



COMMUNITY COLLEGE

OF RHODE ISLAND

Nursing Department
Student Policy Manual
Spring 2024

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

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Associate Degree and Practical Nursing Mission Statements

Associate Degree Nursing

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

Approved: 3/07; Revised: 8/11, 5/16
Reviewed: 5/12, 5/13, 7/14, 8/15, 5/16, 5/19, 5/22, 9/23

Practical Nursing

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

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Associate Degree and Practical Nursing Philosophies

Associate Degree Nursing

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

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

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

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Practical Nursing

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

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

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

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Reviewed: 5/19, 5/22, 9/23

Associate Degree and Practical Nursing

6 Core Organizing Concepts for Patient-Centered Care

1. **Patient-centered care** is focused on the patient or designee as the source of control in consideration of patient and family cultural preferences, beliefs, and values. As an advocate, the nurse provides timely, compassionate, and coordinated care.
2. **Nursing judgment** is the process of applying critical thinking and scientific reasoning skills to make appropriate clinical decisions based on current best evidence.
3. **Safety** involves minimizing the risk of harm to patients, families, and providers through established best practices. **Quality improvement** utilizes clinical data to monitor and improve healthcare outcomes.
4. **Professional identity** incorporates actions that reflect integrity, leadership, accountability and legal/ethical responsibility in accordance with established nursing standards of practice.
5. **Teamwork** involves functioning effectively within nursing and inter-professional teams. **Collaboration** fosters effective communication, mutual respect and shared decision-making to achieve quality patient-centered care.
6. **Informatics** is the use of technology to access appropriate information, communicate effectively, and implement best nursing practices to support safe clinical decision-making.

Approved: 8/30, 5/16

Reviewed: 5/17, 5/19, 5/22, 9/23

Associate Degree and Practical Nursing Core Values of the Nursing Student

What it means to be a CCRI Nursing Student:

*written by the nursing students in the Student Nurse Organization
for their peers in preparation for entering the nursing profession.*

Professionalism:

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

Excellence:

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

Compassion:

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

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

Diversity:

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

Approved: 5/16

Reviewed: 5/17, 5/19, 5/22, 9/23

Associate Degree and Practical Nursing Program Competencies

Associate Degree Nursing

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

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

Approved: 5/16

Reviewed 5/19, 5/22

Practical Nursing

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

Approved: 5/17

Reviewed 5/19, 5/22, 9/23

Technical Standards for the CCRI Nursing Student

Department of Labor Classification: Moderate

The Department of Nursing at the Community College of Rhode Island does not discriminate on the basis of race, color, religion, sex, gender identity or expression, age, national origin, disability, marital status, sexual orientation, or protected military status, in any of its activities or operations.

CCRI Nursing Faculty have determined that candidates for associate nursing degrees or practical nursing diplomas must be able to meet the following minimum technical standards with or without reasonable accommodations for successful completion of program requirements. Technical Standards are defined as functional ability requirements of the nursing student that are necessary to deliver safe and effective nursing care. The nursing student must demonstrate all of the technical standards with reasonable accommodation to meet the minimum level of required activity to care safely for patients. The Technical Standards listed below identify the skills and behaviors required to successfully complete the nursing program and safely prepare the student for the practice of nursing. The National Council of the State Boards of Nursing has delineated the following functional abilities that a nurse must possess to practice safely and effectively in the clinical setting.

General Observational Skills:

- Ability to see and distinguish colors, hear, touch, and smell
- Ability to utilize data obtained by the senses and further integrate, analyze and synthesize such data accurately
- Ability to perform health assessments and interventions; obtain diagnostic specimens; and obtain data from digital and analog representations to assess patient status
- Sufficient visual acuity to administer medications, detect alterations in patient status, and identify changes in skin color, and wound characteristics
- Sufficient auditory ability to detect sounds related to bodily functions or mechanical equipment alarms
- Sufficient tactile abilities to distinguish temperature alterations related to the patient condition or equipment malfunction, and the ability to assess edema and/or abnormal skin masses

Gross Motor/ Fine Motor Skills:

- Adequate motor function to execute movements required to provide safe general care and management of patients in all healthcare settings
- Fine motor skills sufficient to obtain assessment data by palpation, percussion, auscultation and other diagnostic maneuvers
- Physical endurance sufficient to complete an 8-12 hour assignment and manage a suitable patient assignment
- Mobility sufficient to carry out patient-care procedures, patient treatments, administration of medications, operation of medical equipment, emergency procedures and lifting (safe patient handling)
- Strength sufficient to carry out emergency activities (CPR), safe patient handling and fall intervention/prevention

Continues on next page

Communication:

- Ability to speak and write with accuracy, clarity and efficiency with patients, families and all members of the healthcare team
- Ability to elicit and record patient data regarding health history, current health status and response to patient care interventions
- Ability to sufficiently convey information to patients, families and members of the healthcare team, encompassing the ability to teach, direct and counsel
- Ability to utilize computerized technology to document, obtain the results of laboratory and diagnostic studies, and remain informed of the medical-care progression and maintenance

Intellectual, Conceptual, and Quantitative:

- Ability to learn, think critically, analyze, assess, problem-solve and reach reasoned judgements
- Ability to problem-solve utilizing measurement, calculation, reasoning, analyzing and synthesizing both objective and subjective data to make accurate decisions, in exigent circumstances, that reflect consistent and thoughtful consideration and sound clinical judgement for laboratory and diagnostic interpretation
- Ability to assess data, develop a plan of care, prioritize, and monitor treatment modalities
- Sufficient cognitive skills to calculate medications
- Sufficient conceptual ability to analyze and synthesize data to implement a plan of care
- Quantitative ability to assess data, prioritize need and anticipate outcomes
- Ability to comprehend spatial relationships to accurately administer parenteral medications or assess varying degrees of wound management

Social Attributes:

- Ability to demonstrate compassion, integrity, and motivation
- Ability to demonstrate responsibility, accountability, and good judgment.
- Ability to establish rapport with patients, families and all members of the healthcare team from a variety of social, emotional, cultural, and intellectual backgrounds
- Ability to adapt to changing and stressful environments, and to accept and integrate constructive criticism and function cooperatively and efficiently in the uncertainties inherent in clinical practice

All students admitted to the Community College of Rhode Island will be measured by consistent academic standards. Regardless of disability and reasonable accommodations, a student must be successful in all courses and master all essential competencies.

Individuals unable to meet these technical standards, with or without reasonable accommodation, will not be able to complete the program and are counseled to pursue alternate careers.

Approved: 3/5/2019
Reviewed: 5/22, 9/23

National Student Nurses' Association (NSNA), Inc. Code of Academic and Clinical Conduct

PREAMBLE

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A CODE FOR NURSING STUDENTS:

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

For expanded view on each of the above topics, visit the following website:

<http://www.nsna.org/nsna-code-of-ethics.html>

Adopted by the NSNA Board of Directors, October 27, 2009, in Phoenix AZ.

Approved: 5/16; Revised: 5/19

Reviewed 5/17, 5/22, 9/23

College-wide Student Handbook Policies

In addition to the policies contained in this Nursing Student Policy Manual, Nursing students, must comply with policies in the CCRI college-wide Student Handbook.

https://www.ccri.edu/advising/new_students/student_handbook/

CCRI Drugs and Alcohol Policy

See Student Handbook, pp. 23-25.

Revised: 5/12, 5/19, 8/21, 5/22

Reviewed: 5/13, 7/14, 8/1, 5/17

Health Insurance Portability and Accountability Act (HIPAA) Policy

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

Approved: 6/23/11; Revised: 8/16, 5/19

Reviewed: 5/12, 5/13, 7/14, 8/15, 5/16, 5/22, 9/23

Honor Code

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

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

Honor Code violations include, but are not limited to:

- **Lying:** Includes, but is not limited to, communicating untruths in order to gain an unfair academic or employment advantage
- **Plagiarism:** Taking credit for someone else's work or ideas regardless of the type; NOTE: Students found in violation will be subject to a zero (0) for assignment and/or further disciplinary actions
- **Cheating:** the act of wrongfully using or attempting to use unauthorized materials, information, study aids, or the ideas or work of another in order to gain an unfair advantage; also includes:
 - allowing a substitute to take an exam or act as a substitute for another student
 - any attempt to circumvent testing procedures in order to benefit from another's work (i.e. exchanging assigned numbers, computers and/or seats)
 - any attempt to procure test information, either verbal or written, including transportation of information related to test from testing environmentNOTE: Cheating will result in a zero (0) for an exam/assignment and possible disciplinary action. Refer to the Exam Policy for further information.
- **Stealing:** the act of intentionally taking or appropriating the property of another, including academic work, without the consent or permission and with the intent to keep or use the property without the permission of the owner or the rightful possessor.

Approved: 3/10; Revised: 5/12, 5/13, 7/14, 8/15, 5/19
Reviewed: 4/11, 5/22, 9/23

CCRI No Harassment Policy Sexual and other Unlawful Harassment

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

For more detail, see Student Handbook, pp. 39-58.

Revised: 5/19, 5/19, 8/21, 5/8
Reviewed: 5/12, 5/13, 7/14, 8/15, 5/17, 9/23

Social Networking Policy

All policies related to HIPAA and patient confidentiality in the CCRI Nursing Department Student Policy Manual apply equally to social networking sites such as Facebook, Instagram, or Twitter, Whats App, Skype, Snapchat, or any other social network available.

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

No photographs may be taken on patient units at any time. Students found in violation of this policy will be dismissed from the Nursing program.

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

Approved: 6/23/11, Revised: 7/14, 8/15, 5/17, 5/19
Reviewed: 5/12, 5/13, 5/22, 9/23

Student Communication Policy

1. Addressing Faculty: Students should address faculty by their title (Professor or Dr. or Mrs., etc.). All communication, both verbal and written, must be respectful and consistent with behaviors outlined in Professional/Academic/Clinical Conduct.
2. Chain of Contact: Communication begins with involved faculty. If further information is needed, or an issue is not resolved with the involved individual/s, the Course Coordinator should be contacted. The next level of communication is the Department Chair. If further communications is required to resolve an issue, a student has a right to file a grievance. For information, see Student Handbook, pp. 21-22.
3. Generating Communication: The preferred method of communication with faculty and administrative assistants is via email. Messages should contain the following information:
 - a. Name and student ID number
 - b. Course and section number indicated in the subject line
 - c. Detailed information in the body of the email
 - d. Proper salutation and closing/student signature

NOTE: Students should communicate via email with their CCRI email addresses only. Faculty and staff should not respond to messages sent from a personal email address.

Approved: 10/08; Revised: 11/8, 2/9, 7/14, 5/19, 8/21, 5/22
Reviewed: 3/10, 4/11, 5/12, 5/13, 8/15, 5/22, 9/23

Netiquette Policy

Behind Every Name There is a Person

- Respect the privacy of your classmates and what they share in class.
- Ask classmates for clarification if you find a discussion posting offensive or difficult to understand.
- Avoid sweeping generalizations. Back up your stated opinions with facts and reliable sources.
- Understand that we may disagree and that exposure to other people's opinions is part of the learning experience.
- Be respectful of each other. We're all in this together. Before posting a comment, ask whether you would be willing to make the same comment to a person's face.
- Keep in mind that everything you write, indeed every click of your mouse is recorded on the network server. On the Internet there are no take backs.
- Keep in mind that you are taking a college class. Something that would be inappropriate in a traditional classroom is also inappropriate in an online classroom.

Online Communication

- Be aware that typing in all capital letters indicates SHOUTING.
- Be careful with humor and sarcasm. Both can easily be misunderstood!
- Review all discussion postings before posting your own to prevent redundancy.
- Check your writing for errors by reviewing what you've written before submitting it.
- Acronyms (LOL, etc.) and emoticons (smilies) are commonly used online, but be careful not to overuse them.
- Many communications with your instructor or fellow students are best handled through email. Only post on the classroom discussion board if the conversation is relevant to others in the class.

Video conferencing

- Meeting with your instructor online or during class should be considered the same as meeting with them in person. Dressing in pajamas or wearing inappropriate clothing is not acceptable. If you wouldn't wear it to in-person class don't wear it to online class. Your clinical instructor may require you to wear your clinical uniform to online meetings.
- Be mindful of your environment and background when video conferencing.

Adapted from <http://blogs.lsc.edu/expectations/netiquette-guidelines/>

Approved: 8/27/20

Reviewed: 5/22, 9/23

Cancellation of Clinical Practice for Inclement Weather

College cancellations will be announced on local radio and TV stations, posted on the CCRI website and announced via (Rave) text alert and email notification. Students and faculty sign up for Rave alerts; instructions are located on the CCRI website, <https://www.ccri.edu/emergency/rave.html>.

Also, based on the honest assessment of weather conditions, individual clinical instructors have the option to cancel or delay clinical practice.

It is suggested that a telephone tree/texting group be developed between faculty and clinical groups to facilitate communication. If the clinical day is canceled, but the college remains open, faculty will be responsible to reschedule the clinical day.

Special Announcement Lines:	Knight Campus	825-2344
	Flanagan Campus	333-7171
	Liston Campus	455-6000
	Newport Campus	851-1717

Revised: 10/98, 4/06, 5/12, 5/13, 7/14, 5/19, 5/22

Reviewed: 11/00, 3/03, 4/08, 4/09, 3/10, 4/11, 5/16, 5/17, 9/23

Student Participation in Outside Service Projects while in Uniform

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

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

Approved: 12/97

Reviewed: 11/00, 3/03, 4/06, 4/08, 4/09, 3/10, 4/11, 5/12, 5/13, 7/14, 8/15, 5/19, 5/22, 9/23

Guidelines for Nursing Student Uniform/Professional Appearance/Required Supplies

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

Unless otherwise advised, students will not wear nursing student uniforms or scrubs on any campus or satellite **except in the Sim Lab** when participating in simulation.

Students will:

1. Wear a clean, neat uniform over a clean body into patient care areas. Undergarments must not be visible.
2. Wear a mask when it is required by agency, state, or national guidelines for infection control purposes and follow agency protocols for surgical mask use during patient care.
3. Wear additional PPE as required by agency, state, or national guidelines.
4. Keep fingernails short, clean, and without polish, artificial nails, or gel/shellac nails.
5. Wear no jewelry or rings other than a wedding band. One pair of small stud earrings for pierced ears is allowed. No other objects are to be worn through pierced body parts. Students that have ear gauges should wear flesh tone plugs.
6. Heavy make-up will not be allowed and no false eyelashes will be worn.
7. Keep hair clean and off the collar and in accordance with the policies of the clinical agency.
8. Refrain from smoking or vaping while in uniform. Students must comply with posted NO SMOKING/VAPING facility regulations (CCRI grounds and clinical setting).
9. Refrain from wearing scented products.
10. Follow clinical facility guidelines regarding coverage of body art.
11. The only headwear allowed includes facility-approved PPE (e.g. surgical cap), religious and/or cultural headwear. Surgical caps should be a solid color that matches the school uniform.
12. Keep facial hair well groomed, neat, and trimmed; preferably beards trimmed to the jaw line and mustaches trimmed to lip line (except when required for religious and/or cultural reasons) for infection control and professional purposes.

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

- All cleavage (front and back) and midriff skin will be covered.
- Tight-fitting tops should not be worn.
- No jogger-styled scrub pants allowed. Undergarments should not be visible.
- Lab coat should be worn over business casual clothing when visiting a clinical site to obtain assignment.
- "Business casual" clothing should be professional, i.e., no jeans, shorts, sweats, spandex.
- Must wear official CCRI identification badge.

Revised: 3/00, 12/00, 5/03, 11/03, 3/04, 4/06, 4/07, 4/08, 4/09, 1/10, 3/10, 4/11, 5/12, 7/14, 8/16, 5/19, 5/20, 8/20, 8/21, 5/22
Reviewed: 5/22, 9/23

Professional/Academic/Clinical Conduct Policy

1. Professional Behaviors - Students must:
 - a. Assume accountability and responsibility for own actions and professional conduct.
 - b. Accept constructive criticism in a professional manner.
 - c. Prepare and complete all clinical/classroom assignments as directed by faculty.
 - d. Report patient status changes promptly to Clinical Instructor/Faculty.
 - e. Follow all policies and procedures as outlined in the CCRI Student Handbook (https://www.ccri.edu/advising/new_students/student_handbook/) and CCRI Student Policy Manual.
 - f. Communicate with all faculty, staff (internal and external), and peers in a respectful and civil manner.
 - g. Arrive to clinical placement on time. Absences will be handled in accordance with the Clinical Attendance policy.
2. General Information
 - a. Academic and clinical conduct will be consistent with the National Student Nurse Association Code of Academic/Clinical Conduct.
 - b. Unless participating in classroom discussion, there should be no talking during class.
 - c. No eating or drinking in the Nursing Lab, Simulation Lab, electronic classrooms.
 - d. Under NO circumstances will children or pets (except approved service animals) be allowed in the classroom or Nursing laboratory.
 - e. Only students enrolled in the Nursing Program may attend class.
 - f. Any student with a documented disability may arrange reasonable accommodations through the Disability Student Services (DSS) Office at any campus. As part of this process, students are encouraged to contact the DSS Office as early in the semester as possible (www.ccri.edu/dss).
 - g. Pagers, cell phones, and all personal electronic devices, with the exception of the school required iPad/laptop, are prohibited unless permission is obtained from faculty. No texting is allowed during clinical and class.
3. Audio/Video Taping
 - a. Students may not record lectures, lab or clinical presentations without the consent of the instructor.
 - b. Students requiring academic accommodations are eligible to record class lectures only for the purpose of personal study.
 - c. Lectures recorded for personal study may not be shared with other people without the consent of the lecturer.
 - d. Recorded lectures may not be used in any way against the faculty member, other lecturers, or students whose classroom comments are taped as part of the class activity.
 - e. Information contained in the recorded lecture is protected under federal copyright laws and may not be published or quoted without the express consent of the lecturer and without giving proper identity and credit to the lecturer.
4. Attendance
 - a. Students should plan to arrive at least five minutes before class/clinical begins. This may necessitate making needed changes in your home/work schedule period. If unavoidably late to class, the student should enter quietly and take the first available seat.
 - b. Students must be able to maintain alertness/safety and productivity in both the clinical and classroom settings. This may necessitate making changes in a student's home/work schedule. It is strongly recommended students not work a shift prior to clinical hours and will be dismissed from clinical if found to be fatigued. Such dismissal will be considered an unexcused absence and may result in

course failure.

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5. Faculty Control

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

Revised: 10/98, 5/00, 4/06, 4/08, 3/10, 7/14, 5/19, 8/21, 5/22

Reviewed: 11/00, 11/04, 4/09, 4/11, 5/12, 5/13, 4/11, 5/12, 5/13, 8/15, 5/16, 9/23

Health Requirements/CPR Certification/ Background Criminal Investigation (BCI) Check for Nursing Students Policy

In order to facilitate compliance with health records, CPR certification, and Background Criminal Investigation (BCI) checks, the Nursing Department has selected CastleBranch Screening Solutions to manage student records.

It is the student's responsibility to remain compliant in CastleBranch throughout the program. CastleBranch will send email alerts to students as requirements approach their due dates. It can take 2-4 business days (Monday through Friday) after a submission before a record will reflect any updates.

A student whose health/CPR/BCI requirements become non-compliant in CastleBranch will not be allowed to participate in clinical site activities. Personal records submitted to faculty will not satisfy compliance requirements. This student will be placed on clinical probation (learning contract) for failing to comply with CCRI policy and clinical agency requirements. Any student that misses two clinical days due to a single episode of a non-compliant health record within one course will be unable to complete course requirements. Subsequent episodes of non-compliance at any point in the program, will result in dismissal from the program. Students must make up missed clinical time.

In addition to submitting health records to CastleBranch, students must also submit a copy of their record to the CCRI School Health Services Office located in Room 1240 on the Knight Campus (Phone: 401-825-2103, Fax: 401-825-1077, Email: nurse@ccri.edu).

Insurance

Health insurance is the responsibility of each student and is required. For those students not covered by a family or individual plan, a variety of student health and dental discount programs are available. All students accepted into the Nursing Program must complete and return the Health Insurance Coverage Form ([Appendix F – Declaration of Health Insurance Coverage](#)).

Revised: 11/08, 7/14, 8/16, 5/17, 5/19, 8/21, 5/22

Reviewed: 3/10, 4/11, 5/12, 5/13, 8/15, 9/23

Challenge Examination Policy

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

The only Nursing course eligible for challenge is NURS 1061: Pharmacology I. Successful challenge of this course requires a grade of 90% or higher on the Math Competency Test and a grade of 75% or higher on the course exam.

Students eligible to challenge NURS 1061 include:

- Licensed Practical Nurses (LPNs) seeking acceptance into the LPN-to-RN Option of the Associate Degree Nursing Program:
 - CCRI graduates from Summer 2017 or before
 - Non-CCRI graduates

NOTE: Graduates of the CCRI Practical Nurse Program (NURP), Summer 2018 and after, will not need to challenge this course as NURS 1061P will satisfy the requirements of NURS 1061. If Degree Evaluation does not show credit for this course requirement, a Course Waiver Form will need to be submitted by the Department Chair.

- Students accepted into the CCRI Associate Degree Nurse program seeking to transfer credits from an accredited nursing school

Challenge Examination Procedure

1. Student must:
 - a. Possess an active LPN license and have completed at least 1,000 hours of work as an LPN in a clinical practice environment within the past five (5) years
 - b. Contact the Level I Nursing Department Chairperson for eligibility assessment
 - c. Schedule exam date with Nursing Department Administrative Assistant
 - d. Obtain Credit Award Form from Nursing Department Administrative Assistant
 - e. Bring completed Credit Award Form with payment to the Bursar's Office
 - f. On exam date, present Credit Award Form, stamped by Bursar as "paid," to the faculty proctor

NOTE: Exam will not be administered without a stamped Credit Award Form.

2. Nursing Department Administrative Assistant, after eligibility is determined, will:
 - a. Schedule date, time, location, and proctor for examination
 - b. Provide review materials to student
 - c. Format and print Math Competency Test, Course Exam and keys
 - d. File completed tests in student file
 - e. After tests are graded, bring Credit Award Form (with grade entered by proctor) to the Office of Enrollment Services for documentation on student transcript
3. Faculty proctor will:
 - a. Grade the exam (pass or fail)
 - b. Indicate the grade on the Credit Award Form and initial the form
 - c. Submit (initialed and graded) Credit Award Form to Nursing Department Administrative Assistant

Approved: 4/08; Revised: 7/14, 8/16, 5/17, 5/19
Reviewed: 4/09, 3/10, 4/11, 5/12, 5/13, 8/15, 5/22, 9/23

Exam Policy

Unless otherwise informed, exams are administered via iPad/laptop. Testing location is communicated by the Course Coordinator.

