicly, in any form (hard copy or electronic) without the expressed written consent of the nursing program faculty member who developed the materials.

Course Exemption

The Becker College ASN and BSN programs do not recognize nursing program course exemptions. Please refer to the Becker College website, catalog, or admissions department for criteria for identification of non-nursing course exemption. ATI fundamentals exam with a score of 80% (77%) or higher will exempt LPN's with a current unencumbered license either from NURS 1104 in the ASN program or NURS 2400 in the BSN program. ATI' Health Assessment exam with a score of 80% (77%) or higher will exempt LPN's with a current unencumbered license either from NURS 1003 in the ASN program or NURS 2103 in the BSN program.

CPR Certification Policy

All students must be certified in cardiopulmonary resuscitation (CPR). A copy of the CPR card, both front and back, must be given to the nursing program administrative coordinator every fall. **Only Health Care Provider Level with AED through the American Heart Association is accepted.** The American Heart Association certification (American Heart Association BLS for the Health Care Provider) lasts for two years. Any clinical agency can require a recertification after 12 months. It is strongly recommended that students complete the AHA certification in the June – August period preceding entry into the program. Students who have not completed their certification during the preceding summer must be available to take a CPR course given at BSC in the early fall. Students will not be able to attend clinical without proof of current CPR certification. It is the student's responsibility to ensure that their certification does not lapse. Students will not be assigned to a clinical group until evidence of current CPR certification is provided.

Educational Mobility

The Becker College ASN program prepares graduates to progress into baccalaureate programs. The College has an RN-BSN program that allows graduates who have successfully passed NCLEX-RN seamless transition. The Becker College BSN program prepares graduates to progress into graduate nursing programs.

Good Moral Character

The Massachusetts Board of Registration in Nursing has a Good Moral Character policy. 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 Mass. Board of Registration in Nursing 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. <http://www.mass.gov/eohhs/docs/dph/quality/boards/good-moral-info.pdf>

The Board has the authority to deny or revoke nursing licensure for 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 student who wishes/needs to discuss this may make a private appointment with the Dean of the School of Nursing at any stage of the program.

Graduation

All nursing and non-nursing courses in the nursing program curriculum must be completed to graduate. Please see the College Catalog for graduation criteria. Students must pass all course and clinical experiences in the nursing program curriculum to graduate. The student must meet the requirements for satisfactory academic progression for the College as outlined in the Student Handbook. In addition, the student must fulfill all graduation requirements of Becker College as outlined in the Student Handbook.

Health and Immunization Requirements

Students matriculating into the ASN and BSN Programs must be compliant with the Massachusetts Department of Public Health's (MDPH) Adult Occupational Immunizations recommendations and requirements. All ASN and BSN students must receive an annual seasonal flu vaccine each fall and a two-step test for Tuberculosis is required within three months prior to entering the program. A single TB test updated each year after. A negative chest x-ray report is required of all students who are known positive reactors to the Mantoux test.

Incomplete Grade Policy - Refer to Becker College course catalog (<http://www.becker.edu/academics/academic-resources/course-catalog/>)

Legal Name Statement

Students in the Becker College nursing program are required to use their legal name, as printed on their driver's license or government approved ID throughout the program. Students must always use their full legal name on forms including hospital/clinical orientation documents, on their ID badges, when requesting a background check, when charting in patient records (written or electronic), and for any form of legal documentation related to the Becker College nursing program. It is the student's responsibility to make sure that all Becker College records reflect their current legal name.

Medication Administration Policy

Nursing students must demonstrate proficiency in mathematics/dosage calculation to qualify for medication administration. Students must pass a proficiency in mathematics/dosage calculation 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. Failure in the dosage calculation 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 (Student Dosage Medication Administration Competency Policy: Appendix A).

Students do NOT administer medications without a Becker College nursing faculty member present for the entire medication administration process.

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 and refer to Appendix C for the documentation required to report the medication error.

Professional Conduct

In addition to the Becker College code of conduct policies nursing students are expected to protect and maintain patient confidentiality at all times by adhering to Health Insurance Portability and Accountability Act (HIPAA) regulations. Nursing students will maintain high professional standards, including being physically, intellectually, emotionally, and academically prepared when caring for patients.

Students will conduct themselves in a professional and respectful manner during enrollment in the Becker College School of Nursing and will utilize Canvas and Becker College email accounts for all program communications.

Progression

In order to progress within the ASN and BSN program students must pass all co-requisite courses, for sciences a grade of C or greater is required. Students must pass the nursing theory, lab, and clinical component of each nursing course in order to meet the requirements of the course. All nursing courses have a final grade of C+ or greater for progression in the program. There will be no rounding up of final grades. For example, a final grade, in a nursing course, of 76.9 does not qualify as a pass.

Students must pass the theory, college lab, and clinical practice components of each nursing course in order to pass the course. Students must take the pre and co-requisite courses according to the published curriculum plan in order to progress in the nursing program.

Students enrolled in nursing courses with a clinical component are required to pass a mathematics/dosage calculation for medication competency exam before administering medications in clinical. Students are given three attempts to pass this exam. Students who are not successful after three attempts will be withdrawn from the program.

Assessment Technologies Institute (ATI) is a partner in our Nursing Education Pre-licensure programs. Students are required to take and pass course level standardized ATI exams with the identified passing score. ATI exams are in addition to faculty developed unit exams and final exams. All examinations passing scores, time lines, and course expectations are outlined in course syllabi.

COURSE FAILURE - Students who do not achieve the minimum passing grade of 77%, within the respective nursing course will not be able to progress in the nursing program. This separation from the nursing program is a course failure.

WITHDRAWAL - is defined as a separation from the nursing program for purposes of progression. If the course grade at the time of withdrawal is below the passing standard (77%), the grade recorded will be a WF. Withdrawal with a WF is a failing separation from the nursing program. Withdrawal from a nursing course with a passing grade or at any time is considered a separation from the nursing program.

MEDICAL LEAVE OF ABSENCE (MLOA) - the Becker College Student Health Services manages all Medical Conditions. A MLOA is not considered a separation and students have one year from MLOA to be cleared to return to the class that they did not finish and must repeat the entire class from the start. If a student is not cleared to return within the year, the MLOA expires and the student would need to apply as a new applicant to the nursing program under the policies in force at the time they are medically cleared to return.

REPEATING A COURSE - Students are allowed to repeat only **ONE** nursing course. If a student does not meet the minimum passing grade in more than one course in a program the student is not eligible to apply for re-admission in that program. Refer to Readmission.

READMISSION - Students are allowed to repeat **ONE** nursing course. However, students may appeal in the event of an extenuating circumstance.

Students are required to apply for re-admission through a written request to the Assistant Dean of the School of Nursing. Readmission into the Nursing Program is **NOT** guaranteed and will be granted on a space available basis. The Assistant Dean of the School of Nursing will bring all students written requests, if qualified for re-admission, to the next scheduled faculty meeting for faculty to develop a remediation plan. The remediation plan will involve the student working with an assigned faculty member and is required to be completed successfully prior to faculty consideration of the individual student's re-admission.

CLINICAL OR LAB FAILURE - Students who are not successful in clinical or lab work, and for whom this is their first failure in the program will have to apply for re-admission into the program and complete all remediation plan requirements set forth.

CLINICALLY UNSAFE BEHAVIOR - is grounds for immediate removal from the clinical site. The student's ability to return to the clinical area will be determined by the faculty after review of the situation. Illegal, unethical, unsafe, or violation of a protected class, is subject to Code of Conduct College policy and Massachusetts General Laws of Good Moral Character regarding patient care, safety, and welfare. Violations of this nature may result in termination from the program without the opportunity to return to any Becker Nursing program.

TRANSFER ADMISSIONS - Students seeking to transfer between programs must meet with their College advisor to understand admission criteria for the program they would like to enter. Transferring students are subject to the admission criteria outlined in the College Catalog for that program.

CLINICAL / LAB / ACADEMIC WARNINGS - Students are allowed two warnings. Once a behavior or situation escalates to the third warning a student is removed from the program. Warnings are issues for Code of Conduct violations (refer to the College Handbook), a pattern of tardiness, and unexcused absence from clinical, lab, or class.

Mandatory attendance is required for all nursing students at the ATI NCLEX-RN review course at Becker College prior to taking NCLEX-RN.

Readmission

If the student wishes to apply for re-admission to the nursing program a remediation plan is required to be successfully completed prior to an application being accepted. Students will be readmitted on a space available basis. The application would be competitive with all other applications. In the case of a student re-entering the program after withdrawal/failure from any course component, the student would need to retake the entire course over.

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.

Student Rights and Grievances

Please refer to Becker College's Student Handbook for the policy and procedure for student complaints and grievances.

Substance Use/Abuse

Students are expected to come to the clinical area free of impairment from any substances. Impaired behavior is unacceptable and may be cause for dismissal from the nursing 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. Then the situation will be reviewed by faculty, the clinical agency, and the Nurse Administrator to determine continuing student status in the program.

Transfer

The Becker College ASN and BSN programs do not transfer nursing credits into the program.

Withdrawal

Any student who receives a grade of WF or F in any required Nursing program course will be unable to

progress on schedule to the next Nursing course and therefore will be withdrawn from the Nursing program. For purposes of this policy, courses with an NUR prefix are considered nursing courses. Students who are withdrawn from the Nursing program for the reason listed above may request reinstatement to the program by submitting a letter to the Nurse Administrator. Upon reinstatement, the student will be required to complete a remediation plan in order to progress in the Nursing program.

Student Participation in Governance

Students in the Becker College Nursing department have the opportunity to participate in college governance through the Student Government Association (SGA). The SGA serves as the official voice of all students within the college community. This organization serves to protect the best interests of the student body and works to bring about positive changes in campus life. Membership is comprised of student representatives from resident and commuter populations. Officers and representatives are chosen each year through general elections. SGA representatives from the nursing program are the elected officers of the National Student Nursing Association (NSNA). SGA meetings are held regularly and are open to all students see the Becker College Student Handbook.

Participation in Governance of the Nursing Education Unit

The Nursing Administrator, all nursing faculty, and students have a role in the governance of the Nursing Education Unit. Monthly meetings of the faculty organization are held during the fall and spring semesters and are open to all nursing staff, faculty, and nursing student liaisons.

Students

Formal student representation is through elected class liaisons. Students in each class will nominate a liaison at the beginning of each semester. These student liaisons are welcomed and encouraged to present student business, on behalf of the entire class, related to the nursing program curriculum to the specific nursing course. Student liaisons nominated will be appointed pending Becker College School of Nursing faculty approval, e.g., good academic standing; demonstrates the standards of professional conduct. Student liaisons are invited to regularly scheduled faculty meetings and annual advisory board meetings.

Student Resources

Table 2- Support Services Available to Nursing Students		
Support Services	Key Personnel	Access/Website
Admissions	Danielle O'Connell, Dean of Admissions	danielle.oconnell@becker.edu
Retention, Advisement, & Career Services	Rich Davino, Executive Director, Center for Career Education & Advising Nursing faculty and Nursing Administrators	rich.davino@becker.edu

Financial Aid, Director	Allen Cowett, Director of Financial Aid	allen.cowett@becker.edu
Records and Registration	Heather Pecoraro, Registrar	heather.pecoraro@becker.edu
Student Accounts	Alexander Hartman, Director of Student Accounts	alexander.hartman@becker.edu
Campus Police Chief	David Bousquet, Campus Police Chief	david.bousquet@becker.edu
Campus Bookstore	Randy Farmelant, General Manager	worcesterbookstore@becker.edu
Health Services & Counseling	Catherine Meloche, Director of Student Health Services Leonard Waice, Medical Director/College Physician Rose Andrejczyk, Director, Licensed Psychologist	catherine.meloche@becker.edu nurse@becker.edu rose.andrejczyk@becker.edu
Technology: Helpdesk, Online Coordinator	Steven Bigda, Manager of User Services Therese Ajtum-Roberts, Online Course Development Coordinator	steven.bigda@becker.edu therese.ajtum-roberts@becker.edu
Collaborative Learning Center Tutoring, Testing,, and Services for Students with Disabilities	Mary Lou Roberts, Director of Center of Collaborative Learning Center	marylou.roberts@becker.edu

Academic Support

Academic support for Pre-licensure (ASN and PL-BSN) nursing courses is provided through the use of ATI (Assessment Technologies Institute). The ATI total partnership is utilized within the nursing program to assist in student learning. The ATI program is a combination of review modules (books), on-line learning activities (tutorials, focused reviews, visual media, and active learning templates), and NCLEX- RN style practice tests designed to help prepare the student with critical reasoning/test-taking skills and content mastery. Students are introduced to this program at the beginning of the nursing courses. Questions about using the ATI course content can be directed to the nursing course faculty. The numerous online textbook support resources augment classroom learning and provide students with content reinforcement and strengthening of critical reasoning.

Academic Advisement

The Advising department and nursing faculty advisor is responsible to counsel the ASN and BSN student concerning his/her academic program and degree requirements, refer him/her to support services as needed, and provide overall support to the student in this academically rigorous program. The nursing advisor reviews

graduation requirements with the student to be certain that all requirements are satisfied.

