



BRISTOL COMMUNITY COLLEGE NURSING PROGRAM STUDENT HANDBOOK

ACADEMIC YEAR 2025 – 2026

PROGRAM APPROVED BY:

MASSACHUSETTS BOARD OF REGISTRATION IN NURSING

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WELCOME

Dear Nursing Student,

Congratulations on your decision to pursue a career in the field of Nursing! It is our pleasure to welcome you to the Nursing Program here at Bristol Community College.

Nursing is a career choice that is both demanding and rewarding. The nursing program at Bristol Community College is designed to provide you with the knowledge, attitudes, and skills for you to be successful as a Registered Nurse. You have made an excellent choice!

The purpose of this handbook is to familiarize you with policies specific to the Department of Nursing. Additionally, you remain responsible for all information contained within the official Bristol Community College Academic Catalog, the Bristol Community College Student Handbook, and other official college publications. It is your responsibility as a student to understand the policies of the college and the nursing program and to comply with them.

Students will be notified of any policy changes with revisions being announced and posted on the course page, Community Teams page, and/or via college e-mail. Students are responsible for accessing their Bristol e-mail frequently for any program updates and announcements.

The Department of Nursing faculty and staff wish you much success as you pursue your nursing studies.

Sincerely,

Bristol Community College Nursing Faculty and Administration

NURSING PROGRAM PHILOSOPHY

"Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human responses, and advocacy in the care of individuals, families, communities and populations," (American Nurses Association, 2021).

Health represents a state of physical and emotional equilibrium in which basic needs are met in a way that satisfies the individual. This state of equilibrium is achieved and maintained through homeostatic adaptive mechanisms. Persons exist in a changing environment in which physical, emotional, and social stressors may contribute to alterations in homeostasis.

The role of nursing is to support a person's adaptive mechanisms as the person seeks to maintain or regain equilibrium. Nursing is operationalized through the nursing process and the clinical judgment model to assess health status, identify patient problems related to the maintenance of homeostasis, plan and implement nursing interventions, and evaluate patient outcomes. The nursing process fosters the recognition of the social and cultural diversity of persons and families, as well as the uniqueness of needs arising from individual differences.

EDUCATIONAL PHILOSOPHY

Nursing education is a planned program that prepares graduates to enter the profession as competent and skillful novice nurses.

Curriculum is guided by evidence, best practice, as well as nursing professional and regulatory bodies. To meet the challenges in healthcare, ongoing quality improvement is promoted through the encouragement of creativity and agility and shared insights with stakeholders.

The sequence of courses is organized, evidence-based, and progresses from fundamental to more complex health problems. Integration of general education with nursing provides opportunities for the learner to develop a concept of persons as holistic beings as well as concept of the inter-relatedness of self, others, and society.

The teaching/ learning process is a collaborative experience grounded in open communication, inclusivity, and respect.

Teaching involves planning, guiding, and directing activities that assist students to meet identified end of program student learning outcomes. Learning is an ongoing process that places the student within diverse clinical situations that results in the integration of knowledge, attitudes, skills and clinical judgement required of the novice registered nurse.

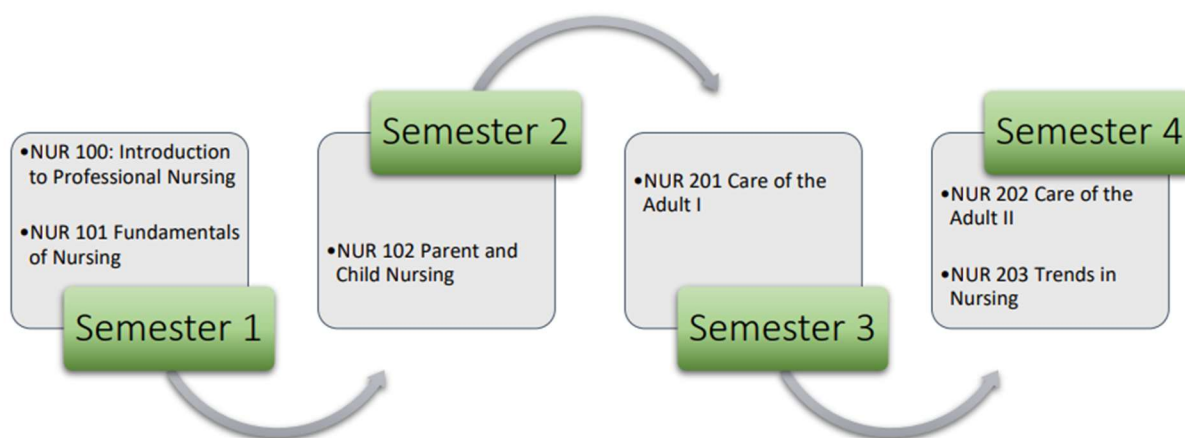
The associate degree nurse is prepared to practice in diverse roles. These roles may include direct patient care, advocacy, leadership, management, collaboration, computer literacy, and community health. Advanced nursing education is encouraged and facilitated by articulation agreements.

EDUCATIONAL THEORY: CONSTRUCTIVISM

Constructivism theory guides the approach to scaffolding whereby learning builds upon previous nursing knowledge. The sequencing of program study contributes to the overall achievement of the end of program student learning outcomes (EPSLO) found on page 4. All concepts (knowledge, attitudes, and skills) within the EPSLO are introduced in the first semester fundamentally, then the program of study progresses to more complex subjects and integration.

Nursing courses are therefore sequenced in a way that allow the student to build on previous nursing knowledge. The faculty use Bloom's taxonomy to assess this progression on assessments within the framework of the National Council of State Boards of Nursing (NCSBN, 2019) Clinical Judgement Model and Nursing Process.