1. All students, regardless of testing accommodations or testing location, must arrive at least **15 minutes** prior to the exam start time. **Students are required to download exams from ExamSoft onto their iPad/laptop at least 2 hours prior to arriving for the exam.** Students are responsible for remembering usernames and passwords. Once testing is in progress, admittance into the exam room will be denied and the student is disqualified from taking the exam or quiz at that time. (See Make-up Exam Policy.)
2. Students will assemble at the door for their campus with their CCRI student ID or other valid picture ID accessible. The proctor will sign in students and may assign seating at this time.
3. Personal items including books, bags, jackets, hats, scarves, watches, electronic devices (other than school-required iPad/laptop and cell phone) shall be placed at the front of the room before taking a seat. Cell phone and electronic devices, other than school-required iPad/laptop, should be **TURNED OFF**. No coats are allowed on back of student chairs. Unless medically necessary, no food or drink is allowed in the electronic classroom. Items allowed on desk/table top include: whiteboard, a simple calculator, pencil (no pens), cell phone (turned off), and ID badge. Except when required for religious or cultural reasons, no headwear is allowed.
4. Once signed into the room, students are **NOT ALLOWED TO LEAVE** until the exam is in progress. Once the exam begins, a student may request a restroom break and will be accompanied by a faculty member. Only one (1) student will be allowed out of the room at any time. Any evidence that material was removed from testing room and/or placed previously in restroom will result in a zero for the exam and may result in further disciplinary action.
5. Once seated, student should power up the iPad/laptop, plug in earplugs (for HESI testing only) and log in to exam portal. Exam password, if needed, will be announced by proctor.
6. Any information found on or in the vicinity of individual testing stations will be grounds for a zero (0) exam result and possible further disciplinary action. This includes writing on desks, body, unauthorized papers, cups and/or food.
7. Scrap paper (with a CCRI logo) will be provided or students will use a whiteboard in lieu of scrap paper. All scrap paper must be signed by the student and submitted to proctor before exiting the exam room. Students who fail to hand in scrap paper will earn a zero (0) for an exam grade.
8. Observation of verbal and/or non-verbal communication between students during testing session will result in termination of the test and a grade of zero (0) for the exam.
9. Students needing to communicate with a faculty proctor during the examination should remain seated and raise their hand. Communication with proctors must be respectful at all times. Refusal to follow the exam proctor directions may result in a zero (0) for the exam.
10. iPads/laptops must be placed squarely in front of the student, not angled to the side. Dividers may be used to separate workstations.

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11. Upon completion of the exam, students should remain quietly seated and should not utilize their iPad/laptop or other electronic device until the exam period is ended.
12. Faculty proctor/s will be circulating in the testing room for the duration of the exam. All students must submit the exam upon completion or when directed to do so by the proctor. Failure to submit an exam or quiz when instructed to do so by proctor will result in a zero (0). Students who submit an exam or quiz before all questions are answered will receive a grade based on the questions that were answered.

NOTE: In the event of technical difficulty with the iPad/laptop or ExamSoft, a student may be required to take a paper examination. Upon completion of the exam, the student must submit exam, answer sheet (if applicable), and scrap paper to proctor. Exam will be graded by proctor or Course Coordinator at a time determined by Course Coordinator.

Approved: 9/08; Revised: 11/08, 9/10, 11/10, 4/11, 5/12, 5/13, 7/14, 3/18, 5/19, 5/20, 8/21, 5/22
Reviewed: 8/15; 5/17, 9/23

Math Testing Policy

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

Material for each Math Competency Test is leveled appropriately to the outcomes for each course in which math competency is tested: NURS 1061, NURS 1061P, NURS 1062, NURS 1062P, NURS 1063, NURS 2060.

Students will have three attempts to achieve at least 90% for math competency. An unsuccessful first attempt at math competency will result in:

- Clinical probation (with a Learning Contract established by the clinical instructor) for the associated clinical nursing course (NURS 1010, NURP 1010, NURS 1020, NURP 1020, NURS 2040, NURS 2050, NURS 2060)
 - The need for remediation. Students may remediate independently, with their clinical instructor or with a course coordinator during open lab hours.
 - The need to take a second (and possibly a third) math competency test, scheduled by the Course Coordinator.
- **For students that are not successful on Math test #1:**
 - **ADN Students:** Will be required to take a second, and possibly a third, not-for-credit, Math Competency Test. The grade on Math Test #1 will be counted toward the final grade as indicated on Syllabus A.
 - **PN Students:** Will be required to take a second and possibly a third Math Competency Test. The highest grade will be counted toward the final grade as indicated on Syllabus A.
 - **Students in ADN and PN Programs:** That do not achieve 90% on Math Test #2 or #3 will be required to withdraw from the Nursing Program. This withdrawal will be considered one (1) course attempt. The student will need to petition the Scholastic Standing Committee (SSC) for reinstatement into the Nursing Program. For more

information, refer to Reinstatement Policy.

No Show Policy Statements

- Students that miss a math test due to an unexcused absence (late arrival, emergent/unforeseen circumstance occurred but did not call in advance to report it) will forfeit the opportunity to take three tests.
- Students that miss a math test due to an excused absence (military duty, called in advance to report an emergent/unforeseen circumstance) will take a make-up test.

Policy Statement Regarding Math Competency Testing for Students Repeating a Nursing Course

- Students repeating a clinical nursing course that successfully passed the associated pharmacology course (NURS 1061/P, 1062/P, 1063) do not need to retake the math competency test associated with the clinical nursing course to be repeated.
- Students repeating NURS 2060 will need to retake the Semester 4 Math Competency Test.

Revised: 3/11; 5/13; 7/14, 8/15; 8/16; 11/16; 5/17, 3/18, 5/18, 8/18, 5/19, 8/21

Reviewed: 5/12; 8/16, 5/22, 9/23

Make-up Examination Policy

Students are required to attend all examinations as scheduled.

When this is not possible due to a serious illness, emergency or other excused absence*, the student must notify the Course Coordinator, via e-mail, within one (1) hour of the scheduled examination time explaining the reason for absence from the examination and should leave a phone number where they can be reached. Students in compliance with this policy will be given a make-up examination. Make-up examinations may include alternate format items, e.g. essay, completion, fill-in-the blank. Students who do not comply with the above procedure may receive a zero (0) for the exam.

The Course Coordinator will determine the date, time, and location for a make-up exam and will notify the student, accordingly.

Excused Absences* may include:

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

Revised: 10/98, 3/00, 4/06, 7/14, 5/19, 5/20, 8/21

Reviewed: 11/04, 4/08, 4/09, 3/10, 4/11, 5/12, 5/13, 8/15, 8/16, 8/21, 5/22, 9/23

Health Education Systems Incorporated (HESI) Testing Policy

Health Education System Incorporated testing (HESI) is used in conjunction with other evaluation methods in nursing courses throughout the curriculum as stated on course Syllabi A.

- All students are required to have and access HESI testing products for the duration of their time in the Nursing Program.
- The NURS and NURP courses that require HESI testing include: NURS 1010, NURS 1023, NURS 2050, NURS 2060, NURS 2500, NURP 1010, NURP 1020, NURP 1030.
- For NURS and NURP courses requiring a HESI exam, two (2) proctored HESI exams, Version 1 and Version 2, will be delivered during the semester. All students must take both scheduled proctored HESI exams. Refer to Make-up Examination Policy for cases of absence.
- The first proctored HESI exam will be given approximately 2-5 weeks before the end of the semester. Upon completion of the first proctored exam, a detailed, individualized exam scoring report and review materials will be available to each student. Prior to version 2 students must complete a HESI remediation contract (Contract and details are posted in blackboard) and submit a signed, completed contract to clinical instructor.
 - Beginning Fall 2023, Semester 1 NURS 1010: HESI exam scores, both Version 1 and Version 2, for blackboard grading are converted from the raw score shown after the HESI exam to an Elsevier-provided conversion score.
 - Semesters 2, 3 and 4: HESI Exam scores will be converted by dividing the raw score by 10, not to exceed 100%. Minimum HESI scores, required to pass the above-named nursing courses, are posted in the corresponding course Syllabus A.
- HESI Bonus: A 0.5 point bonus will be added to the final grade if HESI scores improve from version 1 to version 2 and version 2 meets the course bench mark.

Revised: 8/16, 5/17, 5/19, 8/21, 9/23

Remediation Policy

It is the goal of the Community College of Rhode Island Nursing Department that all students succeed. Remediation is an essential goal to success. While remediation is recommended for all students, it is essential for students who perform below expected benchmarks. A remediation plan is strongly recommended for:

- a grade < 77% - 80% on a unit examination
- a HESI test score less than the required benchmark indicated on Syllabus A
- marginal performance in the clinical setting.

Students are expected to establish a remediation plan within seven (7) days of the posting of exam grades, and develop a documented plan that addresses areas of weakness. Failure to complete remediation plan/assignments may result in course failure.

It is the responsibility of the student to seek this assistance and meet the goals of the remediation plan. The remediation plan will be filed in the student's folder.

Approved: 7/14, 8/16, 5/19, 11/20

Reviewed: 8/15, 5/17, 9/23

Grading Policy

The grading system in the Department of Nursing is different than and takes precedence over the grading system for other college courses.

Grading Policy

Grading Policy Fall 2023 ADN Program and NURP

Letter Grade	Numerical Grade	Points toward GPA
A	93% – 100	4.0
A-	90% – Less than 93%	3.7
B+	87% – Less than 90%	3.3
B	84% – Less than 87%	3.0
B-	80% – Less than 84%	2.7
C+	77% – Less than 80%	2.3
C	70% – Less than 77%	2.0
D	60% – Less than 70%	1.0
F*	< 60%	0.0

NOTE: C+ is the required letter grade to pass nursing courses. The cut-off for a C+ is 77. Semester one grades will round up (example: 76.5-76.9% to 77%). Previous semesters do not round.

*F/Failure: this grade is also used when a student fails the clinical component of any nursing course.

Revised: 3/00, 2/04, 10/05, 4/06, 6/07, 9/09, 5/17, 10/18, 5/19, 8/21, 1/22, 5/22, 9/23

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

Nursing Program Guidelines for Student Honors Projects

1. To be eligible for the Honors Program, a student must have completed at least twelve (12) semester hours and earned at least a 3.25 grade point average. Students who do not meet these eligibility requirements can apply for an Honors Project, if recommended by faculty. The Honors Application Form must be completed with a faculty advisor that will oversee the project. The application, signed by the student, faculty, and Nursing Department Chair, must be submitted to one of the Honors Program Coordinators by the due date stated on the Honors Program website. The application form and further information is available at www.ccri.edu/honors/.

2. Proposals should be “active” in nature, i.e. a research paper alone is not acceptable. Honors projects must complement the subject matter of the nursing course. Time spent by the student on this project should be equivalent to at least twenty (20) hours. The project must be initiated early in the semester. Faculty may withhold approval if the project is proposed later than Week Three of the semester.
3. The student and faculty will collaborate on a plan to monitor the student’s progress with the project. This monitoring necessitates a meeting two (2) or three (3) times during the semester during which the student will present a written report of progress.
4. The student will submit a final/complete project prior to the end of the semester. Faculty will evaluate and enter project grade, which appears as a separate honors course, into Banner. The student will receive 0.5 additional credits for successful honors project/honors course completion. If a student completes four (4) honors projects, they become Honors Program Graduates and are recognized at Awards Night and at Graduation.

Revised: 12/02, 5/03, 4/08, 1/11, 5/12, 5/19, 5/22

Reviewed: 4/06, 4/09, 3/10, 4/11, 5/13, 7/14, 8/15, 9/23

Associate Degree Nursing Academic Progression

1. Associate Degree Nursing Program courses are set per semester and must be taken concurrently (unless a course is being repeated) as indicated below. Students must earn a minimum grade of in all NURS and NURP courses as listed in the Grading Policy. All courses within one semester must be satisfactorily completed before progressing to the next semester courses. See Appendix A: NURS Course Progression.
 - a. Semester I Courses: NURS 1010, NURS 1015, NURS 1061, BIOL 2202 with minimum of B-
 - b. Semester II Courses: NURS 1020, NURS 1023, NURS 1062 , PSYC 2030 with minimum of C
 - c. Semester III Courses: NURS 2040, NURS 2050, NURS 1063
 - d. Semester IV Courses: NURS 2060, NURS 2500, BIOL 2210 with minimum of C
2. Students must pass both the theoretical (as listed in the Grading Policy) and clinical (earn “satisfactory” for all clinical outcomes) components of each clinical nursing course. The faculty may dismiss, at any time, a student who gives evidence of being unable to meet program requirements. Reasons for dismissal may include, but are not limited to: clinical absences, academic deficiency standing, and unsafe nursing practice.
3. A minimum cumulative grade point average (GPA) of 2.5 is required for graduation and for the awarding of an Associate of Science degree at the completion of the Nursing Program.
4. Students in the Associate Degree Nursing program may repeat only one (1) clinical nursing course and one (1) non-clinical nursing course, unless all courses are withdrawn or failed within the same semester, such as NURS 1015 and NURS 1061 or NURS 1020 & NURS 1023. All attempts are counted, i.e. when a student withdraws, at any point in the semester before course completion, it will be considered one attempt.
5. Students who fail a nursing course will be dismissed from the Nursing Program and must petition (write a letter to the) Scholastic Standing Committee (SSC) for reinstatement. See Scholastic Standing Guidelines for Reinstatement.

Approved: 10/98; Revised: 12/00, 4/06, 3/09, 3/10, 7/14, 8/16, 5/17, 5/19, 8/21, 1/22
Reviewed: 3/03, 4/07, 4/08, 4/11, 5/12, 5/13, 8/15, 8/16, 11/16, 5/22, /9/23

Practical Nursing Academic Progression

1. Practical Nursing Program courses are set per semester and must be taken concurrently (unless a course is being repeated) as indicated below. Students must earn a minimum grade in all NURP and NURS courses as listed in the Grading Policy. All courses within one semester must be satisfactorily completed before progressing to the next semester courses. See Appendix B: NURP Course Progression.
 - a. Semester I Courses: NURP 1010P, NURS 1015P, NURS 1061P, BIOL 1070 or equivalent/higher course with minimum of C
 - b. Semester II Courses: NURP 1020, NURS 1062P, PSYC 2010 with minimum of C
 - c. Semester III Courses: NURP 1030, NURP 2500
2. Students must pass both the theoretical (as listed in the Grading Policy) and clinical (earn “satisfactory” for all clinical outcomes) components of each clinical nursing course. The faculty may dismiss, at any time, a student who gives evidence of being unable to meet program requirements. Reasons for dismissal may include, but are not limited to: clinical absences, academic deficiency standing, and unsafe nursing practice.
3. A minimum cumulative grade point average GPA of 2.0 is required for graduation and for the awarding of a Diploma in Practical Nursing at the completion of the Practical Nurse program.
4. Students in the Practical Nursing Program may repeat only one (1) clinical nursing course and one (1) non-clinical nursing course, unless all courses are withdrawn or failed within the same semester. All attempts are counted, i.e. when a student withdraws, at any point in the semester before course completion, it will be considered one attempt.
6. Students who fail a nursing course will be dismissed from the Nursing Program and must petition (write a letter to the) Scholastic Standing Committee (SSC) for reinstatement. See Scholastic Standing Guidelines for Reinstatement.

Approved: 5/17; Revised 5/19, 8/21
Reviewed: 5/22, 9/23

Clinical Attendance Policy

1. To maintain the quality and standards of the Nursing Program, faculty believe that a student must attend all clinical experiences and lab practice sessions to develop the skills and knowledge necessary to meet course objectives and requirements for graduation. When attendance is not possible because of serious illness or an emergency in the immediate family, the student must notify their instructor, via email or phone contact, prior to the beginning of the clinical/lab session. Absences will be deemed “excused” or “unexcused” using the criteria listed below.

Excused Absences may include:

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

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

Unexcused absences include:

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

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

2. Faculty will record all clinical absences on the evaluation form. All clinical absences must be made up or remediated, either through attendance at additional clinical/laboratory sessions or through make-up assignments, per discretion of clinical faculty. Preference is given to a clinical makeup day, scheduled with another clinical group at the same facility or alternate facility, provided the student has been previously placed at that facility. Instructors may facilitate the process, however, students bear responsibility for scheduling clinical make up time. This requires determining which clinical group/s has/have an opening, contacting the clinical instructor to request the make-up experience and keeping in mind that no more than 8 students are allowed in a clinical group.