The RN-BSN students have access to an advisor that provides guidance for class registrations, financial aid, communications of add/drop, and course or program withdrawals. Additionally, they have the Director of the Post-Licensure Program to counsel them regarding the program and degree requirements, refer him/her to support services as needed, and provide overall support to the student in this academically rigorous program.

The Director of Student Services is available to assist nursing students with any questions. The Director of Student Services answers a variety of student questions and acts as a liaison for students' needs in the areas of financial aid, student accounts, add/drop periods, and the registrar.

Students are required to communicate with their advisors prior to the class registration period. Students discuss their academic schedule/course selection with the nursing advisor during the semester and/or by appointment. Academic performance that falls below accepted standards in the classroom will place a student in academic jeopardy. The course instructor completes a student warning with "Starfish" communication to the student which also notifies the student's advisor. The instructor also includes a recommendation, which may partially consist of student meetings with his/her advisor to address the performance issue.

Campus Police

Campus Police are available and on patrol at both the Worcester and Leicester sites, 24 hours daily, during the academic year. Officers are trained in crisis intervention, first aid, and CPR. The campus police enforce student disciplinary regulations and parking regulations, as well as provide students with escorts when requested. Campus Police also offer a variety of programs related to safety issues. Campus safety data can be obtained at <http://www.becker.edu/about/offices/offices/campus-police>

Career Services

At Becker College, we empower our students to be successful while you are here so you will be successful once you graduate. One of the ways we support you is by assigning you to an advisor from the Center for Career Education & Advising (CCEA). Our goal is to have one advisor that can work with you throughout your Becker College career. Our advisors focus on helping you understand the curriculum for your major, help you choose classes, and explore how to apply your major to multiple career options. (From the CCEA website: <https://www.becker.edu/about/offices/offices/career-services>). The CCEA advisors also work with you to identify internships and other work opportunities and connect you with professionals in your area of study so you can start networking in your field while still at Becker College. You can meet with your advisor as frequently as you want – in person, via email and/or by phone. Your advisor will get to know you and can help identify strengths, values, talent, and experiences that can contribute to long-term goals and work opportunities. Your advisor can also help you discover the types of careers available for each major and what salaries are associated with those jobs. (R. Davino 11/24/17)

Collaborative Learning Resource Center (CLC)

The Collaborative Learning Resource Center (CLC) coordinates with the academic departments to offer a variety of courses, programs, and services to support students learning and to achieve course and program outcomes. The CLC offers services for students who need assistance due to English as a Second Language (ESL), as well as tutorial services.

Professional and peer tutors are available to help students by providing scheduled tutoring for many courses offered at Becker College. Peer tutors for nursing are usually limited because of the rigor and individual study time needed to be successful in the Nursing program. Professional tutors create a student-centered environment for study skills, math tutoring, writing assistance with all types of work, including essays, and research papers outlines. Services include everything from precise grammar instruction to global revision suggestions and citation formatting tips. Guidance for understanding reading assignments, and how to prepare study guides is also offered.

Becker College is committed to complying with Section 504 of the Rehabilitation Act of 1973 and the

Americans with Disabilities Act (ADA). The following support services are available to students with documented physical, emotional, and learning disabilities: accommodated test-taking, assistive technology, reading assistance, and accessibility information. Further information on disability services is located at <http://www.becker.edu/academics/academic-resources/clc/resources-for-students-with-disabilities>

If you are struggling and feel you may need additional help or are a student with a documented learning disability as determined under the ADA and as defined in Chapter 504 of the Rehabilitation Act of 1973, you may benefit from certain accommodations. If you believe you qualify and would benefit from appropriate and reasonable accommodations, our Learning Disabilities Coordinator, please schedule an appointment by emailing CLC@becker.edu.

College Bookstore

Students are advised to order textbooks online by using the textbook order service provided by the Becker College Bookstore. Bundling textbooks through a specific vendor is a cost effective approach and is considered by faculty when selecting textbooks. Students are advised to order new editions (as opposed to used editions) of selected textbooks, as some courses require the electronic resources available with these textbooks; once opened and used, these resources cannot be transferred to another student for use. The Becker College Bookstore management and staff are also available by phone and in person to assist students with placing their textbook order.

Financial Aid

Becker College offers many types of financial assistance in the form of loans, grants, and scholarships. Accepted students who are enrolled for 12 credits per semester are often eligible for financial aid. The Financial Aid department is available to assist students in completing the Free Application for Federal Student Aid (FAFSA), Tuition Assistance Program (TAP), and Stafford loans applications.

Health and Counseling Services

Health Services at Becker College is the on-campus source for meeting students' primary health needs. Health Services is a fully operational medical clinic staffed by a full-time registered nurse. In addition, a part-time physician is available by appointment at regularly scheduled clinics throughout the week. Health records, including physical examinations and immunizations required by the Commonwealth of Massachusetts are maintained by them and confirmation of compliance is communicated to the Nursing Program Administrative Assistant, demonstrating clinical clearance. It is the students' responsibility to ensure that they are in compliance to be cleared to attend the clinical component of the program.

Counseling Services provides individual counseling for Becker College students; offers support groups on a variety of issues, determined by student need and interest; sponsors educational programs to encourage growth outside the classroom; makes referrals for specialized services and medication off-campus; and, evaluates and refers for psychological emergencies. Appointments can be scheduled by phone, by email, or by either of the counseling offices. All services are free for Becker College students and are confidential.

Library

The Becker College Ruska Learning Commons resources are extensive. A full service library is available on each campus of Becker College. Because the RN to BSN program is located on the Worcester campus, the Ruska Learning Commons is the primary library used by nursing students. The Ruska Learning Commons is handicap accessible, located in the Weller Academic Center, the main academic building, approximately two hundred feet from the Health Science Building. All nursing classes and labs take place within these two buildings. The seating capacity of the Learning Commons is 165; this includes seating for group study, three study rooms that seat 10 to 12 each, private study carrels for quiet study, lounge areas, computer areas, and various other open areas and seating around tables. There are also many computers available for student use. A current Becker photographic I.D. with a bar code serves as the student's library card.

All electronic resources are available via remote access to all patrons. Students have the ability to search the library catalog of both campus libraries for materials in book, CD-ROM, VHS, and DVD format online

(<http://librarycatalog.becker.edu>). Through this website the student is also able to view new titles, and access course reserves. Through the Becker College website (<http://www.becker.edu/academics/libraries-2>) or the course CANVAS LMS website, students have the ability to access a wide variety of online indexes and databases (<http://www.becker.edu/academics/libraries-2/find/databases>). Databases specific to nursing that are available to students include, EBSCO Host, CINHALL, Medline, and Gale: Nursing and Allied Health.

Registration

The Registrar’s Office produces academic transcripts, and verification of degree awarded and maintains all permanent registration records.

Student Accounts

The Becker College Student Accounts Office is responsible for all billing and collection of student tuition, fees, and other costs associated with taking nursing courses at Becker College. This office can answer questions regarding billing, including payments, charges, holds on an account, and refunds. The student’s bill is accessible online and the student is notified via email when it is available for view.

Technology: Helpdesk, Online Coordinator

The CANVAS Learning Management System (LMS) is Becker College’s learning management system for hosting online classes. RN to BSN nursing courses are delivered in a hybrid or online format, however, all Nursing programs utilize CANVAS LMS to post syllabi, communications, and information related to class content. The technology Helpdesk is available to students who are experiencing difficulty accessing email and CANVAS LMS. Help is available via toll-free telephone that is posted on CANVAS LMS site or at <http://www.becker.edu/about/offices/offices/it-services>, or a student may submit an online “ticket” that is completed and sent electronically to the Helpdesk staff as a course-specific issue or general request. Table 3 outlines the electronic resources and Learning Management Systems (LMS) platforms used by all Becker College students

Table 3 - Description of Electronic Resources & LMS Platforms	
Platform	Group access/Function
DataTel (password protected)	Faculty view student registration, course history, schedule, and transcript
DataTel - InSite	Students: register, view schedules, and transcripts Faculty: view rosters, schedules, and transcripts, and input grades
InfoTech	Students access into library resources
CANVAS LMS	Students view course materials, e. g., syllabi, group discussion, available course supports.

Risk Factors for Poor Academic Performance School of Nursing

The Becker College School of Nursing has identified the risk factors for poor academic performance in the nursing major (listed below). Students are strongly encouraged to access available learning resources early and often. All students should schedule an appointment with their nursing academic advisor early in the semester and meet with the nursing course faculty as soon as possible following a nursing exam failure or other concerns.

Academic Performance

- Low TEAS scores,
- Repeating TEAS to achieve a passing score
- Low reading comprehension scores
- Failure in one or more college science course (A & P, Microbiology, Biology, Chemistry)
- Failure in previous nursing course (at Becker College or other nursing program)

- Low standardized test grades

Outside External Factors

- Employment 16 hours or more/week
- Family responsibilities in addition to nursing studies
- Commute to nursing program greater than 25 minutes

Time Management Issues/Study Skills

- The amount of time devoted to nursing program studies should be equivalent to full-time employment, i.e. a minimum of 40 hours per week.
- Inability to devote required time to meet rigor of nursing education (At least, 3 hours outside study for every hour of lecture, 2 hours of outside study for every hour of lab and clinical).
- Failure to access and/or fully utilize all available learning resources (ATI, Evolve, etc.)
- Tendency to procrastinate/study/cram at the last minute.
- History of academic difficulties
- Failure to be proactive in seeking assistance (nursing course faculty, course instructor, academic advisor, CLC, ATI remediation, etc.)

Professional Student Nurse Organizations

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, pre-licensure BSN, and RN to BSN) are eligible to join. All nursing students are welcomed to participate in BCSNA activities such as fundraising and community service. Please see www.nsna.org to join. All School of Nursing 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 Nursing.

BSN STUDENTS

The Nursing Honor Society SIGMA Theta Tau - Iota Phi Membership will accept the following: Junior or senior nursing students enrolled in baccalaureate programs at accredited institutions of higher education who have;

1. Completed at least ½ of the nursing curriculum,
2. Rank in the upper 35 percent of their graduating class,
3. And have achieved academic excellence (at least 3.0 out of 4.0 scale)

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 Department of Nursing at (508) 373-9755 or Becker College Operator**. Never leave an emergency message on anyone's answering machine or voicemail.

Becker College School of Nursing Dress Code

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 is positive and professional.

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 School of Nursing dress code. The uniform should NOT be worn in combination with street clothes. Failure to comply with the dress code may lead to a warning or course dismissal.

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

- **Uniform: Pre-licensure Programs (ASN and PL-BSN)** Students must wear a clean and ironed Becker College School of Nursing royal blue scrub with top, pants with pockets, and a Becker College school patch, on left shoulder, and embroidered name or name pin (first name and last initial 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 over scrub uniform, 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 School of Nursing major 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 or black leather shoes and white stockings. **Shoes that are not acceptable:** Cloth or leather and mesh sneakers, canvas shoes, backless clog, Crocs, high heels, or open-toe shoes.
- **Accessories:** Stethoscope and sphygmomanometer, watch with second hand, penlight, bandage scissors, Kelly clamp/forceps, 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.
- **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:** No jewelry may be worn except modest stud earrings (max. one per ear), a wedding band and a watch with a second hand that allows for medical asepsis. If a student wears any other jewelry to clinical, the instructor will require that it be removed prior to commencing the clinical day. Necklaces, bracelets, rings with stones and dangle earrings as well as ankle bracelets and eyebrow/nose rings etc. can be unsafe for students and patients as well as sources of contamination. Any student who routinely wears a piece of jewelry for sentimental or religious reasons may attach the item to the inside of a pocket so that it can be with the student but in a place where it can do no harm. The College is not responsible for any jewelry that the student elects to carry in this way or is requested to carry in this way as a result of arriving at clinical wearing inappropriate jewelry. Students may be dismissed from clinical, lab, and the pinning ceremony if they fail to abide by this policy.
- **Tattoos/Body Art:** All visible tattoos or body art must be covered in the clinical and lab settings and during the pinning ceremony.
- **Fingernails:** Nails must not extend beyond the tips of the fingers. Artificial nails and 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 until corrected.
- **Make-up:** Make-up should be used with discretion.
- **Perfume or Cologne:** No fragrance in any form is allowed as this can be aggravating to those with respiratory conditions and allergies as well as distasteful to others.
- **Gum:** Gum chewing is not appropriate in any clinical setting.
- **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 missed will be made up per policy.

2. Clinical Experiences where Uniforms Are Not Required:

Students are required to wear uniforms in college lab setting and clinical settings 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, etc.). The Becker College name pin or embroidery and Becker College or clinical facility identification must be visible.

Clinical Assignments and Evaluation

College Lab/Clinical Assignments - there is a zero tolerance for no call no show episodes at clinical. Students may NOT interface with their patient or other patients unless the Becker College School of Nursing faculty member is aware of the student's activities. Students must leave the clinical facility after assigned clinical hours are complete.

1. Lab and clinical sections are assigned, according to the availability of clinical sites, academic schedule of the student (enrollment in co-requisite nursing courses), the learning needs of the student as identified by their academic and clinical performance in the program to date, and availability of clinical faculty. For this reason, once posted the assignments are not subject to change.
2. Students will not be assigned clinical experiences on the unit on which they are employed.
3. Students must notify the nursing course coordinator of any federally qualified or extenuating circumstances needing consideration **prior to the assignment of clinical sites for the next semester** (ex: Military obligations on specific days)
4. Students may be asked to change another college class or sports schedule, if it conflicts with their clinical or lab assignment.
5. A notice for clinical cancellation may be issued by the site for unforeseen reasons; e.g., DPH visit. The clinical faculty will work with the students to reschedule the missed clinical.
6. Due to the large number of nursing programs in the Central Massachusetts area clinical experiences can take place from **6 am to 11:30 pm, including weekends**. Shift lengths vary and may extend to 12 hours in certain clinical settings.
7. Clinical sites are typically within a 30-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.
8. **Students are responsible for arranging their own transportation to and from the assigned clinical site.**
9. The School of Nursing will not accept individual student requests or guarantee any student a particular day, time, or location for clinical placements.
10. Students are required to complete the on-line statewide Central Clinical Placement (CCP) nursing student orientation once per year, if required by the clinical site. Students should print and keep a copy of their completion record with them during their clinical experiences.

Each student assumes the responsibility of being prepared for his/her clinical assignment including all clinical clearance requirements / updates submitted at least two (2) business days prior to start of clinic.

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 obtain Student Health Center clearance 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 J) must be brought to the clinical evaluation in every nursing course for the clinical instructor to evaluate.

Nursing Program Grading System

A	93-100	B-	80-82	D+	67-69
A-	90-92	C+	77-79	D	63-66
B+	87-89	C	73-76	D-	60-62
B	83-86	C-	70-72	F	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 2.5.
 - c. Achieve both a Pass in the clinical and lab component and the minimum course grade in the theory component of each nursing course.
 - d. Must achieve a minimum final nursing course grade of 77 (C+) in order to pass each nursing course successfully
 - i. In the event that a student fails the clinical component in any of the nursing courses, the student will receive a grade of 73 (C) or, if the theory grade earned is lower than a 73 (C), then that grade will be submitted as the nursing course grade for the entire course.
 - ii. If a student fails two nursing courses, removal from the major of nursing will take place.
 - e. Must pass the proficiency in mathematics/dosage calculation for medication administration competency exam with a grade of 85% or better in all nursing courses with a clinical component (Refer to Appendix A).
 - f. Successfully pass medication administration and lab competencies for all courses.
 - g. **ROUNDING**: Becker College School of Nursing does not round either course grades or final program grades. Specifically, this means a 76.9% is not a 77% and will result in a non-passing grade.

Assessment Technologies Institute, Inc. /ATI Nursing Education (ATI) Policies

The School of Nursing partners with Assessment Technologies Institute ® LLC/ATI Nursing Education to assist students with acquiring critical reasoning skills and nursing content knowledge essential for nursing program and NCLEX-RN success. ATI review modules (textbooks), online learning activities including, practice, targeted and predictor exams are incorporated into the nursing curriculum. Through the use of ATI educational materials, students’ knowledge and critical reasoning skills are strengthened.

Both ATI practice and proctored exams are used to evaluate students’ progress at identified intervals in the nursing program. All students in Becker College pre-licensure nursing programs (ASN and pre-licensure BSN) will participate in the ATI testing, active learning, and remediation opportunities. The ATI online resources are assigned to Becker College students only; students are not permitted to share ATI log on codes and passwords with anyone (See Academic Honesty section in the Becker College Department of Nursing Student Handbook).

In nursing courses that administer ATI Proctored Exams, the nursing course syllabus will identify the exams that will be utilized.

Exams and Quizzes

1. Students are expected to sit for all exams/quizzes as scheduled.
2. In the event of an absence due to unforeseen event or illness from an exam/quiz, it is the student’s responsibility to contact the Nursing Course Faculty **PRIOR** to the scheduled time of the exam.
 - Failure to notify faculty and develop a make-up plan in advance constitutes a no call, no show and results in a zero for the exam or quiz.

- Failure to appropriately schedule and take a make-up exam will result in a grade of zero. **Make-up exams are usually administered within 24 business hours as scheduled by the faculty.** Scheduling of make-up exams are through the nursing course faculty.
 - Make up exams and quizzes are version B.
3. All content included on the course syllabus including assigned textbook reading is testable on all nursing exams.
 4. Nursing exams will be administered under NCLEX style testing conditions. This requires that the student present a valid identification photo upon request; and have only the exam, Scantron answer key, and #2 pencils on the desk. If permitted, 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, gum etc.); however, these items will be in view of the student.
 5. For test security and integrity, nursing final exams will not be reviewed with any students.
 6. Exam content discussion should only take place with the Nursing Course Faculty or their designee. Otherwise, this violates academic honesty and dismissal from the program may result (Refer to academic honesty section).
 7. Exam retakes to help increase the grade are not allowed.
 8. Faculty are not required to provide content reviews, outlines, or study guides for the purposes of exam preparation.
 9. Students do not determine grading standards or the methods or processes for carrying out testing or assessment policies.
 10. On tests where Scantron forms are used, the answer the student selects must appear on the Scantron answer sheet in order for the student to receive credit for the answer.
 11. Students who have handed in their Scantron answer key and leave the testing area are not permitted back in the testing area until after all students have completed the exam.
 12. All Becker College nursing program faculty exam questions are the copyrighted property of the Becker College School of Nursing. The removal or attempt to remove questions or other assessment material from the exam, under any means, is forbidden. Students may not copy, reproduce, record, distribute, or disclose exam questions by any means, in whole or in part. A violation of this type will result in a loss of 5 points from the exam grade and may result in dismissal from the nursing program.
 13. Exam content discussion should only take place with the Nursing Course Faculty or their designee under specified conditions, e.g. scheduled face to face. Discussion of exams or exam questions by students in any other venue is prohibited and will result in sanctions. Examples of prohibited discussion of exams and exam questions includes, but is not limited to, discussion with other students or nursing program faculty in the college lab, clinical setting, or other any other setting. Students may submit requests for content clarification via email to the Nursing Course Faculty; however, students should expect that responses will be via face to face discussion. Exam reviews allow the student to have the exam questions in front of them, under testing conditions, while the answers are presented allowing for the most learning to take place.

Clinical Failure Guidelines

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

In the event that a student fails the clinical component but passes the theory portion in any of the nursing courses, the student will receive a grade of 73/C for the entire course. However, if their theory grade earned is lower than 73/C, then the lower theory grade earned is submitted.

Clinical Practice Expectations

The School of Nursing is responsible for preparing students who are competent in safe nursing practice to protect the health of individuals and the community. To meet this objective clinical expectations are outlined below. This list is a guide and is not all-inclusive.