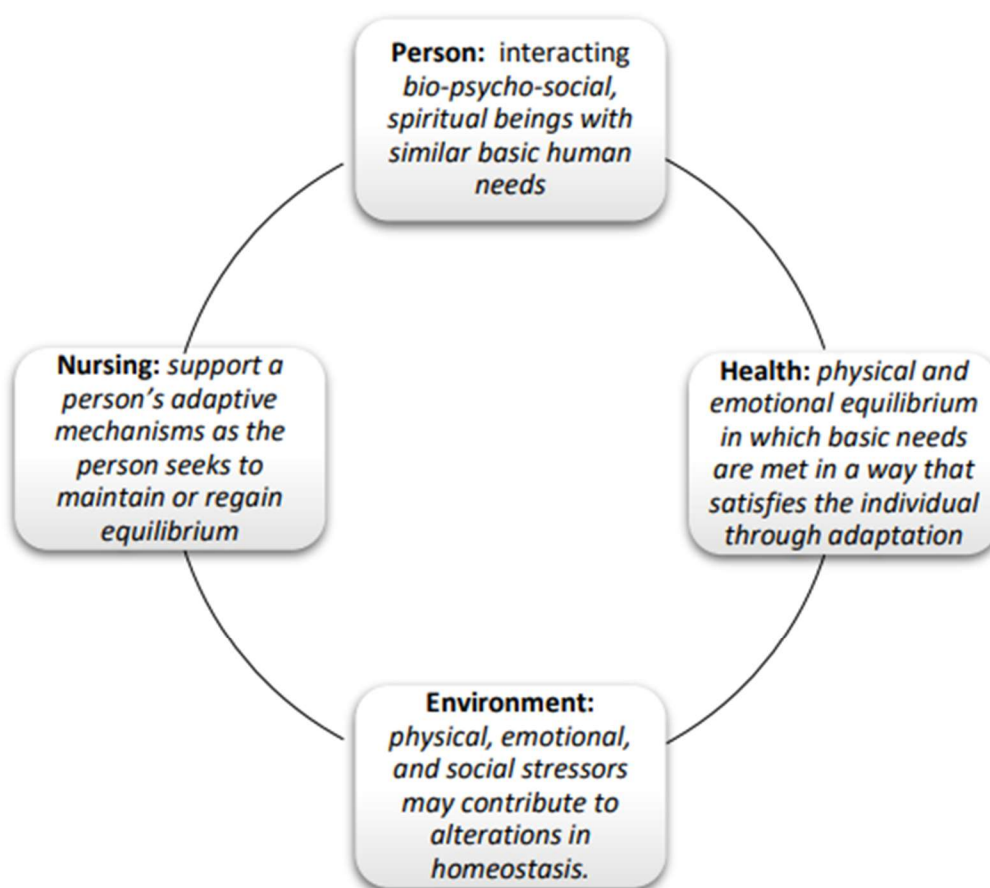
Knowledge questions are recollection of factual material, application questions refer to learned materials used within concrete situations, and analysis questions require more critical thinking to break down the question into its parts and make clinical nursing judgments.



Clinical Courses	Comprehension	Application	Analysis
Fall Sem 1 NUR 101	30%	50%	20%
Fall Sem 2 NUR 102	10%	60%	30%
Fall Sem 2 NUR 201	0%	60%	40%
Fall Sem 2 NUR 202	0%	50%	50%

PROGRAM METAPARADIGM

A metaparadigm is a model that encompasses and describes the main concepts of a particular discipline. Bristol Community College's Nursing program describes these as end-of-program student learning outcomes as knowledge, behaviors, and skills to safely support client health in a changing environment.



PROGRAM OUTCOMES

The Bristol Community College nursing program is designed to promote achievement of the following desired graduate outcomes:

- 70% of students admitted into the nursing program will complete the program within 150% of the program length.
- 85% of graduates will successfully obtain nursing licensure with first-time NCLEX examination attempt.
- 80% of graduates who respond to the Graduate Survey will obtain employment as registered nurses within one year of graduation.

END-OF-PROGRAM STUDENT LEARNING OUTCOMES (EPSLOs)

Professional Standards Evidence Based Practice Scientific Knowledge Clinical Judgment
Framework Provider of Care

1. Applies concepts and principles from nursing in analyzing data and making judgement in the practice of nursing.

Professional Standards Clinical Judgment Safety
Framework Provider of Care

2. Provides care to patients throughout the lifespan by applying the nursing process in assisting the patient to maintain or regain homeostasis when threatened by common health problems.

Professional Standards Communication
Framework Provider of Care

3. Uses various modalities to communicate with patients, families, significant others, and team members.

Professional Standards Patient-Centered Care
Framework Provider of Care

4. Provided patient teaching by assessing the need for information and implementing short range teaching.

Professional Standards Teamwork and Collaboration
Framework Manager of Care

5. Manage more than one patient in a structured setting by prioritizing care.

Professional Standards Professionalism Leadership
Framework Member within a Discipline

6. Functions as a member within the discipline of nursing by practicing legally and ethically.

CODE OF ETHICS FOR NURSES (ANA)

The American Nurses Association published the Code of Ethics for Nurses (2015), which acts as guidelines for all members of the nursing profession, including nursing students. Bristol Community College's Nursing program has chosen include the following provisions as ethical requirements of our students.

- The nurse practices with compassion, respect for the inherent dignity, worth, and unique attributes of every person.
- The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
- The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
- The nurse has authority, accountability, and responsibility for nursing practice; making decisions; and taking action consistent with the obligation to promote health and provide optimal care.
- The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
- The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe quality healthcare.
- The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
- The nurse collaborates with other health professionals and the public to promote human rights, promote health diplomacy, and reduce health disparities.
- The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate social justice into nursing and health policy.
- The nurse participates in the profession's effort to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.

Students are responsible to familiarize themselves with the American Nurses Association Code of Ethics for Nurses with Interpretive Statements (2015) and to adhere to the standards of professional behavior defined within this code. Students should conduct themselves as representatives of Bristol Community College and the nursing profession.

The complete ANA Code of Ethics for Nurses can be reviewed [here](#).

PROGRAM OPTIONS

The nursing program currently offers two delivery models: traditional or hybrid. The traditional option allows students to attend synchronous/in-person classes for the didactic portion of the program. The second option is a hybrid delivery method. Our hybrid model allows students to receive the majority of the didactic portion of the course via an online classroom model. Both options include lab and clinical assignments at a variety of healthcare settings in Southeastern Massachusetts and Rhode Island. Clinical hours may include day, evening, or weekend assignments.

The program utilizes various teaching models that engage students in active learning. Teaching learning strategies such as flipped classroom models, online practice quizzes, concept maps, simulation, service learning, discussion boards, and/or case studies are utilized in nursing courses to foster active learning (there are some examples of active learning but are not intended to be a complete listing). Research shows active learning promotes student success.

TRANSFERS BETWEEN OPTIONS (Traditional and Hybrid)

Once a student has been accepted into their choice of program delivery option, the student must remain in that option for the semester. After successful completion of a semester, a student may request a transfer to an alternate option. Option transfers will be based upon availability and require permissions from program faculty and the nursing program director. Student transfers between options may only occur once in their duration of enrollment in the nursing program.

Please submit transfer requests to the Nursing Program Director via e-mail. Subject line should state: Transfer Option Request. Please include your rationale for the request within the body of the e-mail. Deadline for request is the date of the current course's final assessment. Transfer requests are accepted on a first come, first-serve basis, based on availability. Students currently enrolled in the program are considered first for transfers.

EVALUATION METHODS

ASSESSMENTS

Assessments (including quizzes, midterms, and finals) are administered periodically per the course schedule. The percentage contributed by each assessment to the final course grade is specified in each syllabus. Assessment dates and times may be subject to change.

Electronic Testing Policy

Due to the National Council Licensing Examination (NCLEX-RN) computerized adaptive testing format, all NUR 101, NUR 102, NUR 201, and NUR 202 assessments will be administered on campus in a proctored, computerized testing format. In a rare case of technological or connectivity issues, a written paper assessment may be issued.

Assessment Day Rules

- Consistent with NCLEX-RN regulations, students will not be allowed to bring any personal belongings to their testing seats without an approved accommodation from the Office of Disability Services. All personal items accessed in the testing environment may be inspected by the proctors.
- No hats, hooded sweatshirts, and/or scarves may be worn. Provisions may be made prior to the assessment for religious and/or cultural apparel.
- Noise levels cannot be fully controlled during testing; therefore, non-electronic earplugs may be worn.
- Only the Learning Management System (LMS) assessment page is to be open during the assessment time. Only the integrated Canvas calculator may be used during assessments.
- Additional open tabs or programs on the computer during an assessment are considered a violation of academic integrity and will result in a zero on the assessment.
- Talking with another student(s) once the assessment has begun is grounds for removal from and failure of the assessment, even if the student has completed their assessment.
- The following items may **not** be accessed during testing or within the testing area (including any breaks) until you leave after the assigned assessment end-time:
 - Any educational, test preparation, or study material.
 - Cellular/mobile/smartphones, tablets, personal computers, smart watches, MP3 players, fitness bands, jump drives, cameras, or any other electronic devices.
- All breaks will count against testing time. Students must follow [NCLEX Break Procedure](#).
- Failure to comply with the assessment day rules may result in removal from the assessment area and/or receipt of a zero for that assessment.

For further explanation of the consequences related to violation of testing policy, please refer to the [Student Academic Rights, Responsibilities and Policies](#).

Rescheduled Assessments

When an assessment is cancelled and rescheduled, the rescheduled assessment may coincide with another assessment. Breaks will be provided between multiple assessments. Should a student require additional accommodation, students must connect with the Office of Disability Services **at least three business days prior to** taking the assessment.

Testing Accommodations

If a student needs accommodation for assessments, these need to be coordinated through the Office of Disability Services. Accommodation letters should be sent electronically to all course faculty and testing proctors.

Tardiness

Students should arrive promptly for scheduled assessments. Students arriving late will have whatever time there is remaining to complete the assessment. Extended time will not be provided.

Assessment Make-Up Policy

- If a student is going to be absent from an assessment, **notification must be made to all course faculty prior to the assessment start time**. If a student is absent due to an emergency (including personal medical emergencies or a car accident), notification must be made as soon as possible, and supporting documentation provided. Without prior notification and/or documentation, the grade earned for the missed assessment will be zero.
- Faculty will contact the student through Bristol e-mail to schedule the makeup assessment. This assessment must be completed within 5 business days of the date the original assessment was missed.
- A make-up assessment will cover the same curriculum as the missed assessment, but may differ from the original and may be in a different format.

Students are only allowed to make up one assessment (excluding those deemed an emergency) per academic year without penalty. The Academic Year begins at the start of the Fall semester and closes at the end of the summer semester.

If any subsequent assessments are missed during the academic year (excluding those deemed an emergency), it will result in a 10-point deduction of the earned assessment grade.

Assessment Review Policy

Students may review graded assessments during scheduled review sessions or by appointment prior to the administration of the subsequent assessment. After this period, access is limited unless a formal request is submitted to the Vice President of Student Services and Enrollment Management.

To maintain exam integrity, no assessments may be reviewed by a student until all students have completed the assessment.

STUDENT CLINICAL PERFORMANCE

The end-of-course behaviors represent the level of progression, as expected at the completion of each clinical course, toward achievement of end-of-program student learning outcomes and associated educational objectives. These behaviors are measured using a Clinical Course Evaluation Instrument within the framework of provider of care, manager of care, member within the discipline of nursing, and program requirements.

Criteria for Satisfactory Performance

The criteria for satisfactory clinical performance are organized around end-of-course behaviors in three primary clinical competency areas for Associate Degree nurses: provider of care, manager of care, and member within the discipline of nursing. Program requirements must also be met. Within each competency area, specific behaviors are defined, published in the evaluation instrument within the course syllabus, and evaluated. These behaviors are related to end-of-program student learning outcomes, as well as the associated clinical competencies and course objectives for each of the program courses.

Mandatory Behaviors

To pass the clinical portion of each course, students must achieve satisfactory evaluations on each of the mandatory behaviors listed within the corresponding Clinical Evaluation Tool. An assessment of satisfactory ("S") for the objectives, noted by a check mark in the appropriate column on the evaluation instrument, indicates that the student is independent and has met the objectives at an accomplished level. Performance is safe, accurate, and proficient with minimal verbal and/or physical cues from the instructor.

Clinical Warning

Clinical warnings are a written tool used to demonstrate areas in which a student is not currently meeting clinical objectives and/or mandatory clinical behaviors. Based on the associated Clinical Course Evaluation Tool, the clinical warning is designed to inform students of current unmet clinical requirements and to identify the student behaviors needed to resolve a clinical warning.

Clinical warnings may be issued for, but not limited to, common occurrences such as tardiness, absenteeism, unpreparedness, uniform violations, and missing clinical assignments, up to extreme circumstances such as negligence, lateral violence, and patient harm. All identified behaviors and objectives within the Clinical Course Evaluation Tool can receive a Clinical Warning at any time in the semester if unmet.

Students must resolve their clinical warning by correcting behaviors and meeting course objectives as outlined within the clinical warning by the end of the course. Unresolved clinical warnings will receive a final course grade of 'F'.

If a student is placed on more than two clinical warnings in a semester, they are deemed unable to meet clinical outcomes successfully and will receive a grade of 'F' for the course.

Clinical warnings, even once resolved, will remain on file within the Bristol CC Nursing Department Student File as they guide a student's category for readmission. For further details on readmission, see Readmission into the Nursing Program.

Students are encouraged to visit [Bristol CC Student Academic Rights, Responsibilities and Policies](#).

OTHER METHODS OF CLINICAL EVALUATION

Other methods of evaluation may be used, including simulation, observations, case studies, research papers, and service-learning projects. Please consult the syllabi for details and specifics for each course.

ACADEMIC INTEGRITY

Academic integrity is the keystone of teaching, learning, and assessment. The Nursing Program at Bristol Community College is committed to promoting and supporting this ideal. All students, faculty, staff, and administrators are expected to maintain a high standard of academic honesty and integrity.

Students are responsible for reviewing, understanding, and upholding the [Student Code of Conduct](#) published on the Bristol Community College website.

PROGRAM-SPECIFIC ACADEMIC WARNING

A student may receive an academic warning if the student's performance or behavior outside the clinical/lab setting is below the standard for mandatory behaviors, including those behaviors from prior courses and/or program requirements.

The academic warning serves to notify the student that their performance or behavior must improve to achieve the standard of satisfactory professional nursing competency. If a student is placed on more than two academic warnings in a semester, they are deemed unable to meet program outcomes successfully and will receive a grade of 'F' for the course.

DUE PROCESS

The above actions, as well as actions mentioned throughout the Student Code of Conduct and program handbook, do not negate the student's right to due process under the college grievance process. Any student who believes their rights have been violated should follow the chain of communication per the [Bristol Community College Grievance Policy](#).

GRADING

To progress through the nursing program, a student must attain a didactic grade for the semester of **C+ (77) or better** and a satisfactory clinical grade. Grades are not rounded. Transcripts will reflect the associated letter grade.

Bristol's Grade Equivalencies

A+	97 – 100	A	93 – 96	A-	90 – 92
B+	87 – 89	B	83 – 86	B-	80 – 82
C+	77 -79*	C	73 – 76	C-	70 – 72
D+	67 – 69	D	63 – 66	D-	60 – 62
F	0 – 59				

MIDTERM

Faculty will report mid-semester grades for all students who are not currently meeting progression standards. Students who are on a clinical warning and not currently meeting their clinical objectives at midterm will be assigned a midterm grade of "F".

DISMISSAL

The nursing faculty reserves the right to dismiss from the clinical setting a student whose performance or behavior is not within established nursing practice standards. If the Nursing Department Administration supports findings, the student is dismissed from the Nursing program.

WITHDRAWAL FROM NURSING PROGRAM

Students are responsible for officially withdrawing from the Nursing program courses if they decide to stop attending any or all classes within the Nursing Program.

- Students wishing to withdraw from one or all program courses are encouraged to contact the Nursing Department Administration to review the associated impacts within the Nursing program.
- Students may then follow the [Bristol CC Withdrawal and Refund Policy](#) to complete the withdrawal process. This must be completed by the student.
- Students who withdraw from a nursing course or program and wish to be reinstated must follow the Bristol CC Nursing Readmission Policy.

READMISSION POLICY

Policy Definitions:

- **Failure:** final course grade of less than C+ (77) and/or unsatisfactory clinical grade
- **Withdrawal:** student-driven removal from course enrollment before the college-identified deadline
- **Dismissal:** formal removal of a student from the program by the Nursing Department Administration or college

Policy:

Students who have withdrawn or failed a nursing course are eligible for a **one-time** readmission to the program. Students must adhere to application processes and deadlines to maintain priority consideration for readmission as follows:

NUR 101	February 1 st (General Applicant Pool) <i>*Categories for readmission do not apply</i>
NUR 102	November 1 st
NUR 201	May 1 st
NUR 202	November 1 st

To be considered for readmission, applicants must reapply within three (3) years or less of withdrawal, failure, or dismissal from the program. Program readmission is permitted once only with the approval of the Nursing Department Administration. Students seeking readmission into NUR 102, NUR 201, and NUR 202 are assigned an admission category at program exit. Categories are designated as letters and are listed below.

When two or more students qualify for readmission under the same category, their numerical course grade at the time of program exit will be used to determine priority, with the strongest grade receiving the highest consideration. If students share the same category designation and course grade, the cumulative GPA will then be used as a secondary criterion, with the superior GPA receiving priority for readmission.

Should a student obtain collegiate approval related to them temporarily departing from the program, they will be offered priority readmission into the program within three (3) years, at the same status at the time of exit. Students who step out on approved leave will still be required to submit an intention of return.

Categories for Readmission

Category	Applicants who . . .
A	Completed a previous nursing course with a C+ (77) or better and did not enroll in the next consecutive course.
B	Withdrew from a nursing course with a C+ (77) average or better, meeting clinical objectives, for medical leave with appropriate documentation.
C	Successfully completed the LPN-to-RN Bridge course.
D	Successfully completed the LPN-to-RN Challenge of Nursing Fundamentals course.
E	Withdrew from a nursing course with a C+ (77) average or better and were meeting clinical objectives.
F	Were unable to enroll in subsequent nursing course(s) due to failure to meet non-nursing pre- or co-requisites for the course.
G	Withdrew from a nursing course before the college designated withdrawal deadline with a C or less average and meeting clinical objectives OR Withdrew from a nursing course before the college designated withdrawal deadline with a C+ (77) or better average but were not meeting the clinical objectives.
H	Withdrew from a nursing course with a C average or less, meeting clinical objectives, for medical leave with appropriate documentation.
I	Failed with a C (less than 77) or lower grade, but were meeting clinical and academic objectives.
J	Withdrew with a C+ (77) average or better and had received a clinical or academic warning in no more than one previous course.
K	Withdrew with a C (less than 77) or lower average and had received a clinical or academic warning in no more than one previous course.
L	Withdrew with a C+ (77) average or better, and were on active clinical or academic warning.
M	Withdrew with a C (less than 77) or lower average, and were on active clinical or academic warning.
N	Withdrew with a C+ (77) average or better, and received a clinical or academic warning in <u>multiple previous courses</u> .
O	Withdrew with a C (less than 77) or lower average, and received a clinical or academic warning in <u>multiple previous courses</u> .
P	Unsuccessful completion of a nursing course with a C (less than 77) or lower average, and had received a clinical or academic warning in no more than one previous course.
Q	Unsuccessful completion of a nursing course with a C (less than 77) or lower average, and had an active clinical or academic warning during that semester.
R	Unsuccessful completion of a nursing course with a C (less than 77) or lower average, and received an unsatisfactory clinical evaluation in the course.

No system of categorization can cover every possible student case. Therefore, the Department of Nursing reserves the right to categorize in a manner consistent with the present system, any case for which no category presently exists.

PROFESSIONAL CONDUCT

CLINICAL AGENCIES

Students will be assigned to a variety of experiences in numerous agencies throughout the region. The program does not accept any clinical agency requests. Only religious or military obligations preclude the assignment, and notification to the program director, including documentation from the respective institutions, is required.

Students from Bristol Community College are guests in these agencies for whose presence there is a predetermined purpose. This purpose should be accomplished with minimum disruption to the host agency and its personnel. The presence of Bristol Community College students should result in positive gains for the agency, as well as for the students.

Student responsibilities and requirements when attending clinical agencies include:

- Promptness of reporting for clinical experiences. Assigned simulation and laboratory times are also considered clinical experiences. Promptness means at least five (5) minutes before the assigned start time unless otherwise specified. Two tardy (more than 5 minutes) attendance days will result in a clinical warning for professional behavior.
- If necessary to congregate in groups while in clinical areas, be certain that the group does not become noisy, does not loiter, nor does it occupy space needed by the agency personnel to perform their ordinary duties. Aim to find a spot off the unit.
- Students are responsible for their own transportation to all clinical assignments. Parking spaces at clinical agencies are limited. Students may find it convenient to use a carpool system to avoid competing for the few available spaces. Observe the parking rules of the agency as some will tow violators. Avoid infringing on space designated for hospital staff.
- Instructors will discuss the lines of communication appropriate to each clinical agency. Adherence to the channels will create a harmonious environment and will additionally enhance your learning opportunities.
- The Bristol Community College [Student Code of Conduct](#) extends to the clinical settings.
- All general rules of the agency (example: dining room hours, smoking policy, loitering) are to be observed. When in doubt, do not hesitate to bring questions to the instructor.
- Written preparation for clinical assignments must be completed and validated by the instructor before giving nursing care. Failure to do so may result in the student being dismissed for the day. Incomplete or inaccurate clinical preparation may result in clinical warning.
- Students must remain within their scope of practice. As a student this means practicing only under the direct supervision of the clinical faculty member in the assigned clinical department and/or skills laboratory, performing skills that the student has undergone training on. If additional training is needed, lab referrals and open lab time may be used. Students who practice outside of this scope, regardless of external skills and licensure, may be deemed clinically negligent and fail the clinical component of the course.

ATTENDANCE

Students are expected to attend **all** regularly scheduled classes. Faculty are encouraged to record attendance in all classes. The student's attendance record is maintained for reference purposes.

To meet the course objectives, attendance at clinical, laboratory, and simulation sessions **is mandatory**. Absence will be made up through an alternate experience planned with the clinical instructor to meet the clinical objectives. Additionally, any time missed by a student for tardiness, early dismissal, or absenteeism will be tracked by the clinical instructor. As guided by Nursing Program accreditation standards, if a student misses more than 15% of their total scheduled clinical and laboratory hours for a semester, they are deemed unable to meet clinical outcomes successfully. They will receive a grade of 'F' for the course. Faculty absences will not count toward this percentage.

During clinical orientation, faculty will explain the policy for reporting clinical absence. Students are required to notify their clinical instructor of any clinical absence before or within one hour of the planned start of the experience. We realize that at certain times, absence may be unavoidable. All requirements must be met by the end of the semester. Any student who has not made up a clinical absence will be considered as not meeting the course objectives and will receive an "unmet" performance evaluation at the semester's end, resulting in dismissal from the program.

