



# REGIS

A CATHOLIC UNIVERSITY IN GREATER BOSTON

# NURSING HANDBOOK

Revised 8/2018

## INTRODUCTION

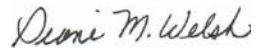
Dear Regis College Nursing Student:

The Regis College 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 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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Dean, School of Nursing

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## PURPOSE

The purpose of this Handbook is to present policies specific to the duties and responsibilities of students enrolled in Undergraduate (pre-licensure) and Graduate Nursing (post-licensure) programs. The Regis College 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 School of Nursing is an integral component of Regis College. Founded upon the ideals expressed in the Gospel of Jesus Christ and dedicated to the exploration of religious traditions, Regis College is committed to excellence in scholarship and service. 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.

The 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 NURSING STUDENTS: PRE-LICENSURE AND POST-LICENSURE**

### **I. A 1. Professional Behavior Standards**

#### **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 School of



Nursing may withdraw a student from the nursing program who does not maintain an acceptable level of behavior as defined in the American Nurses Association Code of Ethics (2002).

1. The Nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The Nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The Nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The Nurse is responsible and accountable for individual Nursing practice and determines the appropriate delegation of tasks consistent with the Nurse's obligation to provide optimum patient care.
5. The Nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The Nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The Nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The Nurse collaborates with other health care professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of Nursing, as represented by associations and their members, is responsible for articulating Nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

### **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. 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. 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 and 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 <http://www.mass.gov/eohhs/docs/dph> 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 are expected to follow any and all clinical agency social media policies.

### **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.
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:

<http://www.mass.gov/eohhs/gov/departments/dph/programs/hcq/dhpl/nursing/licensing/good-moral-character-requirements-for-licensure.html>

## **II. THE PRE-LICENSURE NURSING PROGRAM**

### **II. A. General Information**

#### **II. A 1. Program Learning Outcomes**

Outcome Objectives for the Pre-Licensure (Baccalaureate) Curriculum

- Utilize current evidence, clinical judgment, and patient preference to systematically assess, analyze, implement and evaluate health care interventions in order to promote safe, quality care throughout the lifespan, beginning with health promotion, through end of life.
- Deliver compassionate, respectful, patient and family centered care and education that reflects an understanding of human growth, development, nutrition, genomics, spirituality, culture, symptom management and health literacy across the health illness continuum through all transitions of care in all health care settings.
- Communicate/collaborate effectively with all members of the health care team, patient and family.
  - Demonstrate leadership competency both inter-professionally and when delegating and supervising or coordinating teams to achieve shared goals and improve patient outcomes.
  - Synthesize knowledge of health care delivery systems, social justice, global health, health care policy, informatics and principles of entrepreneurship in the addressing the health care needs of individuals and populations.
- Accepts accountability for continued development as a strategic, ethical, reflective scholar and practitioner to engage as a lifelong learner with the goal advancing the profession of nursing.

#### **II. A 2. Pre-Licensure Admission**

Admission policies related to the Pre-Licensure Nursing Program are located in the Academic Catalog.

#### **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. Pre-Requisite and Co-Requisite Courses**

If a student receives a failing grade (below 80%) in a non-Nursing pre-requisite or co-requisite course, they will have one (1) opportunity to repeat one (1) pre-requisite or co-requisite non-Nursing course and achieve a passing grade.

### **II. B 2. 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. Advising can be done face-to-face, over the telephone or via email or other available technology. During each 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.

Please note that during each registration period, it is imperative that each student meets with her/his assigned academic advisor to select courses and complete the process of registration.

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

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

Students may not register for courses outside of their program.

### **II. B 4. Passing Grades**

#### **Classroom:**

In order to progress in the Nursing curriculum, students must complete each course in the Nursing program with a minimum combined test grade of 75% and an overall grade of B-

(80%) or higher for the classroom component of each course. Application of course grades not achieved through testing, including papers and presentations, will not be factored into a student's final course grade unless the student reaches the minimum required test grade of 75%.

**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 a student fails one component of a multi-component course (clinical or lab) the highest grade that they can get is a C+. (even if they pass the classroom component)

**Dismissal:**

A student who has failed two (2) Nursing courses will be dismissed from the Nursing program. A withdrawal from a course when failing ("WF") is considered a failing grade attempt.

A student who fails a course may be subject to the Validation requirements prior to retaking the course.

**II. B 5. 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.

**II. B 6. 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.

In order to schedule 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, which must successfully complete in sequence:

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

If a student fails any step of Validation Testing, students will have one (1) opportunity to re-test each step within seven (7) days of their first attempt. This must be scheduled with the Validation Coordinator at the completion of the first attempt.

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 7. 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:

- A student 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 2017, if accepted they could be readmitted for the Spring 2018 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. A student may only reapply once to the Nursing major, irrespective of the program

type

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 a 80% (B-).

### **II. B 7. Medical Clearance**

Regis College Health and Counseling Services reserves the right to require any student who has a declared illness or condition, be it physical or emotional/mental, to provide from a licensed healthcare practitioner, medical clearance to participate in all class and clinical experiences.

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 to the Nursing Clinical Policies).

### **II. B 8. Examination Makeup Policy**

Students must notify the course faculty at least one (1) hour prior to the examination or quiz start time if a student is unable to attend an examination or quiz. The course instructor may allow a make-up/re-schedule for extenuating circumstances. If the student fails to provide notification, the student will earn a grade of zero (0%).

If a student is unable to take an examination or quiz due to extraordinary circumstances the student is expected to provide documentation to support the missed examination.

Five percent (5%) of the total possible score will be deducted from any examination or quiz, including final examinations, from which the student has not been granted an excused absence and is not taken during the scheduled time. Students may have an opportunity to take the examination or quiz on a make-up at a date scheduled by the faculty. 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.

For extenuating circumstances, this policy may be waived at the discretion of the faculty in consultation with ARPC upon receipt of a written request from the student.

### **II. B 9. Academic Warning**

A student will receive an Academic Warning if they receive a grade that is below 80%. Academic Warnings will be issued for course, clinical, or classroom assignments. In addition, 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 in an effort to maximize student academic success.

### **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:

6. Attending each class, lab and clinical experience on time and for the duration of the experience.
7. Respectful communication, including electronic communication, when interacting with faculty, staff, peers, patients, families and members of the health care team.
8. Maintaining professional boundaries with patients, families and members of the health care team.
9. Refraining from using cell phones and electronic devices while engaged in learning activities unless otherwise directed.
10. Observing the Regis College Classroom Code of Conduct as stated in the Regis College Academic Catalog.

### **Disciplinary Process**

The School of Nursing and its programs reserves the right to discipline or dismiss, any student whose does not conform to the Professional Behavioral Standards indicated above.

The School of Nursing will notify a student of an alleged violation of a Professional Behavioral Standard(s) in writing. This notice will include a description of the alleged conduct and will reference the particular Professional Behavioral Standard at issue. The student will have an opportunity to respond to this notice in writing within seven (7) days.

Following a student's opportunity to respond, the School of Nursing will determine whether or not the student has violated a Professional Behavioral Standard(s), may issue a Disciplinary Sanction where a violation has occurred, and will communicate this in writing to the student including the rationale for the determination.

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 SANCTIONS**

### **Clinical Warning – Professional Behavior**

A student will receive a Clinical Warning when a violation of a Professional Behavioral Standard occurs in a clinical practice/clinical coursework setting or otherwise impacts a student's ability to be present in a clinical setting.



Students receiving a Clinical Warning 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.

Students must contact the Clinical Resource and Simulation Center within 48 hours of issuance of the Clinical Warning to meet and develop remediation goals and a timeframe for meeting the goals.

A student's opportunity to remediate may not exceed thirty (30) days. If the student is unable to successfully remediate within thirty days, the student will 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 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. A student who receives three (3) or more Clinical Warnings will be dismissed from the Nursing program.

#### **Appeal of Disciplinary Sanction**

A student may petition a disciplinary outcome and/or sanction to the School of Nursing Admission, Retention and Promotion Committee (ARPC) within seven (7) days of issuance. The ARPC will make recommendations to the Associate Dean of the School of Nursing within fourteen (14) 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.

### **Academic Appeal**

The Academic Appeal Process and Procedure is delineated in the Regis College Academic Catalog.