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Undocumented, unexcused, non-remediated clinical days may result in course failure. (Refer to [Dismissal Policy](#)). Students requiring more than 2 remediated clinical days in a given semester may be required to repeat the course, as all clinical learning objectives may not be achievable if the student cannot remediate in the clinical setting. Students at risk for course failure must meet with their clinical faculty for development of a remediation plan.

NOTE: Students who have outstanding clinical make-up hours at the end of a course may take a grade of “Incomplete” and advance to the next nursing course if:

- The student has a passing course grade and
- Has completed at least 80% of clinical hours
- A plan is created to complete the clinical make-up hours within the first 3 weeks of the subsequent nursing course.

Continuing in the subsequent nursing course is contingent on successful completion of the clinical make-up hours. If make-up clinical performance is unsatisfactory, the previous nursing course grade will be changed from I to F and the student will be required to withdraw from the subsequent course, after which the Reinstatement Policy will apply.

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

7. Outside employment must be planned so that it does not interfere with clinical laboratory attendance or with meeting the objectives of the Nursing Program.

Approved: 10/98; Revised: 11/00, 4/06, 8/16, 11/16, 5/19, 8/21, 5/22
Reviewed: 3/03, 4/08, 4/09, 3/10, 4/11, 5/12, 5/13, 7/14, 8/15, 5/20, 9/23

Clinical Evaluation of Students Policy

The student is provided with a factual evaluation of clinical performance based upon established clinical outcomes for each clinical nursing course. Specific incidences should be cited to support evaluations. A Learning Contract will be initiated when the student exhibits unsafe practices, unprofessional behaviors and/or fails to meet clinical outcomes. This evaluation is designed to identify clinical weaknesses/problem behaviors to the student that must be corrected in order for the student to earn a “satisfactory” grade in the course. (Refer to Probationary Status Policy). The clinical instructor will review the Learning Contract with the student. The student should sign the form upon review. Failure of the student to make the necessary improvement will result in an “Unsatisfactory” grade on the evaluation. Students must achieve a “satisfactory” performance for each clinical outcome and may not progress if any outcome is cited as “needs improvement.” Clinical evaluations must be completed, at least twice (during the midterm week and the final week) for a 15-week course and at least once (during the final week) for a 7.5-week course. Students on probation (i.e. on learning contracts) should have weekly meetings with clinical instructor.

The purposes of evaluation are to:

1. Inform the student about clinical performance/progress
2. Cite areas of strength
3. Identify weaknesses and a plan for correction
4. Determine a grade of satisfactory or unsatisfactory on each clinical outcome

The clinical evaluation is reviewed with the student and should be signed by the student to indicate that it has been read and reviewed. A student signature does not necessarily indicate agreement with the evaluation.

Students are required to complete a self-evaluation on the “Student Clinical Self-Evaluation” form and provide a copy to their clinical instructor.

Both the Faculty Evaluation of Student and Student Self-Evaluation will be placed in the student’s file. Faculty should maintain their own anecdotal records for a period of at least two years.

Disagreement between faculty and student regarding the evaluation necessitates a meeting with the Department Chairperson. The student may initiate further action according to the Student Grievance Procedure as outlined on p. 20 of the CCRI Student Handbook.

https://www.ccri.edu/advising/new_students/student_handbook/

Approved: 10/98; Revised: 11/00, 4/07, 4/08, 7/14, 8/16, 5/19
Reviewed: 3/03, 4/06, 4/09, 3/10, 4/11, 5/12, 5/13, 8/15, 5/16, 8/21, 5/22, 9/23

Criteria for Unsafe Clinical Practice

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

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

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

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

Approved: 12/97; Revised: 5/00, 11/00, 04/06, 7/14

Reviewed: 3/03, 4/08, 4/09, 3/10, 4/11, 5/12, 5/13, 8/15, 5/19, 5/22, 9/23

Graduation Requirements

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

Associate Degree Nurse Program:

- Cumulative GPA of 2.5
- Minimum grade as listed in the Grading Policy in all NURS courses
- Passing grade in both the theoretical and clinical components of each clinical nursing course
- Minimum grade of B- in BIOL 1020, BIOL 2202 or equivalent course
- Minimum grade of C in PSYC 2030
- Successful completion of BIOL 2210

Revised: 4/06, 3/10, 5/12, 7/14, 8/16, 5/19

Reviewed: 5/03, 4/07, 4/08, 4/09, 4/11, 5/13, 8/15, 5/17, 5/22, 9/23

Practical Nurse Program:

- Cumulative GPA of 2.0
- Minimum grade of C+ (77) in all NURP courses
- Passing grade in both the theoretical and clinical components of each nursing course
- Minimum grade of C in BIOL 1070 or equivalent/higher course
- Minimum grade of C in PSYC 2010

Approved: 5/17; Revised 5/19, 5/22

Reviewed: 9/23

Probationary Status Policy

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

Upon meeting the contractual obligations, full status in the program will be restored to the student, unless the probationary status is due to non-compliant health records/BCI status/CPR certification. Once a Learning Contract is established for non-compliant health records/BCI status/CPR certification, it will remain in effect for the duration of the course. (See Learning Contract for Health Record/BCI Status/CPR Certification Non-compliance.) A subsequent episode of health record/BCI status/CPR certification non-compliance will result in dismissal from the program. If the student does not fulfill the contractual obligations, unsatisfactory clinical performance will result in clinical failure.

Learning contracts/documentation of probationary status will be placed in the student's file.

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

Approved: 10/98; Revised 3/03, 4/07, 4/08, 7/14, 5/17, 5/19

Reviewed: 11/00, 3/03, 4/06, 3/10, 4/11, 5/12, 5/13, 8/15, 5/22, 9/23

LPN-to-RN (L2R) Option

Licensed Practical Nurses (LPNs) who desire to enter the Associate Degree Nursing Program must apply for the LPN-to-RN (L2R) Option through a performance-based application process. Admission guidelines are listed at: <https://www.ccri.edu/dean-hrs/admissions/lpntornadmissions2019.html>
The L2R Option Program of Study is posted at: https://www.ccri.edu/nursing/pdfs/LPN-to-RN%20Option%20%20Pgm_of_Study.pdf.

Approved: 1/19

Reviewed: 5/19, 8/21, 5/22, 9/23

Withdrawal Policy

A Student that needs to withdraw from the program, outside of the add/drop period, should notify the Department Chair and contact an advisor (financialaid@ccri.edu) to discuss the impact of withdrawing on financial aid status.

Approved: 3/00; Revised: 8/21

Reviewed: 11/00, 3/03, 4/06, 4/08, 4/09, 3/10, 4/11, 5/12, 5/13, 7/14, 8/15, 5/19, 5/22, 9/23

Leave of Absence (LOA) Policy

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

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

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

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

The student will be granted a maximum leave of one (1) calendar year unless otherwise negotiated with the Department Chairperson. When ready to return from LOA, student must initiate request for reinstatement to Department Chair. Reinstatement is accomplished on a space-available basis.

If a Leave of Absence (LOA) exceeds 2 semesters, the student may be required to re-apply and restart the Nursing Program from Semester 1. Students may be asked to wait 5 years in order to reapply to the Nursing Program.

Approved: 10/98; Revised: 3/00, 11/00, 4/08

Reviewed: 3/03, 4/06, 4/09, 3/10, 4/11, 5/12, 5/13, 7/14, 8/15, 5/19, 5/20, 5/22, 9/23

Dismissal Policy

Once matriculated into the Nursing Program, students are required to complete the nursing courses in the planned sequence. For NURS course progression, see Appendix A. For NURP course progression, see Appendix B. For L2R Option course progression, see: <https://www.ccri.edu/dean-hrs/admissions/lpntornadmissions2019.html>

Non-nursing courses must be completed prior to or within the semester as indicated in the appropriate course progression chart. Students unable to complete all course requirements within a given semester, will be dismissed from the Nursing Program, but may be eligible to apply for reinstatement (see Reinstatement Policy).