ELECTRONIC DEVICES

Clinical facilities prohibit the use of personal electronic devices within the clinical units. While students may bring a personal cell phone, smart watch, tablet, etc., these should be kept away and used only in break rooms or outside of the clinical unit with instructor permission.

INTELLECTUAL PROPERTY

Students may not record, photograph, or reproduce intellectual property without permission from the individual faculty. Assessment reviews are **never** permitted to be recorded.

CIVILITY

To create an effective learning environment, and to teach and reinforce effective employment behavior, student classroom and clinical behavior is expected to mirror what would be expected within the work environment. Students are expected to comply fully with the [Student Code of Conduct](#).

Students are strongly encouraged to maintain professional conduct at all times. Behaviors such as engaging in side conversations during class, using a cell phone in class or clinical settings, using inappropriate language (e.g., cursing), making threats, or displaying physical

or verbal aggression are considered unprofessional and inappropriate in both academic and workplace environments.

Civility and professional behavior also extend to the online environment and social media, including Facebook Instagram, SnapChat, TikTok, etc. Students are expected to review the [National Council of State Boards of Nursing Social Media Policy](#) and are required to sign the social media attestation yearly.

Proper network etiquette, referred to as “netiquette,” is also an expectation. Proper netiquette includes respectful and thoughtful electronic communications. When sending e-mails, a brief explanatory subject line should be included. E-mails should be written in a professional manner, and address the recipient as Dr., Professor, etc. Classroom discussion board postings must also be respectful and professional. The use of all uppercase letters is discouraged as this suggests anger or yelling. View the [Bristol Community College Netiquette Practice Guidelines here](#).

Creating a negative culture is also a violation of civility as it disrupts the teaching-learning environment. Gossip, rumors, slanderous, and/or derogatory communication are not attributes of professionalism, which is an essential nursing competency. It is expected that respectful lines of communication will be used among students and faculty to resolve conflicts, clarify issues, and verify information.

Violations of civility may be referred to the Code of Conduct Administrator for appropriate disciplinary action and may result in dismissal from the program.

UNIFORM REGULATIONS

Students are required to wear their Bristol Nursing uniform for any clinical, laboratory, or simulation activity unless otherwise instructed. Violations of the Uniform Regulations may result in dismissal from the clinical, laboratory, or simulation experience, resulting in an unexcused absence. Please communicate with your faculty member ahead of the scheduled meeting time if any regulations cannot be met.

The Uniform Regulations for the Bristol CC Nursing Program are as follows:

- Uniforms are to be worn during all laboratory and clinical experiences unless otherwise specified.
- For infection control purposes, it is required that the uniform be freshly laundered before each wearing.
- Students are required to adhere to the agency's dress code policies.
- Hair should be off the collar.
- As per OSHA guidelines, in clinical areas where an N95 Mask may be required, facial hair that extends into the sealing area of the respirator is not allowed.
- Fingernails should be clean and short. WHO and CDC regulations do not allow artificial nails, gels, wraps, extenders, etc., therefore, they are not permitted in clinical or laboratory areas.
- Jewelry restrictions are determined by each individual clinical facility. OSHA recommends simple stud earrings as generally acceptable.
- Healthcare facilities are fragrance-free. All fragrances (perfumes, lotions, aftershave) are not allowed in the clinical, laboratory, or simulation sites.
- Sweaters and lab coats are never to be worn when providing direct patient care. Lab coats are not to be worn when out in public.
- Agency identification badges should be worn as directed. These must be returned at the end of each clinical rotation per agency policy.
- All students are required to purchase a designated Bristol Community College Nursing Program uniform. Uniforms are worn only in Bristol clinical agencies, including on campus simulation and laboratory experiences.
- Students must wear a name pin when in uniform, with a laboratory coat, or when designated by faculty.
- Shoes should be designed to provide good support and kept clean. Open-back and open-toed shoes are not allowed. White shoes or all white leather-like athletic shoes may be worn.
- Clean, plain, short-sleeved white T-shirts may be worn under the uniform top. No logos may be visible.
- Clinical instructors will advise what items should be brought to each laboratory, simulation, and/or clinical day.

REQUIREMENTS FOR CONTINUED ENROLLMENT

Nursing students will be placed in a variety of health care settings. Each agency has requirements which the student must fulfill before they are allowed placement. This list may include, but is not limited to, the following: physical examination, immunizations, agency-specific orientation, CORI, SORI, and drug screening. Progression and mandatory clinical placements in the nursing program are contingent on meeting all agency requirements.

If a student is denied placement by the agency for any reason, the nursing program is not responsible for providing alternative clinical placements.

Failure to meet the following moral and/or legal requirements of that agency will mean the clinical objectives of the course cannot be met and the student will automatically receive a failing grade of F and be dismissed from the program.

CONTINUED PROGRAM ENROLLMENT IS CONTINGENT UPON ONGOING FULFILLMENT OF THE FOLLOWING REQUIREMENTS I-VII

I. GOOD MORAL CHARACTER

Per the Good Moral Character (GMC) policy of the Massachusetts Board of Registration in Nursing (2021): “GMC must be demonstrated by reliable evidence of good conduct.” Examples of such include:

- honesty
- trustworthiness
- integrity
- accountability
- reliability
- distinguishing between right and wrong
- avoidance of aggression to self and others
- taking responsibility for one’s own actions

and similar attributes found relevant by the Board. “The absence of the attributes of GMC is most often demonstrated by certain conduct. Such conduct includes hostile or destructive conduct to another or to self and conduct that demonstrates a disregard for the welfare, safety or rights of another, or disregard for honesty, integrity, or trustworthiness. Examples of such conduct include the conduct underlying certain criminal convictions and disciplinary actions taken by a licensure/certification body in another jurisdiction.”