### **Clinical Appeal**

The final decision on all clinical actions related to a specific course rests with the clinical instructor and/or clinical site in conjunction with the course faculty and Program Director. A student should resolve problems pertaining to clinical issues by direct and prompt consultation with the clinical instructor and course coordinator. If the student remains unsatisfied with the clinical instructor/course coordinator's action, the student must meet with the Program Director to discuss the matter. The Program Director will render a decision to the clinical instructor regarding the clinical issue based on the evidence.

If the student disagrees with the Program Director's decision, the student may appeal to the Associate Dean of Pre-Licensure Nursing. The student will schedule an appointment with the Associate Dean, prepare an email or written appeal stating all pertinent information surrounding the clinical issue and specify both the reasons and the evidence that justifies the student's view in contrast to the previous decisions. The student has two (2) weeks from the decision date of the Program Director to meet with the Associate Dean. The Associate Dean has 1 week from the meeting to notify the student of the decision. If the student continues to disagree, the student may request that the Dean of the School of Nursing will review in consultation with the Office of Academic Affairs. The decision of the Dean of the School of Nursing is final.

### **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 two (2) weeks 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 two weeks. 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 expected to check the Castle Branch website frequently to ensure compliance.

### 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.aacn.nche.edu/education-resources/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.
  - 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), (2001.) ANA (2001). *Code of ethics for nurses with interpretive statements*. Silver Spring: MD. <http://nursingworld.org/MainMenuCategories/EthicsStandards/Tools-You-Need/Code-of-Ethics.pdf>

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.

### **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 **random drug testing** on employees **AND students** attending clinicals at their site. Some will require signing an acknowledgement prior to clinical.

This very well 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.

### **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.

#### **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, well fitting and in good repair with no holes or wrinkles.
- No jeans, sandals or open-toed shoes 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.

**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.

**I. D. Badge:**

- 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.

IF INAPPROPRIATELY DRESSED OR APPEARANCE IS NOT NEAT AND CLEAN,  
THE STUDENT 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:**

- 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.

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.



### **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.

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 HIPAA guidelines as well as the policies outlined by that clinical agency.

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

The following information is a description of the HIPPA 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 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.
- 

### **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 clinical absences may result in a clinical failure. 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 additional 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.

### **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 make up 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.

### **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. First, the MSCE is administered in Professional Nursing (NU 324/624). 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: Maternal-Pediatric Nursing (NU 347/647), and Complex Care Nursing (NU 345/645). Students will be allowed one retake after their first attempt. 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).

### **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.

## **POLICIES & INFORMATION SPECIFIC TO UNDERGRADUATE NURSING PROGRAM**

(Additional Policies that apply to the Undergraduate Nursing Program are listed under General Policies for all Nursing Students)

## POST-LICENSURE POLICIES

MS Tracks, RN to MS Track, MS Track for Non-Nurses, MS Track for Nurses with a BS/BA in another field, and Post-Master's Certificate (Additional Policies that apply to the Graduate Nursing Program are listed under General Policies for All Nursing Students)

### **Academic Information**

The Graduate Nursing Program at Regis College has as its foundation a baccalaureate-level nursing education and is designed using principles of adult education. The faculty believes adult learners are motivated to learn and accept the responsibility for their learning. The faculty facilitates and supports the learning process. The program affords flexibility for the adult learner but ensures the fulfillment of the nursing curriculum requirements.

The purpose of the Graduate Program at Regis College is to prepare professional nurses as specialists with advanced knowledge in nursing administration and advanced nursing practice. The graduate program further seeks to provide a foundation for doctoral study in nursing.

### **Admission Policies**

#### **Admission for Generic Master's Students (MS in Nursing for Non-Nurse College Graduates)**

If a student is accepted to the Generic Master's Program and does not attend the year in which she/he is admitted, she/he can defer admission for a year. After that time the student must reapply to the Nursing Program as a new student.

#### **Probation and Conditional Admission Status**

The Nursing Admissions Committee may admit a student on a probationary or conditional status if all of the admission requirements are not met. Official acceptance status will be conferred when all of the admission requirements to the graduate program are completed. If a student is conditionally accepted because the GPA from the baccalaureate program is below a 3.0, the student must obtain a B- in the first two nursing courses to remain in the nursing program.\* BI 612 Advanced Pathophysiology and NU 601 Nursing Theory are the courses that conditionally accepted students are recommended to take. \*Applies only to Nursing programs for current nurses.

#### **Transfer Credit**

A maximum of six credits may be transferred from a graduate program of another accredited college or university if the grade is B minus (2.7) or higher and approved by the director of the program the student is applying to. Transfer credit should have been earned no more than five years prior to enrollment at Regis College. For Nurse Practitioner

students, consideration for transfer of credits for NU 641-Advanced Clinical Pharmacology II or NU 650- Advanced Health Assessment, will follow the parameters listed below.

- Transfer credits within 1 year of taking course
- Validate (with option to audit) if course taken between 1-5 years
- Retake course or mandatory audit and validate if over 5 years since course taken

Special consideration may be given to NPs who are expanding into another NP *population-focused* area of practice by allowing them to challenge selected courses and experiences. However, didactic and clinical experiences are sufficient to enable the students to master the *competencies* and meet the educational criteria for national *certification* in the new *population-focused* area of practice. These students complete a sufficient number of precepted direct patient care clinical hours as part of the academic program to enable the students to establish/demonstrate competency in the new *population-focused* area of practice. Programs document the process for assigning credit/clinical hour granted for prior didactic and clinical experiences for individual students through a gap analysis.

### **Science Requirement for Practicing Nurses**

The RN to MS student who is currently practicing will be able to transfer all science courses taken as prerequisites without regard to length of time passed since the student successfully completed the courses. This will commence with students who have matriculated after May 1, 2003. Students who have matriculated prior to this date may have their transcript reviewed by the Dean of the School of Nursing or her designee, who in collaboration with the Program Directors may address each student on an individual basis. Those who have not been in practice for 5 years prior to admission must repeat the prerequisite science courses or take the appropriate review courses.

### **Application for Readmission After Dismissal from a Graduate Program**

A. Criteria for application for readmission after dismissal from a Graduate program. Application for readmission will be considered if:

- a. A student has had no more than two course failures in any graduate courses.

(In other words, a student may only be readmitted once to any graduate program.)

- b. Readmission will occur no sooner than one year after the start of the term in which the student's performance led to dismissal. (For example, a student who was dismissed after failing a course in the spring semester may apply for readmission so that the course can be repeated the following spring.)

B. Credit for Courses and Duration of Graduate Program:

- a. Readmitted Nursing students are subject to the relevant validation policy. (See the Nursing Handbook Addendum.
  - b. If readmitted, the student will receive credit for SON graduate courses passed before the dismissal. The student may get transfer credit for graduate courses taken after the dismissal at other universities, subject to the Regis College Graduate Transfer Credit Policy. (No more than two courses (six credits) in total may be transferred, whether taken prior to or after the dismissal.)
  - c. The duration of the graduate program is subject to the General Graduate Policy in the Academic Catalog\*. (All requirements for the master's degree must be completed within 5 years for programs requiring less than 37 credits, except the MS-DNP program which must be completed in 7 years. Programs requiring 37 or more credits must be completed within seven years).The duration is counted from the start of the first course applied to meet degree requirements. (See the Extended Program Duration Policy in the Academic Catalog.)
- C. Process for application for readmission to the Graduate Program the applicant will:
- a. Complete and submit a new application to graduate admissions;
  - b. Submit two new letters for reference;
  - c. Interview with the program director for the program student is reapplying to;
  - d. Submit a written personal statement that addresses:
    - i. Factors/issues that interfered with the student's previous effort to succeed in SON the So graduate program.
    - ii. Steps the applicant has taken to ensure future success in the SON graduate program.
- D. A student may reapply to the graduate nursing program once, irrespective of the type of nursing program. Acceptance is provisional pending satisfactory completion of validation testing where required.

**Graduate Advising - Where to Go and Whom to See**

Academic Advising: Faculty advisors can be found on the student's profile on Regis Access and Starfish.

**Responsibilities of the Faculty Advisor**

Be available by appointment during office hours for consultation with students;

1. Consult with students who have academic concerns;
2. Advise students of available college counseling services;
3. Assist students in registering for courses in their major as well as elective choices;
4. Advise students in relation to dropping and/or adding courses;
5. Refer all questions regarding transfer credit to the Dean, School of Nursing or designate;
6. Examine the official transcripts for consistency with the appropriate program/track curriculum sheet in the advisee's record.

### **Responsibilities of the Student**

1. Communicate with the advisor any changes or deviations from her/his curriculum plan before registering, and any change in status;
2. Discuss all situations affecting schedule with the advisor;
3. Arrange for all official transcripts to be mailed to the College Hall 121; Plan with advisor on registering for courses in major and selecting electives

### **Progression and Retention Policies**

#### **Time Limit**

All requirements for the master's degree must be completed within five (5) years for programs requiring less than 37 credits, except the MS-DNP program, which can be completed in 7 years. Programs requiring 37 or more credits must be completed within seven years.

A student may extend completion their degree beyond the time limit listed above in cases of hardship, leave of absence, or readmission after dismissal in a written petition to the Dean, School of Nursing, and the Associate Dean for Nursing. Because of changes in course content and external requirements, the Dean, School of Nursing and the Associate Dean or Program Director may choose not to accept credit for courses taken prior to five or seven years before the student's proposed duration and choose to apply current program graduation requirements.

#### **Exit of Generic Master's (MS for Non-Nurses) And RN to BS to MS Upward Mobility Track Students at Baccalaureate Level**

Students who exit the program at the BS level may take a maximum two-year leave of absence before returning to complete the Generic Master's or the RN to MS program. The student's return is on a space available basis and may be subject to validation testing. Those that do not return within two years will be dismissed from the program.



### **Graduate Transfer to Another Track**

A student who wishes to transfer from one graduate curriculum track to another must meet with the Director of the Program they wish to transfer into after discussing this request with their advisor. The student will submit any documents requested by the faculty that are necessary to make a decision.

The applicant will be notified of the faculty's decision in writing.

In order to be eligible to apply for the National Council Licensure Exam, a student must have successfully completed all courses within the baccalaureate level curriculum with a 2.7/B-

### **On-Ground to Online Transfer Statement**

Transfers from the On-Ground graduate nursing program to the Online graduate nursing program are not automatic. In order to be considered for a transfer of this type one of the following criteria must be met.

1. A student who has withdrawn from the on-ground program graduate division with a passing status and has been withdrawn for a minimum of two (2) years.
2. A student who has been accepted to an on-ground graduate nursing program but has not yet enrolled in any Regis College School of Nursing graduate courses (within two (2) years).
3. A student who has been accepted to an on-ground graduate nursing program but has not completed any Regis College School of Nursing graduate courses (within two (2) years).
4. A student who has compelling and extenuating circumstances.

In order to be considered for any of the above a student must submit a petition to the Associate Dean of Graduate Nursing, Graduate Program Director, and Associate Dean of Online Nursing. The petition will be reviewed and responded to in writing within two (2) weeks of the submission date.

The petition must include the Regis College grievance petition document and a letter of explanation of the situation.

### **Progression in the Graduate Program**

Students must achieve a minimum grade of B minus (2.7) in all courses required in their nursing curriculum. If a graduate student fails (below a B-) any course in the curriculum, the course may be repeated once with the requirement that a grade of B minus or better be achieved. Students are allowed to make up only one failure in the graduate program. A subsequent failure will result in dismissal from the Nursing Program.

Students in the RN to BS to MS Upward Mobility Track must earn a B minus (2.7) or better in all nursing courses and no less than a C (2.0) in undergraduate non-nursing

courses.

### **Validation Testing- Post-Licensure**

#### Policy:

Validation testing is required for students who have interrupted their clinical nursing studies for six months or more by withdrawing from or failing a nursing course with a clinical component or by taking a leave of absence from the nursing program. The purpose of validation testing is to verify that post-licensure nursing students have sufficient knowledge and clinical competence to re-enter a clinical nursing course. Progression in the program is on a space available basis.

A student who does not pass the validation testing will be given the opportunity to remediate and re-test. A student who fails the validation testing a second time will not be allowed to progress in the nursing program.

A fee that includes the cost of the written and clinical competence testing components will be charged to the student.

#### Validation Procedure:

**Fee:** The student will pay a validation fee to the Regis College Bursar's office prior to performing any of the validation testing. The student must bring a receipt verifying payment of the fee to each exam.

For students returning to NU 664 A-E or NU 662: Validation is achievement of a minimum of 80% of the NU641 Advanced Clinical Pharmacology final exam and a minimum of 80% on the final of NU650 Advanced Health Assessment (a written examination and demonstration of full physical exam; each of these two components must be independently passed with a grade of 80%).

The above validation will be completed prior to one month before the beginning of the semester. Faculty will establish the date for the validation at the beginning of each semester for students planning to validate for the following semester.

If the student fails either or both components of the validation, he/she may remediate. Remediation for pharmacology should involve review of key content areas identified as weak knowledge areas by the test. Remediation for advanced health assessment should involve review of the Bates videos..

Once the student has remediated, he/she may attempt the validation once more. If the student fails the second attempt at validation, the student must audit the course/courses for which he/she failed the validation in order to be eligible to attempt the validation again. After auditing the course/courses for which the first two attempts at validation were

unsuccessful, the student may repeat the validation exam/exams twice. If the second attempt is unsuccessful, the student will be dismissed from the program.

For students returning to NU665 A-E or NU 663: Validation is achievement of a minimum of 80% on the NU 664/NU662 final exam, NU 641 Advanced Clinical Pharmacology final and NU 650, Advanced Health Assessment, as stated above.

The above validation will be completed prior to one month before the beginning of the semester. Faculty will establish the date for the validation at the beginning of each semester for students planning to validate for the following semester.

If the student fails any of components of the validation, he/she may remediate. Remediation for NU664 should involve review of key content areas identified as weak knowledge areas by the test. Remediation for advanced health assessment should involve review of the Bate's videos.

Once the student has remediated, he/she may attempt the validation once more. If the student fails the second attempt at validation, the student must audit the course/courses for which he/she failed the validation in order to be eligible to attempt the validation again. After auditing the course/courses for which the first two attempts at validation were unsuccessful, the student may repeat the validation exam/exams twice. If the second attempt is unsuccessful, the student will be dismissed from the program.

## **Curriculum Policies**

### **Baccalaureate Degree for RN to BS to MS Upward Mobility Track Students**

Students earning a first baccalaureate degree must meet the college's general education requirements. Full-time or part-time students are expected to take at least 30 credits at Regis College to obtain a baccalaureate degree. If a student transfers to Regis College with a BA or BS, the student is required to take at least 48 credits at Regis College. The Dean, School of Nursing makes the decision regarding these requirements. The RN student who is currently practicing nursing will be able to transfer all college-level, 3 or 4 credit natural science courses taken as prerequisites without regard to length of time passed since the student successfully passed these courses.

This will commence with all students who matriculated after May 1, 2003. Students may request a review of their transcripts relative to the number of transfer credits allowed. The Dean for the School of Nursing makes the final decision regarding the number of liberal arts courses that are transferable to Regis College.

### **Summer Courses**

Students wishing to take more than two summer courses each session must obtain permission from the Dean, School of Nursing or the Associate Dean for Nursing.

### **Incomplete Work**

Students should refer to Academic Catalog for information regarding incomplete course work.

### **Courses at Other Institutions**

Once students have matriculated into the graduate program in Nursing, they cannot take required courses at another institution.

### **Selection of Clinical Preceptors**

Selection of clinical preceptors is a collaborative process between the Graduate Placement Coordinator and student. However, the final decision regarding clinical placement rests with the Program Director. If the student declines a placement arranged by the Placement Coordinator, the student is responsible to obtain an approved placement.

### **Graduate Nursing Student Organization**

All graduate students can participate in the Graduate Nursing Student Organization. Graduate students will select class officers for this organization who will collaborate with the faculty liaison to create a nurturing environment and provide a support system for graduate students. Open communication among all students is encouraged. The officers act as a liaison between students and nursing administration and report on issues and events of the Graduate Nursing Student Organization at nursing faculty meetings. As a student organization, the Graduate Nursing Student Organization promotes leadership and encourages growth. In addition, the officers and the faculty liaison organize service projects, networking opportunities, and provide informational programs for the graduate nursing students. The Dean of Students appropriates funds for student groups, organizations and events.

## DOCTOR OF NURSING PRACTICE PROGRAM

Students who are enrolled in the Doctor of Nursing Practice Program (DNP) are subject to the policies pertaining to Post- Licensure Nursing Students as well as the following DNP specific policies.

### **Course Work Completion**

Students who do not complete the course requirements within the semester enrolled will meet with the faculty to determine if it is feasible to attempt to complete the required work and, if so, negotiate a plan relative to such completion. Students seeking an incomplete must complete a Contract for Completion of Incomplete Grades form. In any event, all course work (NU 710, NU 713, NU 716, NU 726, NU 727, and all 3 concentration courses) must be completed prior to progression into NU 740. Student must have successfully completed NU 741, DNP Scholarly Practice Project II by the end of the spring semester in order to progress into NU 742, DNP Scholarly Practice Project III, in the fall semester.

For students may take concurrent courses with DNP Scholarly Project I & II, with approval from the DNP program director and advisor.

For students who have incomplete work for NU 740-NU743, DNP Scholarly Practice Project I-IV a continuation fee (1 credit) will be assessed for each subsequent semester in which the work is still in progress.

### **Class Attendance**

Students are expected to attend all DNP classes. On occasion, there have been extenuating circumstances that make it impossible for a student to attend a class session. That situation, as well as the feasibility of remaining in the course, is to be discussed with the course faculty. Students who miss two class days will need to withdraw from the course and re-enroll the next time the course is offered. It is strongly recommended that students, who miss the first class session, plan to enroll in the course at another time

### **Doctoral Thesis Completion Dates Relative to Graduation**

The College offers three graduation dates: May, August and December. Ceremonies of recognition (Graduate and Doctoral Hooding and Graduation) are held in May. To be eligible for graduation, all degree requirements must be successfully completed.

A completed scholarly practice project is defined as implementation of the entire research/evidence based practice project, including data collection and analysis, successful defense of the doctoral scholarly practice e project, and submission of the finalized approved written document of that project.

Course Incompletes: Any NU 743, Scholarly DNP Project IV student who does not have

the completed, approved and finalized written doctoral scholarly project will receive an incomplete (I) for that semester.

Students with Incompletes in NU 743, Scholarly DNP Project IV who are eligible for an August graduation date must first determine their Committee's availability to work with them in the summer session. They are also required to have by May 1:

1. Completed the doctoral scholarly project, including the analysis and discussion of results, and have successfully defended their scholarly project.
2. Completed a near-finalized draft document of each of the chapters of the doctoral scholarly project and provided this written document to each committee member, and
3. Received Committee approval of the near-finalized draft document and of the timeline to completion.

If the above three conditions are met, the student may participate in the Doctoral Hooding and Graduation ceremonies held in May. Assuming all requirements inherent in a completed doctoral scholarly project are met by the August date, the actual diploma will be dated August and then made available to the student after that time.

If the student does not meet the requirements to participate in the May ceremonies, the student can participate in Doctoral Hooding and May Graduation ceremonies in a subsequent year at a time after all requirements are satisfied.

A continuing student fee (1 credit) will be assessed for the summer and each subsequent semester in which the work is still in progress.

#### **Use of Doctor of Nursing Practice Credential**

Doctor of Nursing Practice students who successfully defend their proposal are then allowed to use the DNP credential with a (c) after the credential to indicate they are in candidacy for the degree. The DNP credential can only be used after the student has successfully defended their completed doctoral scholarly project and all other DNP program requirements are met.

#### **NU 726 And NU 727 Final Proposal**

A grade of 80 or better must be achieved by the student in the submission of the final proposal in NU 726 Advanced Research Methods for EBP I and NU727 Advanced Research Methods for EBP II in order for the student to successfully complete this course. If this critical element is not met the student will receive an "F" for the assignment and will not be successful in passing the course, resulting in a final course grade of "F".

### **Publications/Presentations of Academic Endeavors Outside the Program: College And Faculty Recognition**

Students in the Doctor of Nursing Practice program may have the opportunity to communicate the substance or results of papers or projects that were developed while enrolled in course work. Certainly this is encouraged and appropriate for students enrolled in advanced study. These outside communications may take such forms as oral or poster presentations, and/or publications (electronic/print) in any professional or lay print media. It is expected that these publications, oral, or poster presentations be reviewed by faculty who have overseen the project, or in their absence, the Director of the DNP program, prior to the presentation or publication. Any scholarly presentations or publication of work completed in any DNP course must include the student's acknowledgement of that the work was completed as a partial fulfillment of the clinical doctorate program at Regis College. In addition, any scholarly work presented or published as a result of completing Doctoral Thesis, Capstone or Scholarly DNP Project must also include co-authorship of the DNP Committee and/or Capstone Mentor and Faculty.

If a faculty member works with student in the authorship of any manuscript, the faculty should be listed as co-author.