Students must pass the theoretical and clinical component, including math competency, for each clinical nursing course. Faculty reserve the right to dismiss, from the Nursing Program, any student who gives evidence of being unable to carry out the responsibilities of the program.

Reasons for dismissal may include, but are not limited to:

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

Approved: 10/98; Revised: 3/00, 11/00, 4/08, 8/16, 5/19, 8/21

Reviewed: 3/03, 4/06, 4/09, 3/10, 4/11, 5/12, 5/13, 7/14, 8/15, 5/17, 5/22, 9/23

Reinstatement Policy

A student must pass each nursing course in order to progress to the next required course, with the exception of NURS 2040 and NURS 2050, both of which can be taken in either Session 1 or Session 2 of Semester 3 (see [Appendix A](#)). A passing status requires:

- A minimum grade as listed on the Grading Policy for all clinical and non-clinical nursing courses
- “Satisfactory” performance for all clinical outcomes in all clinical nursing courses
- Passing math competency grade in associated courses (per [Math Testing Policy](#))

In the event that a student fails the math or clinical component of a course prior to the end of the course, the student will be required to withdraw. If, at the end of a clinical course, the student is unable to satisfactorily achieve all clinical outcomes, a final course grade of “F” will apply, whether or not the student has a passing average in the theoretical course component. Course withdrawal and course failure result in dismissal from the Nursing Program and both require reinstatement.

Reinstatement Process:

1. When a student withdraws from or fails a nursing course and desires reinstatement, the student must submit a letter requesting reinstatement to the Scholastic Standing Committee (SSC). The SSC will review the student’s record (transcript, evaluations, etc) and reinstatement letter.
2. After review of a student’s record (transcript, evaluations, etc) and reinstatement letter, the SSC will make one of the following recommendations:
 - Reinstatement on a space-available basis
 - Reinstatement following completion of remedial course work (may include nursing courses, HEAL courses, science or math courses, etc.)
 - Denial of reinstatement with recommendation for alternatives such as application to the Practical Nursing program
 - Denial of reinstatement with no further consideration for readmission
3. A student cannot bypass the SSC and go directly to a grievance hearing. A student who wishes to appeal a SSC decision must follow the grievance procedure as outlined in the CCRI Student Handbook https://www.ccri.edu/advising/new_students/student_handbook/. This procedure includes contacting the Dean of Health and Rehabilitative Sciences (HARS) prior to requesting a hearing before the Student Grievance Board. Both parties, student and involved faculty, must be present for the Student Grievance Board to convene. Recommendations by the Student Grievance Board will take into consideration the existing nursing curriculum and Nursing Department policies.
4. A student is eligible to repeat only one non-clinical nursing course with the exception of dropping/failing multiple non-clinical nursing courses within the same semester, e.g. NURS 1015 and NURS 1061 during Semester 1. If only one Nursing non-clinical course is dropped/failed during Semester 1, that single class will be considered one attempt.
5. A student is eligible to repeat only one nursing clinical course, with the exception of dropping/failing multiple nursing clinical courses within the same semester, e.g. NURS 1020 and NURS 1023 during Semester 2 or NURS 2040 and NURS 2050 during Semester 3. If only one Nursing clinical course is dropped/failed during Semesters 2, 3, or 4, that single class will be considered one attempt.

Continues on next page

6. Exceptions to the number of times a student can repeat a nursing course, clinical or non-clinical, will be made at the discretion of the SSC.
7. Students eligible for reinstatement into the Nursing Program must have all health records complete, up-to-date, and recorded in CastleBranch.
8. Reinstatement, accomplished on a space-available basis, may require a student to switch to a different campus/section. Students must declare their intention to accept reinstatement (i.e. accept the placement offered) by replying to the reinstatement clinical placement offer from the Clinical Coordinator. Students that decline or who fail to confirm reinstatement placement risk losing their placement in the nursing program.
9. Students that decline reinstatement must meet with the Department Chair to request a Leave of Absence (LOA). Per LOA Policy, “the student will be granted a maximum leave of one (1) calendar year unless otherwise negotiated with the Department Chairperson. When ready to return from LOA, student must initiate request for reinstatement to Department Chair . . . If a Leave of Absence (LOA) exceeds 2 semesters, the student may be required to re-apply and restart the Nursing Program from Semester 1. Students may be asked to wait 5 years in order to reapply to the Nursing Program.”
10. See the following related policy for more information: [SSC Guidelines for Reinstatement of Students](#).

Approved: 2/02; Revised:1/03, 10/03, 12/05, 4/06, 11/07, 4/08, 3/10, 7/14, 8/16, 5/17, 5/19, 8/21, 5/22
Reviewed: 4/09, 4/11, 5/12, 5/13, 8/15, 9/23

Scholastic Standing Committee (SSC) Guidelines For Reinstatement of Students

The Scholastic Standing Committee (SSC) is a committee comprised of nursing faculty that reviews the records and reinstatement requests of nursing students who have withdrawn or failed a nursing course. This committee determines a student's eligibility for reinstatement and, if eligible, makes recommendations for successful completion of the nursing program.

Students seeking reinstatement into the Nursing program must submit a letter of appeal to the SSC via email to nursssc@ccri.edu. The purpose of the letter is to provide the student with an opportunity to reflect on the situation that led to the withdrawal/failure. The letter should include the reasons for withdrawal/failure, as well as, what changes will be made to promote success in a subsequent course attempt. Students will be notified, via email or Blackboard course announcement, of SSC meeting dates and reinstatement request deadlines. Reinstatement is not automatic and must be approved/recommended by the SSC.

1. During the SSC meeting, the committee will review any or all of the following documents:
 - a. Student appeal for reinstatement
 - b. Clinical evaluations
 - c. Transcripts
 - d. Other pertinent data
2. Students who leave their Nursing Program in poor academic standing or as a result of theoretical or clinical failure may be required to provide evidence of change and/or personal growth that would promote successful completion of the Nursing Program.
3. Possible SSC decisions/recommendations include:
 - a. Direct readmission
 - b. Additional coursework required prior to reinstatement
 - c. Repeat of previous coursework prior to reinstatement
 - d. Denial of reinstatement
4. SSC decision/recommendation documentation will be sent to students approximately (1) week after the SSC meeting.
5. Upon receipt of email/letter recommending direct readmission, student should contact Clinical Coordinator for placement options.
6. Upon receipt of a letter recommending additional or repeat of previous coursework, student should contact appropriate Department Chair after conditions for reinstatement have been met.
7. Reinstatement is accomplished on a space-available basis.

Approved: 10/98; Revised: 11/00, 10/03, 03/10, 7/14, 5/17, 5/19, 8/21, 5/22
Reviewed: 3/03, 4/06, 4/08, 4/09, 4/11, 5/12, 5/13, 8/15, 8/16, 9/23

Bloodborne Pathogen Exposure Policy

An Individual who is exposed to potentially infectious bodily fluids at CCRI or at an outside clinical agency must follow the post exposure procedures below. Exposure includes the following:

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

Post-Exposure Procedure

1. Immediately clean the wound thoroughly with antimicrobial soap and water. For eye and mouth exposure, rinse for ten minutes with running water and/or follow clinical agency procedure.
2. The clinical supervisor or other person in charge of the site must be informed of the incident. The CCRI Dean of Health and Rehabilitative Sciences must also be informed.
3. A CCRI Incident Report Form must be completed (See Appendix E – Incident Report Form). The original should go to the Program Director/Department Chair; a copy should go to the Dean of Health and Rehabilitative Sciences.
4. If the incident takes place at an outside clinical site and that site has an exposure follow-up protocol in place, CCRI recommends that the student be tested, treated and counseled at that site. It is the student's right, however, to choose the site for treatment and counseling. Students are financially responsible for their own healthcare treatment. In any case, it is imperative that treatment be initiated within two hours of exposure.
5. If testing, treatment and counseling are not available at the clinical site or if the exposure takes place on CCRI property, the student should go immediately to the nearest emergency room or to their own physician, per student's choice. Students who are exposed to Bloodborne Pathogens are urged by the College to undergo CDC procedures following such exposure. Specifically, the exposure recipient should be offered baseline testing for HIV, HBV, and HCV. If possible, the source patient's blood should also be tested for HIV, HBV, and HCV. The exposure recipient should be offered follow-up counseling, possible treatment and post-exposure prophylaxis if it is needed. Again, the student is financially responsible for their own healthcare treatment. It is imperative that treatment be initiated within two hours of exposure.
6. Students may receive care at any site of their choice. Note: CCRI students who are exposure recipients are not covered by Workers Compensation or by CCRI insurance. Students **MUST** pay their own medical bills for testing, counseling and follow-up treatment. All students who enroll in CCRI health programs **MUST** be made aware of this fact, **MUST** be shown a copy of this policy and **MUST** sign a statement that they understand the policy. (See Appendix D: Bloodborne Pathogen Declaration Form)

Questions about this policy may be directed to CCRI's Dean of Health and Rehabilitative Sciences.

Approved: 11/01; Revised: 5/17, 5/19, 8/21, 5/22
Reviewed: 5/11, 5/15, 5/16, 9/23

Incident Reporting Policy

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

An “Incident Report” form will be completed by the student and the instructor (See Appendix E – Incident Report Form).

A copy of the clinical facility incident report form (Medical Error Reporting System [MERS]/Safety Net, etc.) should be attached to CCRI’s Incident Report Form. The Department Chairperson will be notified. A copy of the documents will be placed in the student’s file. The original CCRI incident report must be sent to the Office of the Dean of Health and Rehabilitative Sciences.

Approved:10/98; Revised: 5/00, 5/12, 5/19, 8/21

Reviewed:11/00, 3/03, 4/06, 4/08, 4/09, 3/10, 4/11, 5/13, 7/14, 8/15, 5/22, 9/23

Policy for Student Recommendations

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

1. Student will formally request a written recommendation for employment.
2. Student will submit to faculty the appropriate form, e.g. scholarship form or Nursing Employment Reference Form (Appendix G – Nursing Employment Reference Form), along with an addressed stamped envelope. Nursing Employment Reference Forms may be retrieved from the Nursing Department or online via Blackboard.
3. Faculty member will mail completed form using the addressed stamped envelope.

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

A transcript of the academic record of a former student will be sent to a potential employer upon written request by the graduate to the registrar.

Approved: 10/98; Revised:11/00, 9/03, 4/07, 3/10, 5/19, 8/21

Reviewed: 3/03, 4/06, 4/08, 4/09, 4/11, 5/12, 5/13, 7/14, 8/15, 5/22, 9/23

iPad/Laptop Policy

1. Apple iPad mini may be purchased through the CCRI campus bookstore or student may use own device if it meets system operating requirements.
2. Students must set up their iPad off campus. The internet security on campus interferes with setup.
3. Students are responsible for maintaining their device in a secure manner to prevent damage or loss. Students are responsible for any losses incurred.
4. Students are responsible for ensuring their device is fully charged and for bringing their charger with them.
5. To ensure patient confidentiality all students must follow the clinical set up guidelines as stated:
 - a. Prior to each clinical encounter students must disable the camera function on the iPad. Please follow the directions in Blackboard.
 - b. The camera must be disabled during clinical time. Anyone found non-compliant with this policy is subject to disciplinary action, up to and including dismissal from the program.
6. When using a simulated medical record (SimChart or other simulated electronic health record) to enter patient information, the student will not use any personal identifiers in free text or drop down applications to include:
 - Patient initials; instead student will use 1,2 for patient initials and 3, 4 for provider initials
 - Actual age; instead, student will add 100 to the actual age
 - Hospital
 - Medical record number
 - Room number
 - City or state
7. All current Nursing policies relating to confidentiality, HIPAA compliance, and hospital confidentiality attestations apply to this policy. Any violations will result in disciplinary action, up to and including dismissal from the program.

Approved: 8/16; Revised 5/19

Reviewed: 5/22, 9/23



COMMUNITY COLLEGE
OF RHODE ISLAND

Associate Degree Nurse Program
Appendix A – NURS Course Progression

Suggested Course progression.

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

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

NOTES: Starting Fall 2019, BIOL 2201 (A&P I) will replace BIOL 1010 (Anatomy). Starting Spring 2020, BIOL 2202 (A&P II) will replace BIOL 2201. NURS 2040 and NURS 2050 are 7.5 week courses that can be taken either in Session 1 or Session 2 of the Fall or Spring semesters. NURS 2060 is a 7.5 week course that precedes and is a pre-requisite for NURS 2500, also a 7.5 week course.

Practical Nurse Program Appendix B – NURP Course Progression

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

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

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

Semester 3 10 Week Summer Semester		
Course Number	Course Title	Credits
NURP 1030	Practical Nursing III	10
NURP 2500	PN Capstone	1
Total number of credits:		11
Total Pre-Requisite & in-program credits		40/41*

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



COMMUNITY COLLEGE
OF RHODE ISLAND

Nursing Department
Appendix C

NURSING STUDENT POLICIES DECLARATION FORM

Student Name (PRINT) _____

Social Security OR Student ID Number _____

Semester: Fall Spring Summer Campus _____

I have received and read the Nursing Student Policy Manual.

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

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

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

Student Signature

Date

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

Revised: 8/16



Nursing Department

Appendix D

COMMUNITY COLLEGE OF RHODE ISLAND
Health and Rehabilitative Science Programs

Bloodborne Pathogen Exposure Policy for Students

Declaration Form

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

Student Name (please print)

Student Signature

CCRI ID Number

Date

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



COMMUNITY COLLEGE
OF RHODE ISLAND

**Nursing Department
Appendix E - INCIDENT REPORT**

Student's Name _____ Date _____ Time _____

Location Where Incident Occurred _____

Observer(s) _____

Nature of Incident:

Actions Taken:

Follow-Up Actions Indicated:

Observer's Signature

Date

Faculty's Signature

Date

Give completed copies to Nursing Department Chairperson. The Department Chairperson will forward **Original** to Dean of Nursing, Health and Rehabilitative Sciences
Copies to student's file

Approved: 9/03

Reviewed: 4/09, 3/10, 4/11, 5/12, 5/13, 7/14, 8/15, 5/19, 9/23

HEALTH INSURANCE COVERAGE

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

DECLARATION OF HEALTH INSURANCE COVERAGE: 1

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

PLEASE READ, COMPLETE, SIGN AND RETURN THIS FORM

Name: _____

Student ID number: _____

(Please Print Clearly)

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

_____ Cardio-Respiratory Care

_____ Nursing

_____ Dental Assisting

_____ Phlebotomy

_____ Dental Hygiene

_____ Physical Therapist Assistant

_____ Medical Laboratory Technology

_____ Radiography

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

_____ Lincoln

_____ Newport

_____ Providence

_____ Warwick

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

Signature: _____

Date: _____



COMMUNITY COLLEGE
OF RHODE ISLAND

Appendix G Nursing Employment Reference

Name: _____ Phone: _____

Address: _____

Clinical Supervisor: _____

Semester of Clinical: _____

*Signature of candidate: _____

Date: _____

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

Additional comments:

**Signature of Reference: _____ Date: _____

Print Name: _____ Position: _____

Community College of Rhode Island, Nursing Department

Phone: _____

***Student: This form must accompany an addressed stamped envelope when given to instructor for completion.**

****Instructor: Mail completed evaluation in stamped addressed envelope provided by student.**

Approved: 4/07; Reviewed: 4/09, 3/10, 4/11, 5/12, 5/13, 7/14, 8/15, 5/19, 5/22, 9/23