To be eligible for licensure in Massachusetts, graduates must complete all program requirements for graduation, present satisfactory evidence of “Good Moral Character” as

defined by the [Massachusetts Board of Registration in Nursing](#), and pay the required licensure fees. An applicant who has been convicted of a crime should obtain from the program a copy of the Board of Registration information sheet for applicants with previous court records.

Eligibility for licensure is decided by the Massachusetts Board of Registration in Nursing. Any student who has been convicted of a crime, has a case that is “pending,” or has current or previous cases with the Department of Children and Families (DCF) is advised to seek information from the nursing program and from the Massachusetts Board of Registration in Nursing.

II. CRIMINAL OFFENDER RECORD INFORMATION (CORI) AND SEXUAL OFFENDER REGISTRY INFORMATION (SORI)

As a prerequisite for clinical placement in the nursing program, all students must undergo a Criminal Offender Record Information (CORI) check and a Sex Offender Registry Information (SORI) check. These checks are required due to potential unsupervised contact with children, the disabled, or the elderly during a clinical experience. Students found to have certain criminal convictions or pending criminal actions will be presumed ineligible for clinical placement. Progression and mandatory clinical placements are contingent on a “clean” CORI check result.

Clinical agencies may independently perform CORI checks on students and do not have to accept a student with a CORI report indicating that an offense exists. **The nursing program is not responsible for alternative clinical placements for students who cannot be placed in an agency related to a CORI offense report.** Students have an obligation to inform the Dean of Health Sciences and Nursing if any legal issues arise while in the program that are reportable to a CORI.

The Massachusetts Board of Registration in Nursing, and the Rhode Island Board of Registration in Nursing require the completion of background checks when applying for licensure (2023). Any findings may impede the ability to obtain initial licensure in these states.

III. HEALTH REQUIREMENTS

Upon Admission or Readmission

Upon admission or readmission to the nursing program, the student is responsible to provide documentation of the following:

- A physical examination within the last twelve (12) months
- Hepatitis B Immunity (Blood Titer)
- Tuberculosis Screening (T-Spot or Interferon)
- COVID Vaccination (minimum of initial immunization)
- Influenza vaccination valid for that academic year
- Additional vaccination records as required by the Department of Public Health and listed on the departments Physical Form.

All verification of admission health requirements are **required** by close of business:

- **July 1st** for newly admitted students starting in a Fall semester
- **Dates provided by administration** for late admission, readmitted, and LPN Pathway students.

These requirements will be submitted using our vendor, [CastleBranch](#). Students who do not meet the health requirements or submit the required forms by the deadline will forfeit their admission seat.

Annual Requirements for Progressing Students

- **All** nursing students are required to have annual tests for tuberculosis*
 - Only a T-Spot or Interferon blood draw are accepted.
 - **Documentation must be submitted by August 1st**
- **All** nursing students are required to have annual influenza vaccine*
 - **Documentation must be submitted by September 1st**

*Note: Students who do not submit the above forms by the deadline **will not** be able to start class or clinical and may lose their placement in the nursing program.

IV. PROFESSIONAL LIABILITY INSURANCE

All students enrolled in the nursing program will be required to carry the college's professional liability coverage. This fee is reflected on your tuition bill must be paid through Student Accounts.

V. CPR CERTIFICATION

All students must be trained in Basic Life Support for Healthcare Providers (BLS) by the American Heart Association. Any student who is admitted to NUR 101 or admitted/readmitted to NUR 102, 201, or 202 must present, on entry to the course, evidence of BLS training that is valid until the completion of the program.

A valid CPR card must be submitted to CastleBranch by:

- **July 1st** for newly admitted students starting in a Fall semester
- **Dates provided by administration** for late admission, readmitted, and LPN Pathway students.

Note: The only accepted CPR preparation is the American Heart Association course for Healthcare Providers.

VI. DRUG SCREENING

Drug screening will assess for the presence of illicit drugs including, but not limited to, barbiturates, cocaine, and marijuana. Screening **must** be administered under a chain of custody by a qualified and certified laboratory.

All students are required to complete a routine drug screening upon admission or readmission to the program. Drug screening may be ordered and scheduled through CastleBranch. As with other health requirements, drug screening is due by:

- **July 1st** for newly admitted students starting in a Fall semester
- **Dates provided by administration** for late admission, readmitted, and LPN Pathway students.

Randomized drug screening may be performed throughout the duration of the program. Once the student's date for screening is chosen, the student has 48 hours to comply. If a student fails to comply with completion of a randomized drug screen in the designated time, they will be dismissed from the nursing program.

Please be advised that despite Massachusetts law that permits the use of medical marijuana and the possession, use, distribution, and cultivation of marijuana in limited amounts, any possession, use, distribution, or cultivation of marijuana remains prohibited under college policy pursuant to federal law. Further, any student who tests positive for marijuana will be ineligible for clinical placement. Please refer to the College's Student Handbook for the college's complete Marijuana Policy.

All drug screening results will be sent to the Dean of Health Sciences and Nursing and marked "confidential." Students will only be notified of their results if there is a note of concern or positive results. A student may be asked to submit a second sample or documentation to support medical conditions that produce a positive screen. Second sample screenings will be at the student's private cost. If the secondary screening results in similar findings, the student is unable to progress in the Nursing program.

VII. FUNCTIONAL ABILITIES

Nursing is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. The functional abilities for participation in the nursing program are essential for the delivery of optimal and safe patient care. Students enrolled in the nursing program should be prepared to meet the standards established by the following physical and mental criteria with or without accommodation.

Criterion: Analytical and Critical Thinking

The ability to understand, apply, analyze, and evaluate information. Examples include:

- Comprehend written, verbal, and electronic information in English.
- Assess the patient's psychological, physiological, and social status.

- Interpret cause-effect relationships in clinical situations.
- Plan and prioritize nursing care.
- Evaluate patient outcomes.
- Calculate math for safe medication administration.