The student will sign an agreement titled, Doctoral Scholarly Work Acknowledgement Agreement upon acceptance into the DNP program, and during NU 740, Scholarly DNP Project I. (See Appendix B)

### **Sufficient Academic Progress**

The definition of sufficient academic progress in the Doctor of Nursing Practice program is successful completion of the program, with no more than a 3 consecutive semester break where no course has been taken AND completion of the program within 7 years of beginning doctoral courses. A single semester is defined as fall, spring or summer (with summer 1 and summer 2 being equivalent to one semester). Any student that does not take a course in 3 consecutive semesters (without a formally requested LOA) or has not completed the program in 7 years will be dismissed from the DNP program. Students may submit for a formal Leave of Absence (LOA) to the DNP program director for extenuating circumstances. The LOA must state the anticipated return date, not greater than one year. Approved LOA's will be exempt from the 3 semester policy and the semesters within the LOA will not count toward the 7 year completion policy. At the anticipated return date the student must enroll in a course or withdraw from the program. If a student is accepted into the DNP program and does not attend the year in which he/she is admitted, he/she can defer admission for one year. After that time, if he/she is not enrolled in a course, he/she will be dismissed from the program and will need to reapply to the program.

### **Concentration Course Transfer**

Students that received a Post-Masters Certificate (PMC) or a previous master's degree focusing in one of the DNP concentrations from Regis college, may be allowed to transfer all three courses into the DNP curriculum plan as long as there was successful completion (B- or higher) for all three courses. Transfer credits are determined by the program director considering the students scholarly practice project plans.



**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 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:

Course Name and Number (if applicable):

Program:

Course Faculty Meeting:

Faculty Name:

Date(s) of Meeting:

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

Name:

Date(s) of Meeting:



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 SCHOOL OF NURSING HANDBOOK**

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

Student Signature

Date

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Copies to: student, student record, Course Coordinator

## APPENDIX C

Regis College School of Nursing  
DNP Program  
Doctoral Scholarly Work Acknowledgement Agreement

Students in the Doctor of Nursing Practice Program at Regis College must successfully complete coursework within the program as well as a DNP Scholarly Practice Project. Completion of any of the assignments associated with all DNP courses may result in the publication (print/electronic) or presentation (podium/poster) of said material. These publications and presentation are a testament of the students' accomplishment of their doctoral studies as they are required individually in partial fulfillment of the completion of the Doctor of Nursing Practice program and should be acknowledged as such. These projects are a collaborative effort on the students, faculty, readers and mentors part and should be recognized as such.

Any scholarly presentations or publication of work completed in any of the DNP courses must include student acknowledgement of Regis College. In addition, any scholarly work presented or published as a result of completing Scholarly Practice Project I-IV, must include the DNP Scholarly Practice Project Committee and/or Mentor and Faculty a co-authors.

Publications (electronic/print) and/or presentations (podium/poster, etc.) related to work for all courses (NU 710, NU 713, NU 716, NU 726, NU 727, NU 740, NU 741, NU 742, NU 743 and all concentration courses) must have acknowledgement that work was required as partial fulfillment of completion of the DNP program at Regis College.

Students that are enrolled in NU 740-NU 743 Scholarly DNP Project I –IV work closely with a team of three doctorally prepared individuals as well as with a self-identified mentor and faculty from Regis College. These individuals help guide, develop, evaluate and critique this scholarly project on a continuous basis. The faculty and mentors also provide continual input on the students practice experience that enhances their ability to function in the fullest capacity of their role in practice. It is with this collaborative effort the projects are approved, implemented, evaluated and disseminated. Publications (electronic/print) and/or presentations (podium/poster, etc.) related to work completed for Scholarly DNP Project I - IV (NU 740-743) must have acknowledgement that the work was required as partial fulfillment of completion of the DNP program at Regis College. The committee members, faculty and mentor should be acknowledged as co-authors in publications/presentations derived from the Scholarly DNP Project I-IV (NU 740-743).

If a faculty member works with student in the authorship of any manuscript, the faculty

should be listed as co-author. The student will sign an agreement titled, Doctoral Scholarly Work Acknowledgement Agreement upon acceptance into the DNP program and NU 740. The signature below indicates that the student has read this policy and agrees to abide by it.

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Student Signature/Printed Name

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Date