Clinical performance may include, but is not limited to the following behaviors exhibited by the student:

- a. Ability to meet the learning outcomes set for the course in which s/he is enrolled.
- b. Ability to meet the responsibilities related to Clinical/College laboratory experience.
- c. Ability to be emotionally, physically, and mentally prepared to provide safe and effective patient care.
- d. Ability to prepare for clinical assignments by obtaining sufficient data as to patient's diagnosis, needs, and nursing care.
- e. Ability to submit the required assigned paperwork (e.g., daily management of care, clinical prep sheets, care plans) by the assigned due dates.
- f. Ability to accurately assess, determine significance of, and/or promptly report changes in patient's physical and/or emotional status to appropriate resource people.
- g. Ability 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.
- h. Ability to provide clear, accurate, and complete written or electronic documentation regarding a patient's condition, treatment, and nursing care according to the agency policy.
- i. Ability to administer medications safely with faculty supervision. All faculty are required to directly supervise students during the entire medication process (preparing, administering, and documenting).
- j. Ability to administer a treatment in a safe, responsible manner.
- k. Ability to demonstrate the application of previously learned skills, knowledge and principles in providing nursing care.
- l. Ability to demonstrate practices at educational level, experience, or responsibilities within the role of the student nurse.
- m. Ability to maintain patient confidentiality.

Unsafe Clinical Practice

When a student's performance in the clinical/college lab experience is judged to be unsafe, the clinical faculty will discuss the situation with the student as soon as feasible from the time the faculty becomes aware of the unsafe situation. The student may be removed from a clinical area immediately if, in the professional judgment of a faculty member, the student has demonstrated that they cannot assure the health and safety of patients in a clinical area.

The clinical faculty member will discuss with the course faculty and issue a written clinical warning, using the form attached as Appendix G. After the clinical faculty and student meet the clinical warning will be placed in the student's file and clinical faculty or course faculty will notify the Nurse Administrator.

Depending upon the severity of the situation, Becker College Nursing Program Faculty and Nurse Administrator may issue one of the following sanctions:

- a. Recommendation that the student continue in the program pursuant to a written action plan. The written action plan will delineate specific responsibilities for the student to achieve and will include support/remediation and a time frame for the improvement necessary to assist the student toward a successful outcome of the clinical experience. The student must take responsibility for his/her future actions and must meet with his/her nursing advisor on a regular basis. 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 has not shown improvement at the time of re-evaluation, the student may be required to complete additional remediation or may be dismissed from the program.
- b. Dismissal from the nursing program. Depending upon the severity of the situation or inability to be successfully remediated, following review by the Nurse Administrator, and nursing faculty, the student may be dismissed from the nursing program. The dismissal will be in both verbal and written

- form.
- c. Unsafe clinical performance determinations may be appealed pursuant to the Grade Appeal Process.
 - d. Reinstatement Following a Clinical Failure; please see the readmission policy.

Dismissal and Withdrawal from the Nursing Program

A student who fails to demonstrate performance or behaviors consistent with Becker College policies, professional nursing and/or good moral character as defined by the Massachusetts Board of Registration in Nursing (BORN) is subject to review and dismissal at the recommendation of the nursing faculty and approval of the Nurse Administrator.

In the event a student is being reviewed for dismissal, the student shall be notified to remain out of clinical practice until the dismissal decision is made by the Nurse Administrator. Dismissals may be appealed pursuant to the College's Grievance Appeal Process.

Voluntary Withdrawal

1. Individual Course or College Withdrawal

Refer to Becker College course catalog (<http://www.becker.edu/academics/academic-resources/course-catalog/>)

2. Nursing Program Withdrawal

Any student withdrawing from a nursing course or the nursing program must notify the Nursing Course Faculty. The student must submit in writing his/her intention to withdraw, complete the required paperwork for the Registrars' Office, and comply with College policies and procedures.

3. Withdrawal/ Separation

Withdrawal from a nursing course at any time is considered a separation from the nursing program. If the course grade at the time of withdrawal is below passing standard, the grade recorded will be a WF. Separations, failing or passing, count as a separation from the program for purposes of re-admission.

4. Re-Admission following Withdrawal

Knowledge fades and can be lost over time. Nurses must have current knowledge to be safe in practice therefore, any student withdrawing from a nursing course who is wishing to re-apply after withdrawal must follow the re-admission procedure and timelines.

STUDENT RIGHTS AND GREVIENCES - Refer to the Becker College Academic Catalog and policies posted at <http://www.becker.edu/academics/academic-resources>.

Complaint/Grievance/Appeals

The Becker College School of Nursing is committed to resolving student complaints, grievances, and appeals in a timely manner. Further the School of Nursing recognizes the best resolutions are achieved through communication with the effected parties. Therefore, it is the expectation that the student first attempt resolution of the concern at the level where the difficulty/misunderstanding exists. Definition of terms are:

- **Complaint:** An informal or written concern raised by a student alleging improper treatment involving the application of a specific rule or procedure.
- **Grievance:** A formal written complaint by a student alleging improper action.
- **Appeal:** A written request for reconsideration of a decision.

Non Grade-Related Complaints or Grievances

A non-grade-related complaint or grievance should be presented in writing within three business days of identification of the issue to the Nursing Course Faculty. The Nursing Course Faculty's response to the student will be within five business days. If the complaint or grievance is not resolved, the complaint or grievance may be presented in writing to the Nurse Administrator. The Nurse Administrator will respond within five business days with a final decision.

Grade Appeal Process

The student grade appeal process is defined in the Becker College Academic Policies <http://www.becker.edu/academics/academic-resources/academic-policies/grade-appeals>.

Readmission Process - Following Separation from Program, Including Nursing Course Failure:

1. Students who have separated/withdrawn for any reason from the nursing program must petition the Nurse Administrator for readmission to the program.
2. Readmission to the nursing program is not guaranteed.
3. Readmission is a formal process that requires consideration by the Nurse Administrator with the input of the School of Nursing Faculty.
4. A separation includes, but is not limited to, when a student has received a grade of WF, has an issued a clinical warning, etc.
5. Readmission is not granted when the student has failed to progress in two nursing courses. However, students may appeal in the event of an extenuating circumstance.
6. A separation from the nursing program is considered as a failure to progress in a nursing course.
7. 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.
8. Readmission to the nursing program is not automatic; it depends upon space availability and requires the candidate's active participation. Active participation includes, but is not limited to, readmission testing and prescribed remediation sessions and/or assignments.
9. 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 full time nursing 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.
10. 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.
11. Initial readmission requests are not considered after one (1) calendar year from the last nursing course taken. In this case a student would need to submit a new application and is subject to current policies and curriculum.
12. Readmitted students will be required to complete the nursing program curriculum plan in place at the time of readmission, 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 already received a passing course grade would be required

Health and Immunization Requirements

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 are necessary for participation in a nursing program. See Appendix F for the specific sensory, psychomotor, and affective skills needed by the nursing student.

Immunization Requirements

Nursing students matriculating into the nursing program must be compliant with Massachusetts' Department of Public Health's (MDPH) Adult Occupational Immunizations recommendations and requirements.

Refer to Student Health Services for the current immunization requirements.

<https://www.becker.edu/student-affairs/health-wellness/student-health-services/immunizations>

Clinical facilities may stipulate additional requirements for which medical documentation **must** be provided as clinical sites require proof of student health and immunization status before clinical clearance is granted. If this information is not provided, the student would be dismissed from the nursing program.

The Student Health Record is to be completed and submitted to **Student Health Center** prior to entry to the program. **For continuing nursing students all clinical requirements must be uploaded at least two (2) business days PRIOR to the clinical date.** Please note: **No record = No clearance**

- Any change in medical/health status must be reported to Student Health Center. 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 Center 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's safety may be compromised the student will be excluded from the clinical area until cleared by Student Health Center. Clinical agencies will be consulted, as needed, to determine if the student can participate in clinical assignments. **The inability to participate in clinical assignments may result in withdrawal from the nursing program.**

Documents must be uploaded through the new Health Portal at <https://becker.medicatconnect.com/> prior to the start of the first NURS course in the nursing program for new students and at least two (2) business days prior to the clinical for continuing students. Questions regarding the health portal can be emailed to healthportal@becker.edu. Students are required to also maintain his/her own copy of the Student Health Record and other requirements for their portfolio.

Criminal Offender Record Information (CORI) and Sex Offender Registry Information (SORI) Checks

Students will be involved in the care of vulnerable populations, e.g. children, the disabled, the elderly, during the course of their clinical rotations. As a protection to the patient populations all students are required to undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check each semester/on an annual basis while enrolled in the program. The College shall refer to regulations of the Commonwealth's Executive Office of Health and Human Services, 101 Code of Massachusetts Regulations 15.00-15.16, as guidance when assessing 15 Revised 8/2017 CM, MB,AC,RG,RM,NP student CORI records. Sex Offender checks shall be performed pursuant to Massachusetts General Laws, Chapter 6, Section 178C-178P. Any clinical agency has the right to choose to run CORI and SORI checks themselves on students attending their facilities. The results of these checks are strictly confidential. If the results are such that a student cannot attend any/all of our clinical rotations that student will be unable to proceed in the nursing program. Some clinical sites will also require fingerprinting.

Any student whose **CORI** or **SORI** or **Fingerprinting** reflects conviction of certain offenses will be ineligible for placement at a clinical agency and may be excluded from receiving a nursing license in Massachusetts, in accordance with Board Licensure Policy. Therefore, if there is a finding of an offense when the CORI or SORI or Fingerprinting 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.

<http://www.mass.gov/eohhs/docs/dph/quality/boards/nursing-good-moral-policy.pdf>.

Drug Testing

All Becker College nursing 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. Students are required to place the order upon entrance into the program and annually while they are in the program.

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 be cleared by the Becker College Student Health Center prior to beginning clinical.

Failure to disclose any of this information will prevent students from attending clinical and jeopardizes the student’s ability to complete the course resulting 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.

Latex Allergy

All students with symptoms of a latex allergy must be cleared by the Student Health Center prior to lab or clinical.

1. **The Nursing Skills Lab is not a latex free environment:** therefore, the risk of exposure to latex cannot be eliminated.
2. **Becker College cannot guarantee latex free environment during clinical rotations.**

Body Fluid Exposure

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

1. Students will be directed to follow the emergency procedures in place at the clinic site and the clinical instructor is notified for clinical site policy to be followed and to also notify the Dean.

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.

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 (AHA) BLS for *Healthcare Providers*** CPR certificate or programs that teach the AHA guidelines must be submitted to the administrative assistant of the School of Nursing 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 School of Nursing prior to the first scheduled class day in the nursing program.

End of Program Requirements- Pre-Licensure Nursing Students'

1. An NCLEX-RN review course is required at Becker College after completion of the nursing program and prior to taking the NCLEX-RN exam. Students that are absent for any component of the review course must account for the timed missed. The Faculty will prescribe the remediation activities that must be completed; e.g., proctored ATI, active learning templates, individual study plan for make-up of time lost.
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.
<http://www.mass.gov/eohhs/gov/departments/dph/programs/hcq/dhpl/nursing/licensing/applications-and-other-forms.html>
4. Student payment to the Professional Credential Services (PCS) fee that is required for the administration of the NCLEX-RN examination. <https://www.pcsdq.com/?page=health.MA-examination>

Pinning Ceremony

The Pinning Ceremony is facilitated by the Becker College School of Nursing. It occurs at the completion of the Nursing Program (ASN, pre-licensure BSN) and is held in December **in the evening on the final day of the NCLEX prep course** and in May in **the morning the day before College graduation ceremonies**.

All pinning ceremony program activities will be determined and coordinated by the Becker College School of Nursing. Requirements include:

- Wear white uniforms (pants and tops or dress).
- Visible tattoos are to be covered with band aids.
- Students are allowed to wear one-stud earring in each ear, however, no other body piercing may be worn during the ceremony.
- Hair is expected to be pulled up off the collar if caps are worn, may be worn down without a cap
- Facial hair on male students is expected to be neatly groomed.
- White or black clinical leather shoes must be worn. Sneakers and/or canvas shoes will not be allowed under any circumstances.

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 the nursing pin and uniform.

APPENDICES

Appendix A: Student Dosage Medication Administration Competency Policy

Policy

A mathematics/dosage for medication competency exam calculation/math proficiency test will be administered to all nursing students that have a clinical component (NURS1104, NURS1105, NURS2201, NURS2202, NURS2400, NURS3300, NURS3400, NURS3305 or NURS3600, NURS4200, and NURS4901). 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. Students shall have a maximum of three attempts to pass the proficiency in mathematics for medication administration exam.

Procedure

1. The proficiency in mathematics for medication administration exam will be given prior to the allowance to administer medications in the clinical setting in the beginning of each semester for NURS1105, NURS2201, and NURS2202, NURS3300, NURS3400, NURS3305, NURS3600, NURS4200, and NURS4901) and prior to the students' clinical experience in NURS1104 and NURS2400. 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 attempt.
2. The second attempt will be given one week after the first attempt. The student who does not achieve an 85% or above on the second attempt should continue remediation to improve their math/dosage calculation skills in preparation for the third and final examination.
3. The third and final attempt will be given one week after administration of the second attempt. The student must achieve a score of 85% or better to successfully pass. A failure in the third attempt will result in the inability to provide safe practice and administer medications in the clinical area. This inability to provide safe practice (NURS1104 and NURS2400) or administer medications in the clinical setting (NURS1105, NURS2201, NURS2202, NURS3300, NURS3400 or NURS3305, NURS3600, NURS4200, and NURS4901) will result in a clinical failure and may lead to dismissal from the nursing program.

Appendix B: Becker College: 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 unsafe performance on the clinical evaluation criteria.
5. Examples of medication errors include, but are not limited to, the following:
 - a. not signing name according to the clinical site's Medication Administration Policy
 - 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. apical pulse for digoxin dose)
 - e. not following the six rights of medication administration
 - f. administering a duplication of medication that has already been 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
 - l. failure to reassess effect of pain medication according to safe practice and facility guidelines
6. Students will be counseled after a medication error. A remediation plan will be developed by the clinical instructor and Nursing Course Faculty. 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 Medication Error Report Form

FACILITY: _____

DATE: _____

TIME: _____

ASSIGNED NURSE: _____

INSTRUCTOR: _____

STUDENT: _____

MEDICATION: _____

SUMMARY OF INCIDENT:

NURSE MANAGER NOTIFIED: _____

DOCTOR NOTIFIED: _____

STUDENT SIGNATURE _____

FACULTY SIGNATURE _____

**PLEASE FAX TO BECKER COLLEGE NURSE ADMINISTRATOR AT 1-508-849-5213
IMMEDIATELY WHEN INCIDENT OCCURS AND E-MAIL NURSING ADMINISTRATOR AND
NURSING COURSE FACULTY**

Appendix D: School Cancellation Policy

The College makes every reasonable effort to hold classes during the winter. However, extreme weather conditions may necessitate a delay in classes and/or cancellation of classes for that particular day. The decision to cancel classes will be made by 6:00 a.m. The decision to cancel evening classes will be made by 3:00 p.m. Class delay, cancellation, or early closing is announced through the Emergency Notification System (Regroup), on the College website, and the College's main number voicemail. Students and staff members are responsible for checking the College website and LMS website (CANVAS) or listening to announcements on local radio stations.

Appendix E: Inclement Weather and Clinical/Lab Attendance Policy

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

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

1. ***Becker College announces cancellation of day classes in advance of any assigned clinical day shift:*** The clinical day shift is cancelled and a make-up clinical must be scheduled for the clinical group.
Becker college announces cancellation of evening classes in advance of any clinical evening shift: The clinical evening shift is cancelled and a clinical make-up must be scheduled.
2. ***Nursing clinical faculty in collaboration with the clinical coordinator may cancel a clinical day even though the college has not announced a cancellation:*** The clinical faculty in collaboration with the Clinical Coordinator may decide to cancel either day or evening shifts (or both) on a given day even though the college has not announced cancellation of day and/or evening classes. The clinical faculty member notifies the students by a phone tree that Becker College has not cancelled classes, but the clinical faculty team has deemed travel to clinical agencies is unsafe because of inclement weather. All cancelled clinical rotations will require the scheduling of a make-up day.
3. ***Individual student decisions:*** 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.
4. ***The Dean and Assistant Dean of Nursing may cancel a clinical day even though the college has not announced a cancellation.*** The Dean and Assistant Dean will electronically contact the clinical faculty by 4:30am for 6:00am clinical, and by 12:30pm for 2:00pm clinical. The clinical faculty member notifies the students by a phone tree that Becker College has not cancelled classes, but the clinical faculty team has deemed travel to clinical agencies is unsafe because of inclement weather. The clinical faculty will notify each placement site that the clinical day is cancelled. All cancelled clinical rotations will require the scheduling of a make-up day.

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 (i.e., 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).

Policy Reviewed 8/07/12, 5/2014, 5/2015

Appendix G: Unsafe Clinical / College Laboratory Performance Form

When a student's performance in some aspect(s) of clinical/college laboratory experience is judged to be unsafe, 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 situation.

Summary of Incident:

Corrective Action Plan with timeline: (continue on back of form)

Faculty Signature: _____ Date: _____

Student Signature: _____ Date: _____

Comments:

Re-evaluation (Date): _____ Corrective

Action Plan: Met _____ Unmet _____

Faculty Signature: _____

Student Signature: _____

FAX Completed Form to School of Nursing ATTN: Nursing Administrator at **508-849-5213**

Appendix H: American Nurses Association (ANA) Standards of Nursing Practice

All nursing students will maintain professional conduct consistent with the American Nursing Association (2015) six Standards of Nursing Practice and the eleven Standards of Professional Practice as defined in the American Nurses Association (2015) *Nursing: Scope and Standards of Practice*, 3rd Edition, Silver Spring, MD.

The Standards of Practice

1. Assessment	The registered nurse collects pertinent data and information relative to the healthcare consumer's health or the situation.
2. Diagnosis	The registered nurse analyzes the assessment data to determine actual or potential diagnoses, problems, and issues.
3. Outcome Identification	The registered nurse identifies expected outcomes for a plan individualized to the healthcare consumer or the situation.
4. Planning	The registered nurse develops a plan that prescribes strategies to attain expected, measurable outcomes.
5. Implementation	The registered nurse implements the identified plan. 5 A. Coordination of Care: The registered nurse coordinates care delivery. 5 B. Health Teaching & Health Promotion: The registered nurse employs strategies to promote health and a safe environment.
6. Evaluation	The registered nurse evaluates progress toward attainment of goals and outcomes.

The Standards of Professional Performance:

7. Ethics:	The registered nurse practices ethically.
8. Culturally Competent Care	The registered nurse practices in a manner that is congruent with cultural diversity and inclusion principles.
9. Communication:	The registered nurse communicates effectively in all areas of practice.
10. Collaboration:	The registered nurse collaborates with the healthcare consumer and other key stakeholders in the conduct of nursing practice.
11. Leadership:	The registered nurse leads within the professional practice setting and the profession.
12. Education:	The registered nurse attains knowledge and competence that reflects current nursing practice and promotes futuristic thinking.
13. Evidence-based Practice & Research:	The registered nurse integrates evidence and research findings into practice.
14. Quality of Practice:	The registered nurse contributes to quality nursing practice.
15. Professional Practice Evaluation:	The registered nurse evaluates one's own and others' nursing practice.
16. Resource Utilization:	The registered nurse utilizes appropriate resources to plan, provide, and sustain evidence-based nursing services that are safe, effective, and fiscally responsible.
17. Environmental Health	The registered nurse practices in an environmentally safe and healthy manner.

Appendix I: Student Handbook Policy Agreement

**BECKER COLLEGE
SCHOOL OF NURSING**

My signature below acknowledges my receipt of the current Becker College School of Nursing Handbook either in a hard copy or online: and that I have read it and agree to be bound to the policies contained therein.

This agreement will be held in my student record and will remain valid for the duration of my participation in the Nursing Program.

Print Name: _____

Signature: _____

Date: _____