Criterion: Communication

The ability to effectively interact with others using verbal, non-verbal, written, and electronic communication. Examples include:

- Speak, comprehend, read, write, and type in English in a clear and understandable manner.
- Establish and maintain effective working relations with peers, faculty, patients and families, and healthcare teams.
- Respect social, cultural, ethnic, and gender differences.
- Correctly convey and interpret body language.
- Observe, assess, and recognize facial expression and emotion needed to detect and interpret data.
- Negotiate interpersonal conflict(s).
- Teach and convey information in an accurate and effective manner.
- Convey information to others verbally, in writing, and/or electronically in an accurate, timely, professional and comprehensive manner.

Criterion: Emotional Stability

The ability to monitor one's own emotions and assume responsibility and accountability for one's own actions. Examples include:

- Emotional stability/maturity to accept constructive feedback.
- Support patients during times of stress.
- Adapt to changing situations and emergency conditions while maintaining emotional control.
- Cope with strong emotions and physical outburst of patients while remaining calm.
- Focus attention on patient needs despite distractions, interruptions, and multiple demands.
- Accept constructive feedback and accept responsibility for one's own actions.
- Ability to work effectively under stressful conditions.

Criterion: Physical Ability

The ability to demonstrate physical agility and swiftness of movement and perform gross and fine motor skills. The ability to sustain physical endurance necessary to provide safe and effective nursing care. Examples include:

- Perform cardiopulmonary resuscitation (CPR).

- Move in confined spaces.
- Maintain balance in multiple positions.
- Reach below waist and above shoulders.
- Mobility of the neck and back to permit sitting and standing and the agility to bend at the waist and squat, using proper body mechanics, to perform a variety of patient care activities.
- Climb and descend stairs.
- Provide safe and therapeutic positioning and transferring of patients.
- Transfer patients who may require physical assistance.
- Move quickly in emergency situations in patient care settings.
- Stand/walk for extended periods without rest.
- Push, pull, lift, or support a minimum of 25 pounds without assistance.
- Use of manual dexterity to provide patient care, manipulate and operate equipment, and prepare and administer medications.
- Grasp, pinch, squeeze, and manipulate fine equipment.

Criterion: Sensory Ability

The ability to accurately perform auditory, visual, tactile, and olfactory assessments necessary to monitor and determine health needs. Examples include:

- Hear and understand monitoring devices, alarms, and emergency signals.
- Hear and understand spoken words and faint voices.
- Hear and understand faint body sounds (e.g. heartbeats, blood pressure, lung and abdominal sounds).
- Accurately prepare and administer oral, injectable, and intravenous medications.
- Visual acuity sufficient to reading fine print on medication labels and equipment.
- Assess a patient within a distance of 10 feet by way of visual, olfactory, or aural acuity.
- Use depth perception adequately.
- Palpate during physical exam (e.g. pulses, temperature, masses, lesions, etc.).
- Detect body odors.
- Detect smoke, gases, or noxious smells.

DISABILITY SERVICES

The Office of Disability Services (ODS) provides support services that enable qualified students with disabilities to participate in the life of the academic community. ODS assists students, as well as other College departments, in providing access to services and programs in the most integrated setting possible.

ODS Learning Specialists meet with qualified students to review documentation, determine reasonable classroom accommodations, and recommend strategies to capitalize on strengths and develop academic approaches to learning. Individual accommodations are a civil right guaranteed under federal laws (ADAAA, Sections 504 and 508 of the Rehabilitation Act of 1973).

The first step to registering with ODS is to contact the Office of Disability Services by phone at 774.357.2955, email at ODSAccess@BristolCC.edu, or by completing the confidential online Disability Disclosure Form.

The Office of Disability Services is located on the Fall River Campus in L109, New Bedford Campus in NB117, and the Attleboro Campus in 206E.

ACKNOWLEDGEMENT OF RISK

Although we strive to create a safe and secure educational environment, participation in this program is not without potential risk to personal health and safety. These potential risks include, but are not limited to, bacteria, viruses, radiation, carcinogens, and chemicals. Please understand that these risks may be elevated for individuals with certain health conditions or who are pregnant or nursing. You are encouraged to contact your personal medical provider to discuss any concerns about health and safety risks associated with participation in this program. If a reasonable accommodation is necessary for your full participation, please contact the Office of Disability Services.



NURSING PROGRAM: STUDENT ATTESTATIONS

Please sign your initials in the column corresponding with the statement to indicate that you have read and understand your core responsibilities as a student in Bristol Community College's Nursing Program. Then, provide your name and signature at the bottom of the form. Completion of a Nursing Attestation Form is required annually and upon any entry or re-entry to the program.

Attestation	Statement	Initials
Bristol Community College Nursing Program Student Handbook	<p>I have access to the Bristol Community College Nursing Program Student Handbook and have reviewed its contents in its entirety, including the mentioned documents:</p> <ul style="list-style-type: none"> • Bristol CC Student Code of Conduct • Bristol CC Student Academic Rights, Responsibilities and Policies. • Nursing Program Catalog Page • ANA Code of Ethics for Nurses <p>I understand that I am responsible for all information found within all documents and policies listed above.</p>	_____
Social Media Guidelines	<p>I have access to the NCSBN Social Media Guidelines and have reviewed its contents in its entirety. I recognize the significance of these practices and as such, am accountable for any infractions.</p>	_____
Release of Transcripts for Licensure	<p>I agree for Bristol Community College to release official college transcripts within 30 days of the close of an academic semester to the appropriate State Board of Nursing or designee for certification (CNA) and/or licensure (RN) purposes. I understand this release is valid only for this purpose and does not permit the release of my transcript to any other third party or for any other reason.</p>	_____

Please sign your name below to indicate that you agree with the above attestations and understand your responsibilities associated with each statement above.

Student Name (Printed): _____

Student Signature: _____ Date: _____