



BELMONT
COLLEGE

Practical Nursing

Student Handbook

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NURSING PROGRAM'S HONOR CODE

The core values of Belmont College are knowledge acquisition, integrity, openness, caring and respect. All members of the college community are expected to maintain and support these core values. The nursing program's honor code reflects the college's core values.

The honor code is:

As a nursing student at Belmont College, I pledge to be an active learner in my education and uphold the values of honesty, integrity, and respect in all my student activities. Including but not limited to my academic work and my interactions with patients, clinical staff, peers, faculty, and members of the community. I further resolve to refrain from the use of any alcohol, illegal drugs or prescription medications that may alter judgement and abilities to be an active learner and/or provide safe care to my patients. In the spirit of openness, I will report to my faculty member any violations of his code of conduct.

I. Practical Nursing (PN) Program

A. Philosophy

We believe people are holistic, unique, and adaptable individuals, families, and societies with psychosocial, physical, and spiritual dimensions. Throughout the developmental life process, people have the freedom and capacity to change. The capacity to change is influenced by changing values, beliefs, and attitudes. People, acting in relationships with and in response to environmental stimuli, meet human needs and evolve toward optimal potential by physiologically adapting to the environment while psychologically integrating internal beliefs and external perceptions. Social, cultural, and spiritual dimensions of people support the adaptation process.

Health is a dynamic state of well-being which allows people to meet physical, psychosocial, cultural, and spiritual needs. It is influenced by values and perceptions of people and is reflective of harmony of the mind, body, and spirit. Throughout the lifespan, varying degrees of health are experienced by people, families, and society. These degrees of health potential are affected by the adaptive process in response to the ever-changing environment to maintain structural and functional integrity/harmony of the mind, body, and spirit. Nursing is a holistic discipline based upon concepts rooted in the natural and human sciences reflective of ethical and legal standards.

Nursing utilizes communication skills and informatics in interacting with diverse people and other health team members to enhance the delivery of health care. Nurses establish a caring relationship to enhance readiness for self-healing, self-discovery, and self-control. As a manager of care, the nurse directs the other members of the health care team to help people identify their needs and to encourage, promote, teach, and maintain good health, and function within the nurse's scope of practice. Embedded in the nursing process, nursing care is deliberate, systematic, evidence based and individualized. Nursing intervention focuses on people's response to their needs and helps them adapt to the current health status and inevitable end of life.

Education and learning are lifelong participative processes through which people develop their potential for growth. The goals of education are to foster motivation, promote self-direction and stimulate analytical inquiry. The educational process provides for active communication, improved problem solving, values clarification and the ability to practice competently and safely in a rapidly changing healthcare system. Learning is evident by a behavioral change which is the result of the acquisition of knowledge, skills, perceptions, and values. Learning is dependent upon the learner's readiness and requires the faculty and learner to be mutually responsible within the process. The faculty assumes responsibility for teaching and guiding the learning process in a learner centered environment of mutual respect. The adult learner is responsible for being self-directed and to actively participate in the educational process. The result is the learner's development of systematic, logical reasoning and empathic caring practices.

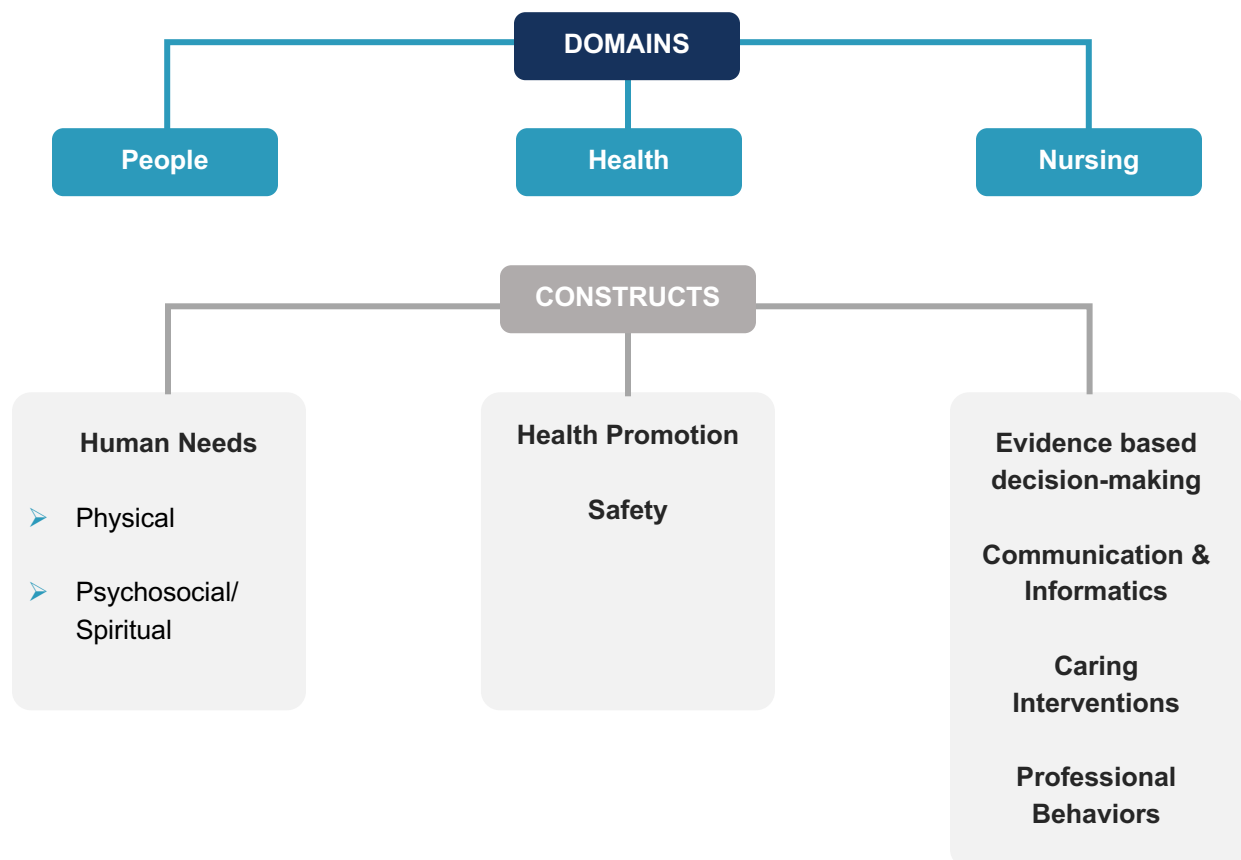
The Nursing Program at Belmont college assists the learner in meeting the needs of the people in society. The Program is systematically evaluated to ensure quality and relevance in the context of current trends in nursing and health care. The Program, thus, enhances upward mobility of the nurse.

B. Conceptual Framework

The organizing framework provides the basis for the development of the curriculum for the Practical Nursing Program of Belmont College. It is consistent with the Mission Statement of the College and the Philosophy of the nursing program. The curriculum is organized to facilitate learning and the achievement of the learning and program outcomes. The faculty recognizes this and has operationalized the domains of nursing: people, health, and nursing. Supporting these domains are the constructs, concepts, and threads of the curriculum. The constructs or building blocks supporting the curricular framework incorporate the National League for Nursing (NLN) educational competencies, Quality and Safety Education for Nurses (QSEN) standards, Institute of Medicine (IOM) Initiatives and National Patient Safety Goals (NPSG) from The Joint Commission. These constructs are interwoven with the curricular threads: the nursing process adaptation, growth and development, holism, values, and the social and physical sciences. The student, placed in the center of the organizing framework, represents the focus of the educational process in a learner-centered college and a novice participant in the delivery of health care.

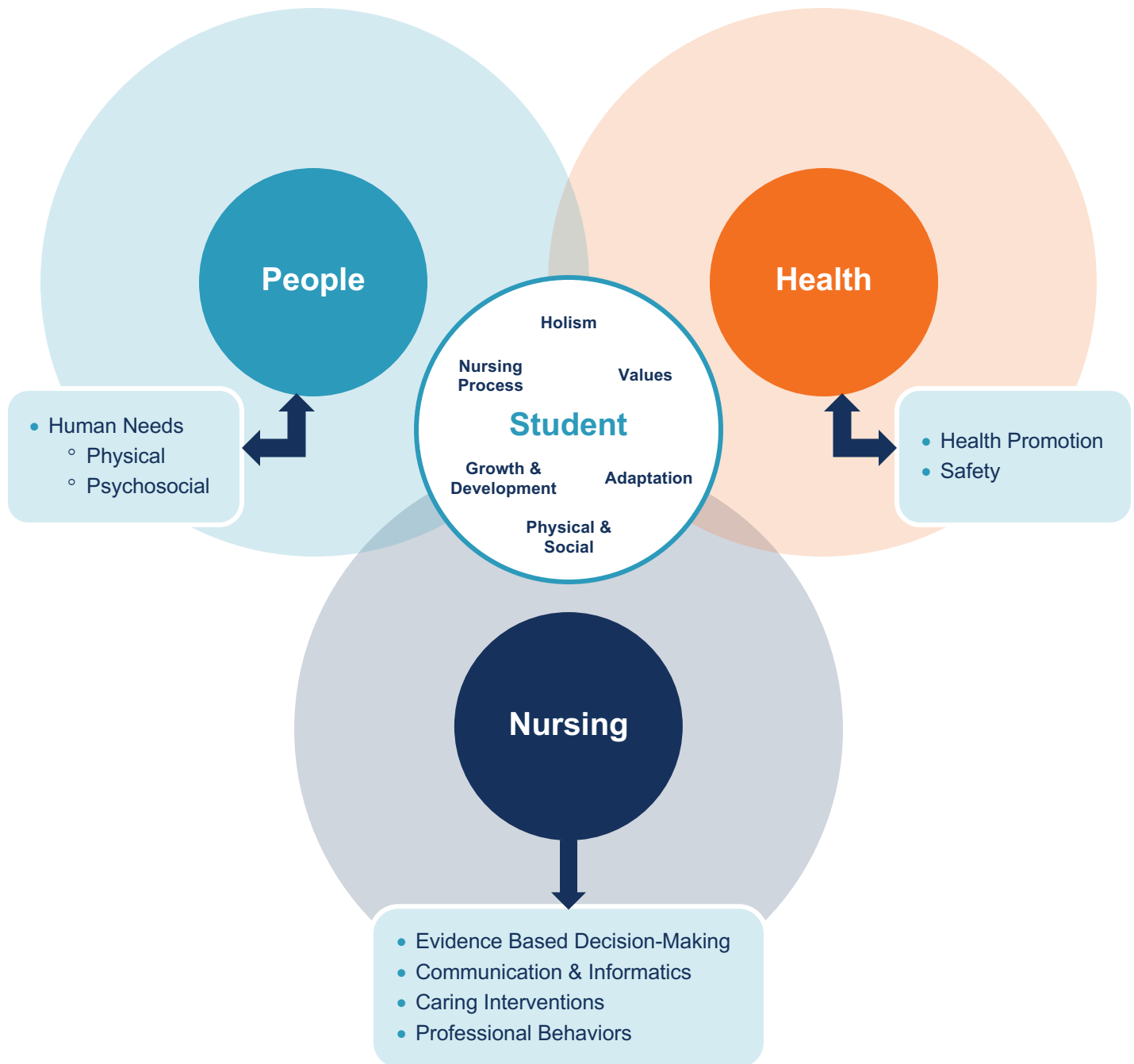
Concepts identified by the faculty in the program organize the delivery of content across the curriculum. Several concepts appear in multiple courses facilitating learning to progress from simple to complex. Each concept is represented by one or more exemplars.

Conceptual Framework



C. Definitions of Domains and Constructs

1. **People:** Individuals, families and societies who are unique and adaptable with psychosocial, physical, and spiritual dimensions.
2. **Human needs:** People's optimal potential occurs by striving to meet physical, psychosocial, and spiritual needs motivated by interaction with the environment.
3. **Health:** A dynamic state of well-being which allows people to meet physical, psychosocial and spiritual health, and well-being.
4. **Health Promotion:** The initiation and maintenance of behaviors to achieve physical, psychosocial, and spiritual health and well-being.
5. **Safety:** The implementation of risk reduction behaviors in response to the ever-changing environment to maintain structural and functional harmony.
6. **Nursing:** A holistic caring discipline utilizing evidence-based decision making and influenced by ethical, professional, and legal standards. Nursing requires specialized knowledge, judgement, and skills derived from the principles of the biological, physical, behavioral, and nursing sciences.
7. **Evidence based decision making:** The use of data to plan, implement, and evaluate nursing practice.
8. **Communication and informatics:** Imparting of thoughts, opinions, or information through verbal, nonverbal, written, or technological media.
9. **Care Interventions:** Developing and nurturing the relationship between nurses and people to enhance readiness for self-healing, self-discovery, and self-control.
10. **Professional behaviors:** Accountability, actions, and characteristics that support complete nursing practice.
 - **Advocacy:** speaking, writing, or acting in support of the needs of people.
 - **Collaboration/Teamwork:** Interacting with diverse people and other health team members to enhance the delivery of health care.
 - **Ethical/Legal standards:** functioning within the scope of practice and based on a set or system of moral principles.
 - **Leadership/management:** directing other members of the health care team to help people identify their needs and attain well-being.



D. Purpose

The purpose of the Belmont College Practical Nursing Program is the education of qualified Licensed Practical Nurses. This program will provide a current, progressive curriculum which will enable students to become an integral part of the health care team in the community.

E. Practical Nursing Program Outcomes

- Contribute to the identification of holistic needs in the plan of care as a member of a health care team.
- Practice evidence-based decision making to establish priorities according to human needs of patients.
- Utilize effective verbal, nonverbal, written, and computer skills while providing care for patients with holistic needs and while communicating with other healthcare providers.
- Employ safety and health promotion practices in an ever-changing environment to maintain patient's state of wellbeing.
- Understand and demonstrate holistic nursing care within the limit relative to their scope of nursing practice and ethical standards.
- Illustrate advocacy by speaking, writing, or acting in support of patients' needs.
- Employ delegation techniques within the scope of practice in providing holistic care.

II. Curriculum

PRACTICAL NURSING (PNP) CERTIFICATE PROGRAM		** or its transfer equivalent	Credit Hours
PRE-ADMISSION REQUIREMENTS			11
BIO2110**	Anatomy & Physiology I		4
MAT1110**	Allied Health Math		3
AHT1100*	Nurse Aide (State Tested Nursing Assistant – STNA)		4
FALL SEMESTER			15
BIO2112**	Anatomy & Physiology II		4
PNP1110	Nursing I – Foundation of Practical Nursing		8
PSY1120**	General Psychology		3
SPRING SEMESTER			13
PNP1120	Nursing II – Pharmacology for the Practical Nurse		2
PNP1130	Nursing III – Family Nursing Across the Lifespan		8
PSY1130**	Human Development		3
SUMMER TERM			12
ENG1110**	Composition I		3
PNP2140	Nursing IV – Advanced Concepts in Practical Nursing		8
PNP2150	Nursing V – Seminar for Practical Nurses		1

SEMESTER CURRICULUM PLAN: Practical Nursing Program		Credit Hours	Clock Hours: Theory	Clock Hours: Lab	Clock Hours: Clinical
FIRST SEMESTER					
PNP1110	Nursing I Foundation	8	80	48	90
BIO2112	Anatomy & Physiology II	4	48	48	–
PSY1120	General Psychology	3	48	–	–
Subtotals:		15	176	96	90
SECOND SEMESTER					
PNP1120	Nursing II Pharmacology	2	32	–	–
PNP1130	Nursing III Family Nursing	8	96	–	90 (12 OB) (12 PEDS)
PSY1130	Human Development	3	48	–	–
Subtotals:		13	176	–	90
THIRD SEMESTER (Summer Semester)					
PNP2140	Nursing IV Advanced Concepts	8	96	–	90
PNP2150	Nursing V Seminar	1	16	–	–
ENG1110	Composition I	3	48	–	–
Subtotals:		12	160	–	90
Totals:		40	512	96	270

III. Overview of Programs and Important General Information

A. Regulatory Approval

The Belmont College Practical Nursing Program is approved by the Ohio Board of Nursing and the Ohio Board of Education. The College and the programs that are offered are approved by the Higher Learning Commission.

B. Program

Students are admitted on a full-time basis to the practical nursing program to pursue the certificate of completion which will enable the student to undergo the NCLEX-PN licensing exam to become a licensed practical nurse.

C. Program Rigor

The program is one of the most rigorous programs in the College, demanding determination, stamina, personal planning, and time devoted to study. The Nursing faculty defines curricular rigor as academically and intellectually challenging curriculum/material that promotes progressive learning to help students understand complex concepts and enhanced clinical reasoning skills.

Preparation for both theory and clinical activities requires full-time effort. Therefore, students are encouraged to reduce their employment to a minimum in order to maintain their education focus. Clinical days and hours will vary each semester. Flexibility of time as well as reliable personal transportation remains the responsibility of the student. Policies of the program are intended to promote students' successful completion, to meet requirements of external review agencies and affiliate institutions and to ensure equitable treatment of students.

Time management is key to student success. Each student is responsible for meeting program requirements, including availability for assigned clinical experience which may occur on day, evening, night, weekday, and weekend hours. Therefore, flexible work scheduling and childcare arrangements are essential.

Clinical courses (i.e. those involving clinical experience), require additional study time beyond the actual scheduled classroom and clinical hours. **An approximation of study time per college hour is three hours additional time needed weekly. Example, a five-hour nursing course could require fifteen hours of weekly study in addition to class attendance to meet course requirements.** A variety of program resources are available to aid student learning. Students are urged to adopt a habit of library use and digital research in education. This practice of awareness of current literature and research in clinical problem solving will be a valuable endeavor in professional life.

D. Program Evaluation

The quality of the program is continually assessed using a variety of approaches. Each course and faculty member are evaluated by students who complete evaluation forms at completion of a course and/or clinical experience rotation. Feedback/communications are also sought concerning organizational

systems and planning. Such data is instrumental in evaluating need for changes and effectiveness of plans/actions.

E. Disclaimer for Exposure to Infectious Diseases

In classroom, laboratory, and clinical settings, students may be exposed to infectious diseases. Students will receive instruction on potential hazards, risky behaviors, and preventative measures during their pre-clinical labs. Students are expected to adhere to all CDC and OSHA standard precaution guidelines and infection control practices.

F. General Information

Nursing students shall adhere to all policies and time schedules of Belmont College in addition to the student guidelines outlined in this handbook. These guidelines have been developed by the nursing faculty and administration in an effort to establish professional attitudes and conduct in the nursing students. The student's personal copy of these guidelines should be always accessible to the student at all times.

The nursing faculty reserves the right to conduct virtual and distance learning should the college campus be closed. Students may not be in public settings while participating in remote online, live classes, or meetings in which others with no need to know are a part of or aware of the classes or meetings as they are being conducted.

Student access to reliable internet and technology is a requirement.

The nursing program and faculty reserve the right to adjust student schedules as needed throughout the semester. Students are responsible for effectively and professionally communicating to the nursing program and faculty via their Belmont College email regarding any personal and/or academic issues that could jeopardize the student's ability to complete the nursing courses and/or program.

All emails to the faculty must be professional and written with the proper salutation or the faculty will not respond. Emails and/or conversations perceived as aggressive, threatening, or disrespectful are not acceptable and may result in a personal discussion between the student, faculty, and Director of Nursing. Faculty are not required to respond to unprofessional emails if the information is in the syllabus or Canvas. The faculty will not respond to the individual's request to supply such information.

Faculty will respond to emails within 48 hours. Monday through Friday 8:00am-5:00pm. Emails received after 5:00pm on Friday will be responded to by 5:00pm on the following Monday, unless extenuating circumstances occur.

Text messaging is the discretion of the faculty. The faculty will designate times and days of the week texts are allowed to be sent.

Students are required to purchase all required course material by the end of the 1st week of the semester.

“Admission to nursing program” is defined as a student who remains listed on the course roster of all 1st semester nursing courses after the last day to drop without an academic record as identified on the Academic Calendar.

G. Expenses & Fees

All fees are subject to change pending action by Belmont College Board of Trustees, and the various vendors for the program's resources that are utilized.

Twelve (12) credit hours indicate status as a full-time student.

The PN program requires a nontransferable, nonrefundable deposit paid before the specified date on the student's notification of acceptance letter to reserve a space or the space will be filled by the next qualified applicant.

Belmont College has established a deferred tuition payment whereby the student may pay tuition and fees in three equal installments. See Deferred Tuition Payment section of the college catalog.

All tuition and fees and (not including books) for the semester are due by the published due dates established in the Academic Calendar or at the time of registration unless prior arrangements have been made through the Business Office. The Board of Trustees establishes the tuition and fee rates at Belmont College. Resident, Out-of-State, and International Student fees are subject to change pending Board action. Please note that the tuition and fees for the current academic year may not be finalized at the time the catalog goes to print. Current tuition and fee information is published on the Belmont website at www.belmontcollege.edu.

Belmont College has established a policy regarding the refunding of fees when withdrawal procedure has been followed. See Refund of Tuition & Fees in the college catalog.

Average program's cost will be provided to the student. Additional program costs for the PN program include uniforms, supplies, shoes, personal health care cost, etc. Lab fees are assessed per semester as listed in the college catalog.

Several scholarships available are outlined in the college catalog and Financial Aid staff may be contacted for additional information.

H. Parking and Vehicle Registration

Parking is provided for students in designated areas.

All vehicles parked in Belmont College lots must have a college parking permit clearly visible. Parking permits are furnished for each vehicle.

The only acceptable provision for utilization of handicapped parking spaces is an official state issued handicapped parking permit.

Students are responsible for their own transportation to and from school and clinical facilities. Students are not allowed to park in the staff parking areas. The specific parking area will be explained to the students prior to the first clinical day. Students who fail to park in the clinical site's designated student parking can be removed from the nursing program and/or clinical site.

I. Tobacco/Vaping Policy

In accordance with the Smoke-Free Workplace Act (Chapter 3794) of the Ohio Revised Code, Belmont College prohibits tobacco/vaping use in all building and fleet vehicles owned, leased, or operated by the College, and in outdoor areas within fifty (50) feet of college buildings. This includes all buildings. The courtyard area at the Main campus is a smoking-prohibited area.

Any employee, student, or visitor of Belmont College who violates this policy will be asked to extinguish their smoking material or move to an area where smoking/vaping is permitted. Any individual who refuses to comply with the request will be asked to leave the College property.

In addition, Belmont College reserves the right to administer sanctions through the College disciplinary process to any employee or student found in continuous violation of this policy by referral through the College disciplinary process.

Compliance with the Smoke-Free Workplace is mandatory. The Act will be implemented and enforced by the Ohio Department of Health and its designees. However, all faculty, staff and students have a collective responsibility to promote the safety and health of the campus community and therefore share in the responsibility of enforcement.

Students in the clinical setting. Must adhere to the facility's tobacco/vaping policy.

J. Student Notification of Changes in Program Policies

Students are notified of changes in program policies at the beginning of each academic year. All students are provided with an electronic copy of the current policies at their orientation session or first day of class. Policies are reviewed by faculty, and any changes are highlighted.

IV. Essential Abilities & Technical Standards for Nursing Program

A. Essential Abilities

The following functional abilities or technical standards are essential to meet the objectives for the PN program at Belmont College. Applicants for the Practical Nursing program are responsible to review these abilities and identify to the college any potential problem areas, and to recommend to the college any accommodations they may need. Students who do not meet these essential abilities and who enter the program must do so with the understanding that they will be expected to meet course requirements with any reasonable accommodations that may be provided by the college. Each clinical site has the right to

define and determine minimum essential abilities for student entry to their facility. Students must be aware that this may impact their ability to meet clinical and the program outcomes.

B. Technical Standards for Nursing Program

The curriculum leading to the completion of Belmont College's PN Program requires students to engage in diverse and complex experiences directed at the acquisition and practice of essential nursing skills and functions. Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to perform these functions satisfactorily. In addition to being essential to the successful completion of the nursing program, these skills and functions are necessary to ensure the health and safety of patients, fellow students, faculty, and other health care providers.

The following technical standards describe the non-academic qualification required in addition to academic qualifications that the college considers essential for entrance to, continuation in, and graduation from its nursing program. Candidates for a nursing program entrance must be able to meet these minimum standards with or without reasonable accommodations for successful completion.

1. Visual, Auditory, and Tactile Abilities

Examples of relevant activities:

- Visual acuity is sufficient to draw up the correct quantity of medication in a syringe or detect changes in skin color or condition. Discrimination of depth and color perception.
- Auditory ability sufficient to detect sounds related to bodily functions using a stethoscope or to respond and react immediately to instructions/requests and audible alarms generated by mechanical systems used to monitor the patient's physiological status.
- Tactile abilities are sufficient to detect unsafe temperature levels in heat-producing devices used in patient care or detect anatomical abnormalities, such as edema or small nodules. Discriminate between sharp/dull and hot/cold when using hands. Feel vibrations, temperature differences in surface characteristics and differences in size and shape.
- Smell odors, smoke, gases, or noxious smells.

2. Communication Abilities

- Ability to communicate with accuracy, clarity and efficiency with patients, their families, and other members of the health care team (including spoken and non-verbal communications, such as interpretation of facial expressions, affect and body language).
- Required communication abilities, including speech, hearing, reading, writing, language skills and computer literacy.

Examples of relevant activities:

- Reading ability sufficient to understand the English language's written word at a minimum of a high school graduate or at the acceptable level for TASC/GED completion.
- Abilities sufficient to give verbal directions to or follow verbal directions from other members

of the health care team and to participate in the health care team discussions of patient care.

- Ability sufficient to elicit and record information about health history, current health state, or responses to treatment from patients or family members.
- Ability sufficient to convey information to patients and others is necessary to teach, direct, and counsel individuals.
- Interpersonal skills sufficient to establish rapport with patients and co-workers, and to respect the rights of others and their differences.
- Ability to communicate effectively, both orally and in writing, using appropriate grammar, vocabulary, and word usage.
- Communication skills sufficient to teach others, to explain procedures, to interact with others, and to convey information in writing.
- Ability to convey proper phone etiquette.

3. Motor Abilities

- Sufficient motor function to execute movements required to provide general care and treatment to patients in all health care settings.
- Required motor functions include gross and fine motor skills, physical endurance, physical strength, and mobility to carry out procedures, perform basic laboratory tests and provide routine and emergency care and treatment of patients.
- Physical stamina/endurance sufficient to perform patient care for the entire length of the clinical experience.

Examples of relevant activities:

- Fine motor skills sufficient to obtain assessment information by palpation, auscultation, percussion, and other diagnostic maneuvers.
- Physical endurance sufficient to complete assigned periods of clinical practice.
 - Stand or walk for long periods of time
 - Climb stairs: potentially many floors
 - Sustain repetitive movements
 - Carry equipment or supplies
 - Twist, bend, stoop, squat, or move quickly
- Mobility sufficient to carry out patient care procedures, such as chest compressions or performing emergency airway management.
- Strength sufficient to carry out patient care procedures.
- Assisting in the turning and lifting of patients
 - Lift and transfer patients from a stooped position, then push or pull the weight up to 3 feet.

- Lift and transfer patients from a stopped position to an upright position to accomplish bed to chair and chair to bed transfers.
- Physically able to apply up to 10 pounds of pressure to bleeding sites and in performing of the physical endurance required to properly perform CPR/BLS.
- Move within a confined space.
- Reach above the shoulders and below the waist.

4. Behavioral, Interpersonal, and Emotional Abilities

- Ability to relate to colleagues, staff and patients with honesty, integrity, and non-discrimination.
- Capacity for the development of mature, sensitive, and effective therapeutic relationships with patients.
- Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism.
- Capacity to demonstrate ethical behavior, including adherence to the professional standard and student honor code.

Examples of relevant activities:

- Emotional skills sufficient to remain calm in an emergency and adapt to environmental stress.
- Interpersonal skills sufficient to communicate effectively with patients and families of diverse religious, cultural, and social backgrounds.
- Behavioral skills sufficient to demonstrate the exercise of good judgment, prompt completion of all academic responsibilities and the care of the patients.
- Emotional stability to monitor and control one's own emotions.

5. Cognitive, Conceptual and Quantitative Abilities

- Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis, and synthesis.
- Ability to gather data to develop a plan of action, establish priorities, and monitor treatment plans and modalities
- Ability to comprehend three-dimensional and spatial relationships.

Examples of relevant activities:

- Cognitive skills sufficient to calculate appropriate medication dosage given specific patient parameters.
- Arithmetic competence that would allow the student to read and understand columns of writing, to tell time, to use measuring tools, and to add, subtract, multiply, and divide. Write numbers in physical records or enter them into electronic health management systems.

- Conceptual ability sufficient to analyze and synthesize data and develop an appropriate plan of care.
 - Analytical thinking sufficient to transfer knowledge from one situation to another, to problem solve, to prioritize tasks, and to use long-term and short-term memory.
 - Critical thinking ability sufficient to exercise sound judgment through the sequencing of information and the identification of cause-and-effect relationships.
 - Quantitative ability sufficient to collect data, prioritize needs and anticipate reactions.
 - Ability to comprehend spatial relationships adequately to properly administer injections, insert various types of catheters, or assess wounds of varying depths.

**Faculty revised 2019 and adapted from the Technical Standards for Admission, Progression, and Graduation from The University of North Carolina at Chapel Hill with permission (2015).*

V. Admission Criteria/Pre-requisites

- Complete the nursing program application.
- Complete Belmont College application procedures as outlined in the College Course Catalog and Student Handbook.
- Successfully complete Belmont College admission testing and all required developmental educational courses.
- Satisfactorily complete BIO 2110 (Anatomy & Physiology I), MAT 1110 (Allied Health Math) by obtaining a C or higher. Prior college courses will be reviewed for possible transfer to determine equivalency or substitutions for the above.
- BIO 2110, BIO 2112, BIO 2120 and MAT 1110 or their transfer equivalent or substitution will only be accepted if three years old or less at time of application to the nursing program.
- Students must complete STNA or PCT with National Registry. While it is recommended to maintain the certification/registry, it is not a requirement to do so after application.
- Upon application, and/or by the end of the summer term prior to entry to the program, the student's GPA must be at least 2.5 and then maintained at a minimum of a 2.0 average.
- Submit a state of Ohio Bureau of Criminal Identification and Investigation (BCI) and Federal Bureau of Investigation (FBI) background checks that are less than year old at time of application to the nursing program.
- Students must be at least 18 years of age as of the first day of the fall semester.
- The nursing program reserves the right to select the most ideal candidates. Potential students may be accepted on provisional status pending completion of all requirements for fall entry.

After acceptance into the program, the student must complete the following steps:

- Attend all scheduled orientation sessions or its equivalent with the Director of Nursing, and/or nursing faculty.
- Completion of all healthcare requirements including drug screen, physical exam, required immunizations and healthcare testing prior to the first day of clinical.
- Current CPR certification by the American Heart Association for Healthcare Providers prior to the first day of clinical.
- Purchase CastleBranch (CB) and upload all required information.
- CastleBranch is an electronic tracking system for the student's healthcare needs licensures/certification and the results from the State of Ohio Bureau of Criminal Identification and Investigation (BCI) and Federal (FBI) background checks.
- **It is the student's responsibility to upload the required documents and to monitor their own account for acceptance of the documents and to correct any and all rejections to establish a current account.**

VI. Credit

A. Traditional Credit

The nursing program utilizes a different grading scale than that of the general college. **All required courses within the academic term must be successfully completed before continuing to the next term or to graduation as in the case of the summer term with ENG 1110 Composition I.**

The student must successfully complete all required courses in the nursing curriculum with an accumulated average of 2.0 and must obtain a C or higher in all nursing courses as per the nursing program's grading scale. Biology and Math courses follow the general grading scale of the college and a letter grade of "C-" in these courses does not meet the requirement. BIO 2110, BIO 2112, and MAT 1110 or their equivalent or substitution will only be accepted if three years old or less at time of application to the nursing program.

B. CCP (College Credit Plus)

CCP students, who are interested in the nursing program, must work closely with the Belmont College CCP liaison, the Nursing Academic Advisor, and the Director of Nursing. The students must receive prior approval to enter the nursing program.

C. Nontraditional Credit

Academic credit is awarded for credit, credit-for-life experience, credit by exam and experiential learning as outlined in the college catalog. The Director of Nursing evaluates all nontraditional credits on an individual basis for consideration in awarding academic credit.

1. *Military*

The College recognizes the education and skills of training of students who have experience in the armed forces of the United States, or in the National Guard or in a reserve component. Per College policy, students must submit an official transcript or certificate of completion of their military education for evaluation.

2. *Advanced Standing*

Transfer students will be evaluated individually by the Director of Nursing and the Nursing /faculty for placement. Students wishing to seek advanced placement into Belmont College's nursing program's nursing foundations course with a C or higher and:

- Complete Belmont College application procedures as outlined in the College Course Catalog and Student Handbook.
- Submit application to advance stand to the nursing program no later than the Monday of midterms of the semester prior to entry to the program.
- Successfully complete Belmont College's admission testing and all required developmental courses.
- Satisfactorily complete BIO 2110 (Anatomy & Physiology), MAT 1110 (Allied Health Math) by obtaining a C or higher. Students must also have complete PSY 1120 (General Psychology) by obtaining a C or higher. Prior college courses will be reviewed for possible transfer to determine equivalency or substitutions for the above.
- BIO 2110, BIO 2112, BIO 2120, and MAT 1110 or their transfer equivalent or substitution will be accepted if three years old or less at time of application to the nursing program. Biology and Math courses follow the general grading scale of the College. A letter of "C-" in these courses does not meet this requirement
- All general education courses for the first semester of the program must also be completed prior to entry to the second semester as an advanced standing student.
- Upon application to the program, the student's GPA must be at least 2.5 and then maintained at a minimum of a 2.0 average.
- Successfully pass advance standing testing with 80% pass score (with no rounding of points and no option for remediation or any further testing) for retained knowledge in theory and nursing skills. Students must possess satisfactory knowledge of nursing fundamentals. Students will successfully complete at least three nursing skills as identified by the Director of Nursing and/or nursing faculty in the nursing skills lab. Students will be charged for advanced standing testing.

Following successful testing, the student must:

- Submit a State of Ohio Bureau of Criminal Identification and Investigation (BCI) and a Federal Bureau of Investigation (FBI) background check that are less than one year old at time of application.
- Must be able to meet all admission requirements to the nursing program.
- Completion of all healthcare requirements, including drug screen, physical exam, required immunizations and healthcare testing.

- Current CPR certification by the American Heart Association for Healthcare Providers. It **cannot** be the CPR for lay rescuers known as BLS Heartsavers.
- Advanced standing will only be given credit for the first semester nursing courses of the curriculum plan. They will enter the second semester of the curriculum.

D. Graduation Requirements

Students are responsible for completing all course requirements of the nursing curriculum. Students must complete the Intent to Graduate form. This form should be completed one semester prior to program completion.

Graduation requirements include successful completion of all required courses with a cumulative grade point average of at least 2.0 or higher.

VII. Readmission Policy

Students shall be eligible for consideration for readmission to their program after ONE withdrawal or academic failure. Military members, who are in good academic standing and must leave the program due to deployment, are excluded from this policy. Leaving the program due to military deployment reasons does not constitute a withdrawal. Reinstatement of deployed nursing program students will be evaluated and planned on an individual basis by the program and institution according to the program completion requirements upon planned return, and current OBN's law and rule.

Students must complete the entire PN program within three years of the date of entry into the nursing program unless this requirement is waived by the Director of Nursing as in the case of active or reserve military deployments.

Petitions for readmissions will be reviewed by the Director of Nursing and the Nursing Faculty. The decision to readmit the student will be made based on the following criteria:

- No more than 1 previous academic or clinical failure, withdrawal, or dismissal from the program. Leaving the program due to military deployment reasons does not constitute a withdrawal.
- Leaving the program due to nationally declared pandemic illness of self-and/or immediate family member does not constitute a withdrawal. Student must submit appropriate documentation that demonstrates proof of pandemic illness of self-and/or immediate family member.
- Available space in the program.
- Evaluation of the student's standing relative to any revisions in the curriculum, courses or requirements which may have occurred.
- Review and evaluation of student's academic and clinical performance at the time of the student's withdrawal or failure.

Students seeking readmission are subject to the policies in place in the student handbook and catalog at the time of the readmission request.

Readmission Standards

- GPA 2.75
- GPA of 2.0 for nursing students who are returning from military deployments.
- Repeat State of Ohio (BCI) and Federal Bureau of Investigation (FBI) background checks. Returning military members are excluded if current background on file are less than three years old at time of return to the program.
- Completion of a drug screen.
- Reinstate testing 80% pass score (with no rounding of points and no option for remediation or any readmission testing) for retained knowledge in theory and skills based on the cumulative knowledge in the semester of successful completion prior to drop, failure, or withdrawal. Students returning from military deployments are exempt from all readmission testing.
- Students will be charged for readmission testing.
- Students will successfully complete at least three nursing skills as identified by the Director of Nursing and/or Nursing Faculty in the nursing skills lab.
- No PN courses may be repeated more than one time. Failure of any nursing courses in the first semester necessitate completion of current application and requirements for admission to the program.
- Students who have been out of the nursing program for a period of time that would prevent completion of the program within three years, will be required to repeat courses. This standard may be waived by the Director of Nursing for deployed military members.
- No potential for readmission if the student's drop, fail, or withdrawal is earned for unprofessional issues in a clinical section of the courses or for any violations of the nursing program's honor code.

VIII. Grades

A. General Rules

- Students must meet all the behavioral objectives of the course.
- Students must achieve at least 80% average at the conclusion of each nursing course. Grades will not be rounded to attain the 80% minimum.
- Requirements for the student: Regular attendance is required for all theory, lab, and clinical

components. Make up lab time will be scheduled at the professor's discretion. Clinical is to be made up per the program's clinical policy. The student is to contact the faculty member prior to the scheduled class, lab, or clinical for unforeseen delays or absences. Absences in lab may result in course failure.

- All required test and learning resources must be purchased and/or appropriately accessed by the end of the first week of the semester unless instructed to do so. Failure to do so may result in removal from the nursing program
- All completed assignments must be submitted on the due date to receive credit. If extenuating circumstances exist, it will be the faculty member's discretion to accept late assignments. Misassignments may result in a zero grade.
- It is the student's responsibility to ensure that the correct document(s) are uploaded when submitting items electronically.
- Students' scores from course exams and ATI exams will not be curved. At no time does the nursing program curve any examination results.
- All students earning less than 80% on an exam are to make an appointment with the faculty member for an individual review of the test. All other individual reviews will be at the request of the faculty or student.
- Progression testing is used throughout the program. Details regarding specific exams are found in the course syllabus.
- Unit exams and progression testing will be outlined in each course syllabus and will be included in the final outline of available earned points in each course.
- If a student does not receive a satisfactory clinical evaluation, the student will earn an "F" grade regardless of the theory grade.
- Video and audio recording on any electronic device is prohibited during any nursing class.
- Failure to attain or complete any of the above will prohibit progression in the nursing program. If a dispute arises in FINAL reported grade, PN students are directed to follow the grade appeal process as outlined in the Belmont College Catalog & Student Handbook.

B. Waiting Policy

If faculty member is detained from a class longer than 15 minutes for any reason, one student should report the absence. Remaining students will wait in the classroom until the reporting student returns.

C. Theory Grades

1. Grade Requirements

The course syllabus will outline evaluations. Unit exams and progression testing will be outlined in

each course syllabus and will be included in the final outline of available earned points in each course.

There will be comprehensive final exam for each nursing course. These will be given during the lecture time. A comprehensive midterm and quizzes will be given at the discretion of the faculty to evaluate student preparation.

Students do not have the option to reatake any test or quiz within the nursing courses. Students do not have the option to redo projects assignments to enhance their grade.

Students must attain an 80% in theory to successfully complete any nursing course. Students must also receive a satisfactory clinical grade in order to pass. If a student does not receive a satisfactory clinical grade, the student will be dismissed from the program regardless of the theory grade.

For successful completion of any nursing course, a student must:

- Earn 80% or better in nursing theory (grades will not be rounded up)
- Satisfactorily complete all lab experiences
- Earn a satisfactory clinical grade
- Satisfactorily complete all assignments (clinical, lab and theory)

2. Test Taking Policy

- Course test
 - Students who arrive late for an test will be allowed to take the test but no additional time will be allotted.
 - Tests are delivered electronically through the Canvas LMS or other system (i.e., ATI). The test will be password protected. Items are to be delivered one at a time.
 - Backtracking is prohibited
- It is the student's responsibility to seek ADA accommodations from the appropriate college representative and to follow all current ADA policies and procedures as set by the college. Students must notify faculty of such accommodations.
- The students must give prior notice if they will miss a test. If a student is absent from any course test, it will be the responsibility of the student to contact the faculty member who is administering the test about an exception. The course test must be taken within one week of the original test date and scheduled at the discretion of the faculty. Any exception may result in a zero for the test..
- Acceptable causes for missing a test may include personal illness, jury duty, or immediate family emergency. Documentation may be asked for at the discretion of the faculty. It is the student's responsibility to make testing arrangements with the faculty member.

- **“Students may be denied exam makeups, at discretion the faculty member.”**
- There are to be no items on the desk other than a simple writing instrument. Faculty will provide students with a blank piece of paper prior to the exam. This paper must be returned to the faculty prior to the student leaving the testing environment. A calculator will be provided by the nursing faculty if needed for the test.
- There will be no cell phones or electronic devices permitted in the individual testing area except when medically necessary. This includes Fitbits or multifunction watches. An example of a medical necessary exemption is for a student who is using their cell phone for continuous blood glucose monitoring, or any other continuous monitoring of bodily functions as prescribed by a healthcare provider.
- Only plain cushion earplugs will be approved for use while testing.
- All student belongings including but not limited to backpacks, notebooks, and textbooks are to be placed at the front of the classroom or in the area designated by the faculty member.
- At the discretion of the faculty member, students may not wear jackets, hats, or hoodies of any kind during the testing.
- Faculty members may request the student cover “ripped” jeans.
- Students with long sleeved apparel may be required to pull up sleeves to expose lower arms.
- No food of any kind is permitted during testing. Water or other clear fluid may be allowed at the discretion of the faculty member. The drink must be in a clear container and taken to the faculty member for inspection prior to the exam.
- Students may not leave the room and return once the testing has begun. Once the student leaves the room, their test is completed.
- Timed testing that parallels NCLEX-PN timing occurs throughout the program.
- Respondus and lock down browsers will be utilized during testing procedures.

D. Grading Scales

The nursing program utilizes a different grading scale than that of the college.

The grading scale in all PN courses is as follows:

GRADE	PERCENTAGE
A	92 – 100%
B	85 - 91.99%
C	80 - 84.99%

D	74 - 79.99%
F	73.99% or less

Grades will be given to individual students following each semester. Students will also receive an evaluation of their clinical practice upon completion of each area of clinical experience and at other times as deemed necessary. If at any time students are caught cheating, a grade of "0" will be assigned. For progression in the program, a student must have a letter grade of at least a "C", or 2.0 in all subject areas with a PNP or BIO code.

E. Program NCLEX-PN Preparation

Concept and Evaluation

1. Assessment Technology Institute (ATI)

ATI testing and evaluation of student ATI learning will be utilized throughout the nursing curriculum. Each course will identify ATI's usage within the syllabus for the course. Students understand that attendance is required at ATI's Test Taking Seminar and NCLEX review course. Attendance is beyond the stated hours in the curriculum map.

a. The comprehensive ATI review program offers the following to students:

- An assessment-driven, comprehensive review program designed to enhance student NCLEX success.
- Multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Additionally, online tutorials, online practice tests, and proctored tests are provided and span major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare effectively, helping to increase their confidence and familiarity with nursing content.
- ATI orientation resources, such as the ATI orientation plan can be accessed from "My ATI" tab.
- **It is highly recommended that the students spend time navigating through these orientation materials.**
- Completion of ATI Launch and ATI Capstone experience is required for course completion.

b. Review Modules/eBooks

ATI provides review modules in eBook formats that include written and video materials in key content areas. Student are encouraged to use these modules to supplement course work and to support their learning outcomes.

c. Tutorials

ATI offers unique Tutorials that are designed to teach nursing students how to think like a nurse, how to perform a nursing physical assessment, and how to make sound clinical decision. **Nurse Logic** is an excellent way to learn the basics of how nurses think and make decisions. This learning system offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from **Nurse Logic**.

d. Assessments

There are practice assessments available for students as well as standardized proctored assessments that may be scheduled during courses. These assessments will help student to identify what they know as well as areas requiring remediation called **Topics to Review**.

e. Focused Reviews/Active Learning

- Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood (as determined by an ATI assessment). Remediation tools are intended to help students review important information to be successful in courses and on the NCLEX. Student's individual assessment reports will contain a listing of the Topics to Review. It is highly recommended to remediate using the Focused Review after completion of any practice or proctored tests, which contains links to ATI's eBooks, media clips, and active learning templates.
- Faculty members have online access to detailed information about the timing and duration of time spent in assessments, focused reviews, and tutorials by each student. Students can provide documentation that required ATI work was completed using the "My Transcript" feature under "My Results" of the ATI student home page or by submitting Remediation Templated as required.

Grading Rubric

Practice Assessments (4 points – see specific course grading policy within syllabus)

ACTIVITY	POINTS (4)
Complete practice assessment as assigned	4
* Minimum 1-hour focused review	1
For each topic missed, complete an active learning template, and/or identify 3 critical points to remember, as assigned	1

Standardized Proctored Assessment

(10 points total including above practice assessment points – see specific course grading policy)

LEVEL 3 = 10 points	LEVEL 2 = 9 points	LEVEL 1 = 1 point	BELOW LEVEL 1 = 0 points
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No remediation needed	No remediation needed however, it may be completed for 1 point	Remediation = 2 points *Minimum 1-hour focused review	Remediation = 2 points *Minimum 1-hour focused review
		For each topic missed, complete an active learning template and/or identify 3 critical points to remember as assigned.	For each topic missed, complete an active learning template and/or identify 3 critical points to remember as assigned.
10 / 10 points	9 / 10 points	7 / 10 points	6 / 10 points

Note: Above rubric is an example and can be modified at the discretion of the faculty member teaching the course.

Proficiency Level Expectations

	LEVEL 3	LEVEL 2	LEVEL 1	BELOW LEVEL 1
NCLEX-PN standards in this content area	Exceeds	Readily meets	Just meets	Does not meet
Knowledge demonstrates in this content area	High Level	Adequate Level	Minimum Level	Does not demonstrate minimum level
Performance in this content area	Exceeds most expectations	Exceeds minimum expectations	Meets the absolute minimum expectations	Does not meet the absolute minimum expectations
ATI recommendations for students based on Proficiency Level	Engage in continuous focused review to maintain and improve knowledge of this content	Engage in continuous focused review to improve knowledge of this content	Develop and complete a rigorous plan of focused review to achieve a firmer grasp of this content	Develop and complete an intensive plan of focused review and remediation

Note: The above rubric is an example and can be modified at the discretion of the faculty member teaching the course.

f. U-World

U- World is a NCLEX preparation program that will be utilized to identify an individual NCLEX-PN study plan at the end of the program. The capstone course (PNP 2150) will identify the student's strengths and weaknesses in preparation to take the NCLEX-PN exam. The capstone will assist the student to develop an independent NCLEX-PN study plan.

g. Laboratory Grades

1. General Lab Policies

- No food or drink at the bedside in lab. Any food and/or drink must be kept with the student's belongings and used during break time only.
- Only pencils are to be used for writing needs at the bedside. **NO INK PENS OR MARKERS AS THESE ARE PERMANENT ON THE MANIKINS.**
- All spills need to be cleaned up as soon as possible. If the spill involves any substance other than water or "saline" from IV fluids, notify the lab instructor immediately.
- Any mess in the patient beds or surrounding area needs to be cleaned up by the student who made the mess.
- Students should not bring unnecessary items into the lab. Nursing faculty can advise students from week to week what equipment is necessary during lab time. There is limited space in the lab and book bags, purses, electronics, etc., create a safety and security hazards. The college, nursing program, and nursing faculty are not responsible for lost or stolen personal items.
- Lab time is for putting theory into practice in a safe environment. Students should not be using this time for texting, playing on the computer, sitting around chatting about personal issues, etc. Cellular phones should be on silent and students should step out of the lab if an urgent personal issue needs to be addressed.
- Children are not permitted in the lab.
- No lab group should be released early.
- Respect should be shown at all times by students towards instructors, peers, lab equipment and campus facilities.

2. Equipment

- Furniture and lab equipment need to be returned to an organized and clean state prior to any students being excused from the lab session.
- Do not move high-fidelity manikins out of the bed. They are wired and are difficult to safely place elsewhere in the lab.
- All beds need to be lowered and bedding straightened up at the end of each lab.
- Do not lean on or place heavy items on the bedside stands.
- Any incidents involving equipment or malfunctions need to be reported to the nursing faculty or the Director of Nursing.
- All students should be instructed to reuse supplies unless otherwise indicated (needles and other one-time use supplies need to be disposed of properly). Many

lab simulations will require use of multiple pieces of normally disposable equipment. All unused equipment should be returned to its proper storage place when lab is over.

- Practice medications and syringes are not to be taken out of the nursing lab.
- Students are not to lounge in the patient beds. If they are serving as a patient for practice purposes, they need to be respectful of the lab equipment and cleanliness in the lab.
- If anything is put on a manikin, such as tape, topical meds, or simulated fluids, the students are to clean it off the manikin at the end of the lab.
- Misuse of any equipment will result in disciplinary action up to and including dismissal from the nursing program.
- