



# NURSING PRE-LICENSURE HANDBOOK ADDENDA

Revised 9/2020

# Regis College Young School of Nursing Handbook

## INTRODUCTION

Dear Regis College Nursing Student:

The Regis College Young School of Nursing Handbook (“Handbook”) is a supplement to the Regis College Academic Catalog (“Academic Catalog”) and students are subject to the requirements stated in both documents. The Handbook applies to nursing students specifically and will supersede the Academic Catalog regarding the specific subject matter contained herein.

Students are also subject to the requirements of the Regis College Student Handbook.

The Regis College Young School of Nursing updates the Handbook on an annual basis but reserves the right to make changes at any time on an as needed basis and will notify the students accordingly.

Revised copies will be posted on the Regis College Nursing website and circulated to all matriculated nursing students.



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# Regis College Young School of Nursing Handbook

## Table of Contents

INTRODUCTION .....	2
PURPOSE.....	5
DEFINITIONS .....	5
MISSION OF REGIS COLLEGE.....	5
PHILOSOPHY OF THE NURSING PROGRAM.....	5
<b>I. GENERAL INFORMATION FOR ALL PRELICENSURE NURSING STUDENTS:.....</b>	<b>6</b>
I. A. Professional Behavior Standards .....	6
I. A.1. American Nurses Association Code of Conduct.....	6
I. A.2. Communication .....	7
I. A.3 Confidentiality.....	7
I. A.4. Social Media Use.....	7
Behavioral Expectations .....	7
Good Moral Character .....	8
<b>II. THE PRELICENSURE NURSING PROGRAM.....</b>	<b>8</b>
II. A. General Information.....	8
II. A 1. Pre-licensure Admission .....	8
II. A 2. Program Learning Outcomes Level I Student Learning Outcomes.....	8
II. A 3. ATI Comprehensive Assessment and Remediation Program for Pre-Licensure Students .....	9
II. A 4. National Council Licensure Examination (NCLEX) Preparation.....	9
II. A 5. Sigma Theta Tau International Pi Epsilon Chapter-At-Large .....	9
II. B. Pre-licensure Academic Policies .....	9
II. B 1. Academic Advising .....	9
II B. 2. Prerequisite and Corequisite Courses.....	10
II. B 3. Program Progression .....	10
II. B 4. Examination Policy .....	10
II. B 5. Day of Testing Process Policy .....	10
II. B 6. Examination Makeup Policy .....	11
II. B 7. Course Grading.....	11
Classroom: .....	12
Medication Safety and Calculation Exam (MSCE).....	12
Clinical: .....	13
Simulation Lab: .....	13
II. B 8 Dismissal based on Grades:.....	14
II. B 9. Withdrawal and Leave of Absence .....	14
B 10. Validation Testing – Pre-licensure.....	14
II. B 11. Application for Readmission After Dismissal from the Nursing Program.....	15
II. B 12. Medical Clearance.....	15
II. B 13. Academic Warning.....	16
Disciplinary Process .....	16
<b>ACADEMIC AND DISCIPLINARY ACTIONS .....</b>	<b>16</b>
Clinical Warning.....	16
Dismissal from the Nursing Program .....	16
Appeal of Disciplinary Action.....	17

## Regis College Young School of Nursing Handbook

Other Regis College Student Conduct Processes .....	17
Policy Appeal .....	17
NURSING CLINICAL POLICIES .....	17
Requirements for Clinical Experience.....	17
Students Participation in Class and Clinical.....	18
Clinical Assignments.....	19
Selection of Clinical Preceptors and Preceptorship Placements: .....	19
Clinical/Preceptorship Assignment Requirements .....	20
Immunizations .....	20
Drug Testing.....	20
Background Checks.....	21
Additional Background Checks.....	21
Academic Impact of Background Checks .....	21
Transportation Policy .....	22
Dress Code.....	22
Clothing/Uniform: .....	22
I. D. Badge: .....	22
Grooming:.....	22
Jewelry/Tattoos:.....	22
Behavior at the Clinical Site.....	23
Smoking:.....	23
Telephone/ Pager/ Cell Phone/Smart Watches:.....	23
Prohibited Conduct.....	23
Confidentiality Standards .....	24
Patient Information and the Health Insurance Portability and Accountability Act Of 1996.....	24
Critical Exposure, Injuries and Incidents .....	24
Definitions: .....	25
Guidelines Following an Exposure, Injury or Incident .....	25
Clinical Attendance .....	26
Cancellation of Clinical Experience by Faculty .....	26
NCLEX Examination Approval .....	26
APPENDIX A.....	27
APPENDIX B.....	29

# Regis College Young School of Nursing Handbook

## PURPOSE

The purpose of this Handbook is to present policies specific to the duties and responsibilities of students enrolled in pre-licensure programs. The Regis College Young School of Nursing updates the Handbook on an annual basis but reserves the right to make changes at any time on an as needed basis and will notify the students if and when changes are made. Students are subject to the most recent version of the Handbook.

Students are also responsible for complying with the Regis College Student Handbook and the Regis College Academic Catalog. The Handbook applies to nursing students specifically and will supersede the Academic Catalog regarding the specific subject matter contained herein.

## DEFINITIONS

Pre-Licensure Students are defined as traditional Undergraduate Baccalaureate, Accelerated Baccalaureate, or Part-Time Baccalaureate nursing students. Accelerated Masters nursing students in the pre-licensure phase of their program are also Pre-Licensure Students and will follow the pre-licensure policies until completion of the Baccalaureate Degree Requirements. Post-Licensure Students are defined as students who have a license to practice nursing as a Registered Nurse. Post-Licensure Students include Graduate Students in the post-licensure phase of their degree program or any student who is a Registered Nurse enrolled in an individual graduate course (Masters or Doctorate level) but is not enrolled in a degree program, or is enrolled in a certificate program.

## MISSION OF REGIS COLLEGE

Regis College, through education in the arts, sciences, and professions, empowers women and men to challenge themselves academically, to serve and to lead. A Catholic college, Regis is a diverse and welcoming community guided by the values of the Sisters of St. Joseph of Boston. ([http://www.regiscollege.edu/about\\_regis/mission.cfm](http://www.regiscollege.edu/about_regis/mission.cfm))

## PHILOSOPHY OF THE NURSING PROGRAM

The Young School of Nursing is an integral component of Regis College. In concurrence with the mission of the College, the nursing faculty accepts the responsibility of providing an environment in which the learner can gain a breadth of knowledge in the humanities, natural sciences, and social sciences, as well as an in-depth understanding of one sector of learning. The faculty believes that by fostering professional growth, they encourage the student to become a positive influence on the nursing profession and society.

## **Regis College Young School of Nursing Handbook**

The Young School of Nursing is committed to the education of nurses from the Undergraduate through the Doctoral level. The faculty believes that multiple levels of nursing practice exist. The nursing education program at Regis College provides the structure for multiple entry and exit points along the continuum of the nursing profession, beginning with the associate degree and continuing through the doctoral degree. The program builds a solid foundation for future endeavors in professional development and educational mobility.

The nursing faculty believes the central concepts of the discipline of nursing are person, environment, health, and nursing. These four concepts are viewed generically. The concept of person may refer to individuals, families, groups, communities, organizations, or society as a whole. Every person has inherent dignity, worth, and individuality and a right to comprehensive, compassionate health care. The person is a unique biopsychosocial, cultural, and spiritual being who continuously interacts with the environment throughout the lifespan.

Environment refers to all the conditions, circumstances, and influences surrounding and affecting the development of the person. It refers to all possible internal and external stimuli that may influence behavior and adaptation. It may be considered past, present, and future but is always seen in the context of the present.

Health is a dynamic state of being and becoming integrated and whole in which the individual adapts to changes in the environment.

Nursing, as an art and science, is a developing system of knowledge about persons, health, and their environment. Further, nursing is unique in the way it synthesizes the liberal arts and the physical, biological, and social sciences through the use of nursing process in the design and delivery of therapeutic nursing interventions for individuals, families, groups, the community, and society.

### **I. GENERAL INFORMATION FOR ALL PRELICENSURE NURSING STUDENTS:**

#### **I. A. Professional Behavior Standards**

##### **I. A.1. American Nurses Association Code of Conduct**

In addition to the Regis College Student Handbook, students must comply with the standards and codes developed by the American Nurses Association. The Young School of Nursing may withdraw a student, without prior notice, from the nursing program who does not maintain an acceptable level of behavior as defined in the [American Nurses Association Code of Ethics](#)

## Regis College Young School of Nursing Handbook

### I. A 2. Communication

Consistent with the Regis College Student Handbook, the nursing program administrators, faculty, and staff use the Regis College email to communicate with students. Students are required to communicate electronically with program administrators, faculty, and staff exclusively through Regis email/Moodle/Starfish. It is the responsibility of the students to check their emails daily during the academic year and intermittently during extended school breaks.

### I. A.3 Confidentiality

At the beginning of each clinical experience students are to sign a confidentiality and privacy policy statement attesting that they have read and understood and will follow the Health Insurance Portability and Accountability Act (HIPAA) guidelines as well as the policies outlined by that clinical agency. Refer to Confidentiality Standards and to Patient Information and the Health Insurance Portability and Accountability Act of 1996 under Nursing Clinical Policies further in this handbook for detailed information.

### I. A 4. Social Media Use

Professional values, ethical standards, and adherence to privacy requirements, including those enacted by the Health Insurance Portability and Accountability Act (HIPAA) extend to all forms of social media. Violations in relation to these professional standards and behaviors may result in exclusion from the nursing program. Students should be aware of, consider, and comply with the Massachusetts Board of Registration in Nursing regulations, as well as the state Board of Registration of Nursing regulations in which they are practicing, whenever using social and electronic media. These regulations may be updated and change during the tenure of a student's training. Visit <https://www.mass.gov/service-details/laws-and-regulations-for-the-board-of-registration-in-nursing> for more information. Additionally, The National Council of State Boards of Nursing, in its White Paper: A Nurse's Guide to the Use of Social Media, [https://www.ncsbn.org/Social\\_Media.pdf](https://www.ncsbn.org/Social_Media.pdf), has identified guidelines that students must adhere to. Students must adhere to all clinical agency social media policies. Any unauthorized uploaded course assignments, exams or other course resources to any social media site will be a violation of this policy.

## Behavioral Expectations

Nursing students at all levels must display specific professional behaviors and conduct themselves in a professional manner at all times. Specific professional behaviors include, but are not limited to:

1. Attending each class, lab and clinical experience on time and for the duration of the experience.
2. Respectful communication, including electronic communication, when interacting with faculty, staff, peers, patients, families and members of the health care team.
3. Maintaining professional boundaries with patients, families and members of the health care team.

## Regis College Young School of Nursing Handbook

4. Refraining from using cell phones and electronic devices while engaged in learning activities unless otherwise directed.
5. Observing the Regis College Classroom Code of Conduct as stated in the Regis College Academic Catalog.

### Good Moral Character

The Commonwealth of Massachusetts Board of Registration in Nursing Licensure Policy 00-011 Determination of Good Moral Character identifies specific criminal convictions, which will permanently exclude an individual from initial Nurse Licensure in all individual states due to the egregious nature of the crime. The policy also requires initial Nurse Licensure applicants to be conviction-free for minimum of five years before the submission of an application for initial Nurse Licensure. In addition, the disposition of any criminal conviction must be closed for a minimum of one year before the submission of a Nurse Licensure application; any other criminal case must also be closed at the time of application. Please refer to the most current policy online at: <https://www.mass.gov/service-details/good-moral-character-requirements-for-nursing-licensure>

## II. THE PRELICENSURE NURSING PROGRAM

### II. A. General Information

#### II. A 1. Pre-licensure Admission

Admission policies related to the pre-licensure Nursing programs are located on the Richard and Sheila Young School of Nursing Website.

#### II. A 2. Program Learning Outcomes Level I Student Learning Outcomes

SLO 1. Integrate knowledge of the natural and behavioral sciences and the humanities when implementing the nursing process to achieve culturally competent therapeutic nursing interventions and promote adaptation of individuals, families, groups and the community in primary, secondary and tertiary levels.

SLO 2. Implement nursing and related theories and research in developing critical thinking skills in systems based nursing practice to achieve therapeutic nursing interventions in structured and unstructured settings.

SLO 3. Establish effective therapeutic communication skills with individuals, families, groups, the community and members of the health care team to strive for optimal wellness and adaptation.

SLO 4. Use informatics and selected technology to accumulate data and analyze knowledge gained through an evidence-based approach to nursing practice to accumulate data to improve and board the scope of nursing care.

SLO 5. Promote the rights of individuals, families, groups and the community according to legal and ethical standards of the nursing profession.

SLO 6. Integrate leadership and management skills in meeting health needs and improved



## **Regis College Young School of Nursing Handbook**

patient outcomes in a variety of settings.

SLO 7. Internalize responsibility for continued learning and professional development.

SLO 8. Contribute to change in health care systems to improve the professional role of nursing and the delivery of safe, quality health care.

SLO 9. Analyze teaching and learning principles in the care of individuals, families, groups and the community in structured and unstructured settings.

### **II. A 3. ATI Comprehensive Assessment and Remediation Program for Pre-Licensure Students**

Assessment Technologies Institute (ATI) Comprehensive Assessment and Remediation Program is used in each of the Pre-Licensure Nursing courses during the program to help students demonstrate mastery of nursing content and to identify the need for remediation. Additionally, it will assist students to be prepared upon graduation to pass the nursing licensing examination. The ATI provides a review program for these exams including review books and resources along with online practice and proctored exams in major content areas in nursing.

### **II. A 4. National Council Licensure Examination (NCLEX) Preparation**

At the completion of the Pre-Licensure portion of the nursing program, all students take a comprehensive standardized examination. An approved NCLEX review course based on this examination is provided in early January for students completing bachelor's requirements in December and immediately after graduation in May for all other students. It is highly recommended for all students. It is also highly recommended that students complete their NCLEX preparation through a comprehensive virtual online tutor before sitting for the NCLEX examination.

### **II. A 5. Sigma Theta Tau International Pi Epsilon Chapter-At-Large**

Sigma Theta Tau International, the Honor Society of Nursing, is committed to fostering excellence, scholarship and leadership in nursing to improve health care worldwide. The Society promotes the use of nursing research in health care delivery and makes its resources available to all people and institutions interested in the latest knowledge in nursing care.

Pi Epsilon-at-Large inducts new members annually in the spring, including eligible baccalaureate nursing students, graduate level nursing students, and community members; eligibility is different for each level of induction. Specific membership information and applications are available in the Office (CH 120) and on BSN and MSN Connections.

## **II. B. Pre-licensure Academic Policies**

### **II. B 1. Academic Advising**

Students are responsible for contacting their advisor to determine the accuracy of their curriculum plan and assess their progress towards degree completion. The students' advisor's name can be found on his/her profile on Regis Access and on Starfish. During each

## **Regis College Young School of Nursing Handbook**

semester's scheduled week of advising for the purposes of registration of courses for the following semester undergraduate nursing students must schedule a time with their advisor for an on-campus face-to-face meeting. For second-degree pre-licensure nursing programs, advising for registration may be performed face-to-face, via Moodle, or other electronic platforms such as Skype or Zoom.

For advising matters other than course registration, advising can be face-to-face, over the telephone, via email, or through other available technology.

### **II B. 2. Prerequisite and Corequisite Courses**

The minimum required grade for non-Nursing prerequisite and corequisite courses is a C (2.0). The exception being a B- (2.7) for ID 230, The Interdependence of Healthcare Professions in the U.S. If a student receives below the minimum required grade in any non-Nursing prerequisite or corequisite course, they will have one (1) opportunity to repeat one (1) prerequisite or corequisite non-Nursing course and achieve a passing grade. If a student fails to achieve the required minimum grade in more than one (1) prerequisite or corequisite non-Nursing course, they will not be eligible to apply to or remain in the Nursing program.

### **II. B 3. Program Progression**

Students must take Nursing courses in sequence as designated on the curriculum plan for their program and projected date of graduation. Permission to register for courses out of sequence may be granted only by the Program Director or Associate Dean for the Young School of Nursing or designee.

Students may not register for courses outside of their program.

### **II. B 4. Examination Policy**

Dates of examinations and quizzes are not negotiable; students must take the examination or quiz on the day and time stated in their course syllabi. No examinations or quizzes will be given early. Students are expected to make travel plans that commence after all testing and course requirements are completed; students who do leave campus early due to travel will receive an unexcused absence.

### **II. B 5. Day of Testing Process Policy**

Once testing begins, the door will be shut and no student will be allowed to enter. The student must speak with their course faculty immediately following the scheduled exam. The exam will be made up later per the Examination Makeup policy with 10% deduction. There are no exceptions permitted.

Students must bring a fully charged portable electronic device (laptop, iPad, tablet) with testing software (Respondus) preloaded. Phones are not permitted as a test-taking device.

## **Regis College Young School of Nursing Handbook**

### **Violation of the following are considered an Academic Integrity violation:**

- Students are not permitted to have cell phones or other electronics, other than their testing device, with them during testing.
- All backpacks and belongings, are to be placed in the front or on the side room, per faculty direction. All cell phones must be turned off or placed on Silent.
- Once testing starts, if a student requests to leave the room, unless the student has a documented accommodation, the student must submit the test as completed.
- No watches/Fitbit, etc. may be worn during testing; students' wrists must be exposed.
- Hats with brims must be turned around with the brim to the back of the head.
- No garments with hoods are permitted to be worn during testing.
- Clear beverage bottles, such as water bottles, must have the label removed or be brought to the test proctor for approval.
- No ear buds or headphones are permitted. Students may use foam ear plugs only; students must notify the test proctor beforehand.
- Moodle and Lockdown Browser logs will be reviewed by course faculty and any concerning behavior will result in a formal response from the student.

### **II. B 6. Examination Makeup Policy**

If, due to extraordinary circumstances, a student is unable to take an examination on the scheduled date the student is expected to provide official documentation and a completed Excused Absence form, within 48 hours to support the missed examination as an excused absence.

Make-up examinations will be held during Common Time at midterm and at the end of the regular semester. There will be two dates selected, students are required to makeup exams on these dates. Final examinations will be made-up on a date scheduled by the faculty and may result in an Incomplete for the course. Make-up examinations may be given in a different format, at the discretion of the course faculty, including but not limited to short answer, fill-in-the-blank, essay, etc. In the event that a student fails to take the scheduled make-up examination or quiz, the student will earn a grade of zero (0%) on that examination.

Ten percent (10%) of the total possible score will be deducted from any make-up of any non-excused examination or quiz, including final examinations. Students who need to make up a Nursing final exam due to an unexcused absence will make up the exam on the designated college final exam makeup date. This will affect students' progression into the next semester. Students will not start the next semester's classes or clinicals until after the final exam has been taken, graded, and the student has received a passing course grade.

### **II. B 7. Course Grading**

A minimum course grade of B- (80%) is required for a student to receive a passing grade in all Nursing courses.

- At the end of the semester, both the final course grade and objective testing grade will be calculated to one decimal place and rounded mathematically as follows:

## Regis College Young School of Nursing Handbook

- Less than or equal to 0.49 – Round down to next whole number -- “89.49” would be rounded to “89”
- 0.50 or greater – Round up to next whole number -- “89.50” would be rounded to “90”
- Final course grades will not be released until the last scheduled Nursing final exam has been given and faculty have reviewed the grades.
- A failing grade for a Nursing course is a grade below the required grade of B- (80%). A withdrawal from a course when failing (“WF”) is considered a failing grade attempt. Students who withdraw due to a Medical Leave of Absence (MLOA) from the college are exempt.
- A student who fails a course may be subject to the Validation requirements prior to retaking the course.

### **Classroom:**

In order to progress in the Nursing curriculum, students must complete all nursing courses with an overall grade of B- (80%) or higher, including the designated Nursing major elective and all other Nursing courses taken as electives.

- For the following courses, students must achieve a 75% or above on their overall weighted exam average on face to face, proctored, in class exams, including the final exam, before any qualitative assignments, homework, or bonus points are calculated into the student’s overall grade. On-line quizzes and ATI are not included in the calculation.
  - NU 304A, NU 305A, NU 320/619, 324/624, 325/625, 333/633, 347/647, 340/640, 345/645
- If the overall weighted exam average is less than 75% the student will receive a final grade that is equivalent to this overall weighted exam average.
- If the exam average is 75% or greater, the student will receive a final grade that includes all components of the grading criteria as outlined in the course syllabus.
- Students should refer to individual course syllabus for grading specifics.

### **Medication Safety and Calculation Exam (MSCE)**

Students will not be able to progress in the clinical portion of the course until they pass the Medication Safety & Calculations Exam (MSCE). The MSCE is administered at several points during the student’s Nursing program. The MSCE is first administered in Professional Nursing (NU 324/624). The first attempt of the MSCE in NU 324/624 will be submitted for weighted grade as part of the total course grade. Students will be allowed three opportunities to pass the MSCE in Professional Nursing NU 324/624. If, after the third attempt, the student has not passed the MSCE he/she will receive a failing grade for the clinical component of NU 324/624 and therefore will fail the course. The passing score is 90% for each test.

After NU 324/NU 624, each pre-licensure student enrolled in a clinical nursing course is required to pass the MSCE with a 90%, within the first 2 weeks of the semester start in the following clinical courses: Acute Care Nursing (NU 325/NU 625)\*, Maternal-Pediatric Nursing (NU 347/647), Psych/Mental Health Nursing (NU 333/NU 633), Community Health Nursing (NU 340/NU 640) and Complex Care Nursing (NU 345/645). Students will be

## Regis College Young School of Nursing Handbook

allowed one retake after their first attempt.

\* For traditional undergraduate Nursing students, the MSCE will be administered at the start of the semester. For second-degree students who progress directly into NU 325 without an extended break, they will not be required to take the MSCE as it was completed within two (2) weeks prior to the start of the NU 325 semester. Second-degree students will complete any additional MSCEs as scheduled.

Students who do not pass the MSCE after the two attempts will be withdrawn from that course and be suspended from the Nursing program for the semester. If this is the student's first withdraw/failure from a Nursing course, the student may apply for return to the program at the time the course is next available within the student's program. The student's return to the program may be subject to successful validation of NU 324/624 or NU 325/625, depending on where in the program the student stepped out (see Validation Policy). For students who have already had one withdraw/failure from a nursing course, this would be a second program withdrawal and therefore the student would be withdrawn from the program. The student may reapply to the program once by following the proper procedure for readmission into the program.

The MSCE is also administered as part of the Validation process (see Validation Policy).

### **Clinical:**

For courses with a clinical component, students must receive a clinical grade of "Pass". Evaluation of student learning in the clinical setting is based on competencies drawn from the Massachusetts Nurse of the Future Nursing Core Competencies – Registered Nurse (March 2016). If the student fails the classroom component of a multi-component course but passes all or some of the other components, the highest grade they can receive is the grade they receive for the classroom component. If a student fails one component other than the classroom component, clinical, lab, or math of a multi-component course but passes the classroom component, the highest grade they can receive for the course grade is a C+.

### **Simulation Lab:**

For courses with a clinical component, students must receive a simulation lab grade of "Pass". Students are expected to attend all of their scheduled lab sessions. Clinical Simulation Labs are a mandatory component of your clinical time. There is no lab make up. If a student is absent, he/she is required to meet with the Director and/or the Coordinator of the Lab. Students are expected to obtain any missed material from a classmate and attend open lab to independently practice any skills that were missed due to absence in a scheduled lab. If you are ill, please do not come to lab. Repeated unexcused absences will result in further action. Each student is expected to demonstrate competency in the nursing skills presented in a timely manner, as established by the Lab faculty. Students cannot progress to the next skill until the previous skill has been completed. Skills not completed within a reasonable time frame will result in a written lab referral.

## Regis College Young School of Nursing Handbook

### II. B 8 Dismissal based on Grades:

A student who has received two (2) failing Nursing course grades, either by receiving a course grade below the required B- (80%) or a WF for a course withdrawal, will be dismissed from the Nursing program. The two (2) failing grades may be due to two (2) attempts of the same course or two (2) separate courses.

### II. B 9. Withdrawal and Leave of Absence

A student who wishes to withdraw from a course or to take a leave of absence from Regis should follow the procedures set forth in the Academic Catalog. Students granted permission to return to the college at the end of a leave of absence must meet with the Associate Dean of Nursing or designee to discuss their return to the program. Students who have been away from clinical courses for six (6) months or longer are subject to Validation testing.

Following a Withdrawal or Leave of Absence, students may return to the Nursing program on a space-available basis.

Students who are returning from a Medical Leave of Absence (MLOA) must bring written documentation from their licensed provider caring for the illness/condition/injury to the Director of Clinical Coordination before they may participate in any Nursing class and activities.

### B 10. Validation Testing – Pre-licensure

The purpose of validation testing is to verify that Pre-licensure Nursing students have sufficient knowledge and clinical competence to reenter clinical nursing courses after a period of interruption. Validation testing is required for students who have not been enrolled in a clinical Nursing course at Regis for six (6) months for any reason. This does not apply to students who have failed or have withdrawn from NU 324 or NU 624, Professional Nursing. Students may undergo Validation Testing and return to a clinical Nursing course on a space available basis. Students will be charged a fee for Validation Testing and must make payment arrangements before the validation is scheduled.

The schedule for validation testing is set by the nursing program. No alternative dates will be permitted. In order to participate in the Validation Testing, students who wish to return to the Pre-Licensure program must notify the Associate Dean or designee via email of their intention to return by June 1<sup>st</sup> for the fall start, October 1<sup>st</sup> for spring start and February 1<sup>st</sup> for a summer start. The student must also schedule an appointment with the Validation Coordinator to review the validation process.

Validation Testing includes three (3) steps, all of which must be successfully completed:

1. Medication Safety and Calculation exam – successful completion requires a grade of 90%
2. Clinical competence assessment in Lab/Simulation – successful completion requires completion of each laboratory task according to stated criteria
3. Written theory exam – successful completion requires a grade of B- (80%)

If a student fails any step of Validation Testing, students will have one (1) opportunity to re-test that step, which must be completed before proceeding to the next step of validation.

## **Regis College Young School of Nursing Handbook**

A student must successfully complete Validation Testing at least thirty (30) days prior to the first day of the academic term to which the student seeks to return.

A student who does not successfully complete Validation Testing will be dismissed from the Nursing program. Students will receive written notification of dismissal from the program within seven (7) days of the Validation Testing by the Associate Dean of Pre-Licensure Nursing.

### **II. B 11. Application for Readmission After Dismissal from the Nursing Program.**

Criteria for application for readmission after dismissal from the Nursing program.

- A. Application for readmission will be considered if Students are in good standing in their Nursing Program at the time of their dismissal.
  - Students have received a failing grade (below a B- or 80%) of no more than two (2) Nursing courses;
  - Students are seeking readmission for the academic term following one (1) year after their failure or dismissal from the Nursing programs. For example, if a student fails or was dismissed from the Nursing program in Spring 2019, if accepted they could be readmitted for the Spring 2020 term. Acceptance is based on space availability.
  - The final step in the application for readmission process, prior to acceptance, is that a student must successfully complete the validation process.
- B. Process for application for readmission to the Undergraduate Nursing Major. The applicant will:
  - submit 2 letters of reference;
  - interview with the Associate Dean for Nursing or designee;
  - submit a written personal statement that addresses:
    - Factors/issues that interfered with his/her previous efforts to succeed in the nursing program.
    - Steps the applicant has taken to ensure future success in the nursing program.
- C. If accepted for readmission, the Pre-licensure student may apply all prior courses toward nursing program requirements if they received a grade of at least an 80% (B-).
- D. A student may only reapply once to the Nursing major, irrespective of the program type

### **II. B 12. Medical Clearance**

Regis College Young School of Nursing reserves the right to require any student who has a declared illness, injury, or condition, be it physical or emotional/mental, to provide from the licensed healthcare practitioner caring for the student's illness, injury, or condition, medical clearance to participate in all class and clinical experiences. The Regis College Health and Counseling Services also reserves the right to require clearance from the student.

Individual clinical sites have the discretion to require that returning students provide medical documentation prior to returning to clinical coursework within their facilities. (Please refer

## **Regis College Young School of Nursing Handbook**

to the Nursing Clinical Policies).

### **II. B 13. Academic Warning**

The student will receive an Academic Warning at the mid-semester point when the grade average is below an 80%. Students must contact their course faculty and academic advisor after receiving an Academic Warning to develop a remediation plan. Students should contact the Learning Commons and the Nursing Resource Center in an effort to maximize student academic success.

### **Disciplinary Process**

The Young School of Nursing and its programs reserves the right to discipline or dismiss, any student whose does not conform to the Professional Behavioral Standards as described on page 9.

In cases of serious misconduct, the Dean of Nursing may immediately suspend a student from the Nursing program, and/or any clinical placement, pending further investigation or further notice.

## **ACADEMIC AND DISCIPLINARY ACTIONS**

### **Clinical Warning**

A student will receive a Clinical Warning when a student is not meeting the requirements of the clinical experience with the competence the student should have attained at their level of experience or when the student's behavior is in violation of professional behavior standards. . Students receiving a Clinical Warning for safety concerns must satisfactorily complete remediation in the Clinical Resource and Simulation Center before returning to their clinical setting. Remediation in the Clinical Resource and Simulation Center does not count as a clinical day; make-up of any missed clinical day is per the clinical make-up policy.

A student's opportunity to remediate may not exceed forty-five (45) days or the end of the semester. If the student is unable to successfully remediate within thirty days, the student will be not be permitted to return to the clinical setting or clinical coursework which may result in a failing grade for the course or adverse impact their academic performance.

Students who have received three (3) or more Clinical Warnings will face further disciplinary action and may be dismissed from the Nursing Program.

### **Dismissal from the Nursing Program**

A student will be dismissed from the Nursing program where the current violation of a Professional Behavioral Standard(s) or the student's past history of violations of Professional Behavioral Standards is deemed severe. Students may also be dismissed from the program when the student's knowledge and skills fall so far below the expected abilities that



## **Regis College Young School of Nursing Handbook**

remediation is not possible.

### **Appeal of Disciplinary Action**

A student may petition a disciplinary outcome to the Young School of Nursing Admission, Retention and Promotion Committee (ARPC) within five (5) business days of issuance. The ARPC will make recommendations to the Associate Dean of the Young School of Nursing within ten (10) business days, and will issue its written recommendation to the Associate Dean and the student. The Associate Dean will issue a decision within seven (7) days.

### **Other Regis College Student Conduct Processes**

In addition to the Professional Behavioral Standards and related processes included in this Handbook, all students remain subject to the Regis College Code of Conduct and Student Conduct process as described in the Regis College Student Handbook. Depending on the circumstances, a student may be simultaneously subject to the Professional Behavioral Standards and processes and those contained in the Student Handbook for the same conduct.

### **Policy Appeal**

Students may petition the Admissions, Retention, and Progression Committee (ARPC) of the Regis College Nursing program to appeal any policy statement in this Handbook according to the following process. Students must submit their petition using the ARPC petition form (Appendix A) to illustrate the merits of their petition within ten (10) business days of meeting with the Program Director or Associate Dean of Pre-Licensure Nursing.

Completed petitions should be submitted per instructions provided on the Appeal form. The chair of ARPC will notify the student of the committee's decision in writing within ten (10) business days. If the student wishes to appeal the ARPC committee's decision, the student must follow the Academic Appeal procedures contained in the Academic Catalog.

Students aggrieved in academic matters other than those contained in this Handbook

Addenda must refer to the Academic Appeal procedures contained in the Academic Catalog.

## **NURSING CLINICAL POLICIES**

### **Requirements for Clinical Experience**

To participate in clinical experiences students must have on file complete and current health information, immunization records, a background check, and current provider-level American Heart Association CPR certification. The program will identify the appropriate certification; no other certification will be accepted.

Any student who is not compliant in completing the required affiliation documentation, health information, immunization records, background check or American Heart Association CPR certification will not be allowed to begin or continue at the clinical site. The students are to check the Castle Branch website frequently to ensure compliance.

Students who have not completed, submitted, and have had their submissions accepted by Castle Branch by the stated due date may not be processed for a clinical placement, resulting

## Regis College Young School of Nursing Handbook

in being withdrawn from the course until the next time the course runs again within their program.

### Students Participation in Class and Clinical

Full participation in the classroom and clinical environments requires that students are able to meet certain essential functions defined by the American Association of Colleges of Nursing in its document The Essentials of Baccalaureate Education for Professional Nursing Practice (2008). <http://www.aacnnursing.org/portals/42/publications/baccessentials08.pdf>

Among the functions specific to clinical courses are:

#### 1. Sensory/Motor Functional Abilities

- Adequate motor and sensory abilities are required to provide safe and effective nursing care and perform a variety of nursing activities.
- Mobility/gross motor skills including the ability to: stand and maintain balance, bend, twist, stoop/squat, reach above shoulders, reach to floor, move within confined spaces, move with coordination and safe speed.
- Fine motor skills including the ability to: pinch/pick-up objects with both hands, grasp small objects with hands/fingers, twist with hands, write with pen or pencil, and use electronic equipment.
- Physical strength and endurance including the ability to: carry equipment and supplies, transfer/transport patients, and sit and stand for long periods of time.
- Sensory including the ability to:
  - Tactile: feel vibration, detect temperature, feel differences in surface characteristics.
  - Hearing: hear, normal speaking level sounds, faint body sounds, and auditory alarms.
  - Visual: distinguish letters at 12 point font and objects both close and distant, use depth perception, use peripheral vision, and distinguish color and intensity of color.
  - Olfactory: detect smoke and odors.

#### 2. Interpersonal Communication/Cognitive/Emotional Abilities:

- Read, write, speak and understand English at a level consistent with successful course completion.
- Participate in classroom and laboratory discussions and activities.
- Develop therapeutic patient and family relationships.
- Establish professional relationships with faculty, other students, staff of affiliating agencies and members of the community.
- Express feelings and ideas in a professional manner.
- Provide and accept feedback respectfully.

#### 3. Critical thinking skills including the ability to:

- Participate in intellectual activities requiring critical thinking, judgment, and analysis.

## Regis College Young School of Nursing Handbook

- Demonstrate arithmetic competency.
  - Solve problems and plan care within reasonable time frames within a complex environment.
4. Emotional health including the ability to:
- Fully use cognitive abilities
  - Adapt to unexpected changes and stressful situations.
  - Exercise good judgment
  - Provide safe and competent care.
  - Complete program responsibilities within a timely manner.
  - Establish and sustain mature, effective, and sensitive relationships with patients and colleagues
  - Empathize with the feelings and situations of others.

### Clinical Assignments

Nursing students must comply with the following behavioral standards and disciplinary processes relating to their interactions with patients and health care facilities as part of their Regis Nursing program. Specifically, these standards and processes apply to 1) students during any clinical experience; and 2) circumstances which may, in the opinion of the Nursing Department and/or Regis, affect a student's ability to care for or interact with patients in an appropriate manner.

1. Clinical Experience Behavioral Standards
2. American Nursing Association Standards

All students will adhere to the professional standards and codes developed in the American Nurses Association Code of Ethics (American Nurses Association (ANA), (2015.) ANA (2015). *Code of ethics for nurses with interpretive statements*. Silver Spring: MD.

<https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/coe-view-only> Clinical assignments involve many factors. The primary consideration in arranging clinical placements is the academic integrity and value of the educational experience. Students may not request a particular clinical site. Students may not request a particular clinical instructor.

### Selection of Clinical Preceptors and Preceptorship Placements:

Selection of clinical preceptors is a collaborative process between the Preceptorship Placement Coordinator (PPC) and student. However, the final decision regarding clinical placement rests with the PPC.

Students are prohibited from seeking out their own preceptorship experience with an individual nurse or speaking to an agency for the purpose of obtaining or changing a preceptorship. Any request regarding a placement must be brought to the PPC.

If a student declines a placement arranged by the PPC or does not attend their assigned preceptorship placement they will be withdrawn from the placement. The student will not be reassigned an alternative placement and will receive a course failure for Complex Care Nursing.

## **Regis College Young School of Nursing Handbook**

### **Clinical/Preceptorship Assignment Requirements**

Students will be notified by either email or Moodle posting of their clinical assignments. Students will access their assigned facility through the Clinical Placements site on Moodle. All necessary documentation instructions for their assigned facility will be included. Students are advised to read carefully as there are facilities that require documentation with deadlines for submission before the start of clinical. Students must also access the Centralized Clinical Placements (CCP) site for additional information pertaining to their assigned clinical site. Student will submit the required documents within 48 hours of receiving their assignment. Failure to comply with document submission will result in delayed start and possible loss of clinical placement.

It is the policy of the Clinical Placement Office AND the Clinical Placement sites that no switching of student will be allowed once the clinical assignments have been posted. The Clinical Placement Office and/or the Clinical Placement site has the authority to move individual students or a group of students due to extenuating circumstances.

### **Immunizations**

Immunization requirements are detailed in the web based profile account of each student. Records must be current, with no expirations occurring during the semester. All immunizations and health requirements are due July 1<sup>st</sup> for the fall semester, November 1<sup>st</sup> for the spring semester, and March 1<sup>st</sup> for the summer sessions, unless otherwise notified. Some clinical facilities require additional TB testing. Students must comply with immunization policies of the agency where they attend clinical. Additional requirements may occur. Failure to comply may result in removal from the clinical assignment with no other site available. Students seeking an exemption from the immunization prerequisite to clinical participation must notify their Program Director/Associate Dean directly. The student will be required to comply with any agency process determined. The clinical agency has sole authority in deciding whether to grant an exemption. Should the clinical agency deny the exemption, an alternate clinical placement might not be available.

Students who are currently licensed RNs must also have individual professional malpractice insurance and a current Massachusetts RN license on file with their nursing program.

### **Drug Testing**

All clinical sites reserve the right to perform to require students to complete urine drug testing prior to final approval for clinical placement. All clinical sites reserve the right to perform random drug testing on employees or students attending clinicals at their site. Some will require signing an acknowledgement prior to clinical.

This may include marijuana, which although legalized in Massachusetts, is still illegal under federal law, and therefore illegal at all institutions accepting federal (Medicare) funds.

Medical marijuana may be an exclusion to clinical attendance, especially at federal agencies.

If clinical placement is denied or withdrawn at a clinical site, Regis may not be able to provide an alternate clinical assignment, preventing successful completion of the course objections.

## **Regis College Young School of Nursing Handbook**

### **Background Checks**

Regis requires that all students undergo a background check before placement in a clinical experience. All students must create the identified web based profile account, which is also used for immunization, physical exam, and CPR certification documentation. Students are responsible for the costs of the web based profile and any subsequent fees.

Students who fail to register and complete the profile by July 1<sup>st</sup> for the fall semester, November 1<sup>st</sup> for the spring semester, and March 1<sup>st</sup> for the summer sessions will not be allowed to begin that semester's clinical placement.

Regis will review the results of a student's background check and will determine whether it is appropriate for the student to be placed at a clinical site. In making such determination, Regis will consider factors including, but not limited to:

- The nature of the work the student will be performing;
- The time since any conviction;
- Age of the student at the time of offense;
- The circumstances of the offense;
- The number of offenses;
- Whether the student has any pending charges;
- Any relevant evidence of rehabilitation or lack thereof.

If, as a result of a background check, Regis determines that a student is not suitable for clinical placement, the student will be given a copy of their background check results and an opportunity to contest and/or explain those results. In appropriate circumstances, Regis will reevaluate its determination of a student's suitability. Subsequent to a completed background check, if a student is convicted of a new crime or is subject to new criminal charges, the student must inform Regis so that it may determine whether the student is suitable for clinical placement based upon the new information.

Regis will maintain the confidentiality of background check information and results in accord with the Family Educational Rights and Privacy Act of 1974 (FERPA).

### **Additional Background Checks**

Some clinical agencies require additional background checks beyond those conducted by Regis as noted above. These additional background checks may include Massachusetts Criminal Offender Record Information (CORI), fingerprints or Sexual Offender Record Information (SORI) checks. A clinical agency may require a student to pay for this additional check. A clinical agency may deny a student access to its clinical site based upon the results of an additional background check.

### **Academic Impact of Background Checks**

A student who fails to consent or refuses to consent to a background check or who is denied access to a clinical site based on the results of a background check may not be able to complete the clinical course requirements of their academic program. As a result, such students will be required to withdraw from the academic program. Regis is not responsible for providing or locating alternative clinical arrangements for students in such circumstances.

## **Regis College Young School of Nursing Handbook**

### **Transportation Policy**

Students are expected to make their own arrangements for transportation to and from all clinical experiences. Students are also responsible for any fees that may be incurred.

### **Dress Code**

Faculty will inform the students as to any additional or specific requirements for each agency and clinical experience.

### **Clothing/Uniform:**

- The Regis nursing uniform is expected at all clinicals unless otherwise specified.
- All clothing should be conservative and in keeping with the nature of the health care organization image and appropriate to the nature and scope of the position.
- Clothing should be neat, clean, pressed, and in good repair with no holes or wrinkles. Shoes must be white leather; athletic shoes are allowed if they comply with the requirement of being white leather other than the logo. No open-toe or open heel shoes are permitted.
- No jeans or sandals are allowed.
- When the task dictates, students are required to wear personal protective equipment (PPE), i.e., gloves, gowns, masks, etc., per Standard Precaution Guidelines and per OSHA requirements.

### **I. D. Badge:**

- I.D. badges are required. Appropriate school ID badge must be visible at all times and worn on the upper body so name can be easily read. If required, a hospital I. D. badge must be worn and visible at all times.

### **Grooming:**

- Nails are to be kept short, less than ¼ inch from fingertip.
- Artificial nails and nail polish are not allowed.
- Make-up should be used in moderation.
- Toiletries with strong odors, such as perfume, aftershave and hair spray should not be detectable.
- Hairstyles are to be conservative, clean and long hair is to be secured back and away from the face. Only natural hair colors are allowed.
- Beards and mustaches are to be neatly trimmed.

### **Jewelry/Tattoos:**

- Wear only jewelry that is small in size and that does not create a safety hazard or interfere with one's work. Wear only non-dangling earrings for pierced ears.
- Body piercing and tattoos should be covered and not visible to patients/residents/families at all times.

Students who are dressed inappropriately for a clinical setting, whether or not a uniform is required dress, are missing their I.D. badge, or their appearance is not neat and clean; will be sent home and be given a clinical absence.

## **Behavior at the Clinical Site**

### **Smoking:**

Many of the health care organizations are smoke-free environments; others may permit smoking in a designated area.

### **Telephone/ Pager/ Cell Phone/Smart Watches:**

- Do not use health care organization telephones for personal calls.
- Use of cellular telephones and in the clinical setting can be disruptive to the learning environment and should not be used during clinical.
- Absolutely NO texting or personal internet use during clinical.
- Taking pictures of anything or anyone while at the health care organization is strictly forbidden and may result in immediate failure of clinical and/or dismissal from the nursing program.

Faculty will inform the students as to any additional or specific requirements for each agency and clinical experience.

### **Prohibited Conduct**

Activities prohibited by health care organizations include, but are not limited to, the following:

- Reporting to clinical experience intoxicated or under the influence of alcohol or drugs.
- Use or consumption of alcohol or other intoxicating substances on health care organization premises.
- Selling or distributing illegal substances while on health care organization premises.
- Stealing from patients/residents, the health care organization, or employees.
- Any form of dishonesty.
- Falsifying any patient/resident record or any other document prepared or used in the course of, or in conjunction with, patient/resident care.
- Disorderly conduct, including fighting; acting in an obscene manner or using obscene, abusive or threatening language; or horseplay.
- Smoking in an area where smoking is prohibited.
- Defacing or damaging the health care organization's property.
- Possession or use of firearms, fireworks, or any other weapon on health care organization's property.
- Use of health care organization's telephones or other equipment for personal matters.
- Insubordination.
- Failure to observe health care organization regulations and/or policies.
- Failure to maintain the confidentiality of health care organization matters, including matters relating to patients/residents.
- Any action that destroys good relations between the health care organization and its employees or between the health care organization and any of its suppliers or patients/residents.

## Regis College Young School of Nursing Handbook

### Confidentiality Standards

It is the legal and ethical responsibility of every nursing faculty member and every nursing student to maintain confidentiality and abide by laws relative to privacy including the Health Insurance Portability and Accountability Act of 1996 (HIPAA) guidelines. Such confidentiality requirements apply in both the classroom and clinical contexts. Patient information may be relayed only to those individuals who have authority to have that information. All information pertaining to patients is confidential, regardless of form (verbal, hard copy, film or electronic form). Unauthorized access, use or disclosure is illegal.

### Patient Information and the Health Insurance Portability and Accountability Act Of 1996

The following information is a description of the HIPAA guidelines as they apply to students and faculty.

Purpose: HIPAA creates a national standard to protect individuals' health information, gives the patient more control over their information and establishes safeguards the health care providers must abide by.

Protected Health Information (PHI) is any information created or received by a health care provider and relates to present, past or future physical or medical conditions. This includes, but is not limited to, medical records, billing information, labels on IV bags, telephone notes, test results, patient menus, and information on a smart phone, X-rays, and clinical lists.

Caregiver Responsibilities: Caregivers (students and faculty) must be careful with PHI to which they have access and should be aware of the environment in which they are discussing patients. The following guidelines are required for students and faculty in both classroom and clinical settings:

1. Patient issues should only be discussed in a confidential area on the unit, and in post-conference held in a private room. There should be discussion of patient issues with as little information identifying the patient as possible. Case study presentation should be used in which the patient is described by age and diagnosis but not identified by name, initial or room number.
2. Information (report sheet, notes, lab/scut sheets) should be disposed of properly at the facility before leaving the unit. No records or PHI are to be removed from the facility.
3. PHI should only be shared with individuals who are directly caring for the patient or have permission to have PHI regarding the patient.
4. Computer security should be ensured by not sharing passwords and by logging off the computer properly. DO NOT USE EMAIL TO RELAY PHI OF PATIENTS.
5. PHI related to patients or student assignments should never be faxed.

<http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary/>

### Critical Exposure, Injuries and Incidents

Students and the Nursing department must collaborate to minimize and/or control the risks of needle sticks and other injuries through health counseling, health record maintenance and management of exposures, injuries, and incidents. Students are responsible for all diagnostic



## Regis College Young School of Nursing Handbook

and treatment costs associated with critical exposures, injuries and incidents, not covered by their insurance.

### Definitions:

#### 1. BLOOD/BODY FLUID EXPOSURE

- A cut or needle stick with a blood-contaminated instrument or blood contact on broken skin (including rash or chapped skin).
- Aspiration into the mouth of blood or body fluids.
- Mouth-to-mouth resuscitation.
- Splashing of blood or body fluids into the conjunctiva or mouth.

NOTE: The mode of transmission of the specific pathogen determines the significance of the exposure. For example, in diseases with airborne spread (Rubella) even casual exposure may represent a significant risk.

#### 2. LOW-RISK EXPOSURE

- A puncture, cut, or scratch with an instrument not contaminated with blood.
- Splash of body fluids other than blood.
- Puncture or cut with a clean or sterile instrument.
- Puncture from needle used to prepare medications.
- Refer to the agency's Operations Manual for guidelines covering all critical exposures.

### Guidelines Following an Exposure, Injury or Incident

- For puncture or blood or body fluid exposure immediately wash affected area with soap and water.
- Identify the object that caused the incident
- Report all critical exposures, injuries, or incidents to your faculty or preceptor, and the clinical placement department immediately and to health services as soon as possible.
- Complete a Report of Exposure, Injury or Incident Form with your faculty or preceptor and give it to the clinical placement department and health services. A copy will be retained in the student's file. (See Appendix C)
- The Faculty member will direct the student to appropriate resources for immediate (evaluation) risk assessment, counseling and possible treatment.
- On campus, when health services is not available or the situation deems necessary, seek emergency care per school guidelines at Newton Wellesley Hospital emergency room.
- In an institution/agency use the emergency room or Employee Health per agency guidelines.
- In community/settings without formal health services seek emergency care at Newton Wellesley Hospital emergency room or other emergency facility.
- Follow up with faculty member to review occurrence in relation to prevention.
- Always use universal precautions. Always be careful.

## Regis College Young School of Nursing Handbook

### Clinical Attendance

All clinical absences must be made up in the clinical setting. One day per semester will be deemed “clinical make up day.” Students who have been absent from clinical must attend this clinical make-up. Students who have not been absent from clinical do not need to attend the make-up day. Should a student need to make up more than one day it will be done after the clinical make up day at a date and time to be determined by the instructor in consultation with the clinical placement department. Students must be in good academic standing to be eligible for these makeup days. Should these additional make up days fall beyond the grading period for that semester, the student will receive an incomplete (I) as a grade.

After 3 clinical absences (25% of the clinical experience), the student will be placed on clinical warning. The student, clinical instructor and course coordinator will meet to determine if the student is able to complete the clinical course objectives. **Three (3) unexcused clinical absences will result in a clinical failure.** Failure of the clinical component will result in failure of the linked course. Students will not be eligible to progress in the program until all clinical hours have been completed and the incomplete (I) removed. Regis reserves the right to charge a student a make-up fee to cover the cost of paying an instructor to complete make up time.

Students who are absent from clinical due to religious holidays or student athletes taking part in post-season championships will considered to have an excused absence but will still be responsible for clinical makeups.

Students who are absent from clinical due to a medical concern are prohibited from attending clinical or lab in the Clinical Resource Simulation Center (CRSC) before medically cleared.

### Cancellation of Clinical Experience by Faculty

If a faculty member needs to cancel clinical he/she will notify the agency, the students and the clinical placement department. The faculty member will arrange a required clinical makeup day with the agency. Students are required to attend the makeup day even when it does not fall on their normal clinical day for the semester.

### NCLEX Examination Approval

At the completion of the pre-licensure portion of the nursing program, all students take a comprehensive standardized examination. An approved NCLEX review course based on this examination is provided in early January for students completing bachelor's requirements in December and immediately after graduation in May for all other students. It is **highly recommended** for all students. It is also **highly recommended** that Students complete their NCLEX preparation through a comprehensive virtual online tutor before sitting for the NCLEX examination.

## **Regis College Young School of Nursing Handbook**

### **APPENDIX A**

#### **Regis College School of Nursing Nursing Program ARPC Petition Form**

Students may petition the Admissions, Retention, and Progression Committee (ARPC) of the Regis College nursing program for an exception of the policies as presented in the Nursing Handbook Addenda or course syllabus. Students who choose to do so are expected to submit their petition via the use of the ARPC petition form. All submissions must be double-spaced, 12 pt. font, and all areas must be completed. Completed petitions may be submitted by email (electronically), to the executive assistant of the Dean of the Young School of Nursing who will forward the petition to the Chair of the committee. Attach to the same email as your appeal any documents you wish to submit to support your appeal.

Petitioner's Name:

Mailing Address:

Email Address:

Program:

Course Name and Number (if applicable):

Course Faculty Meeting:

Faculty Name:

Date(s) of Meeting:

Meeting with Program Chair/Program Coordinator/ or Assistant Dean:



**Regis College Young School of Nursing Handbook**

**APPENDIX B**

**Regis College Nursing Program  
Report of Exposure, Injury, or Incident Form**

Name of Individual involved:

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Immediate Faculty/Preceptor/Course Coordinator:

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College/Clinical Area:

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Date of Exposure/Injury/Incident: \_\_\_\_\_ Time of Exposure: \_\_\_\_\_

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Location:

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Potentially Infectious Materials Involved:

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Type \_\_\_\_\_ Source: \_\_\_\_\_

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Description of circumstances surrounding the event (work being performed, etc.):

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Description of how the incident occurred (accident, equipment malfunction, etc.):

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Personal Protective Equipment Being Used:

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**Regis College Young School of Nursing Handbook**

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Actions Taken (decontamination, clean-up, reporting, counseling, etc.):

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I have read the Policy and Procedures for Needle sticks and Other Exposures to Infectious Materials/Diseases and choose not to follow the Regis College Guidelines for Needle sticks and Other Exposures to Infectious Materials/Diseases

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Student Signature

Date

---

Copies to: student, student record, Course Coordinator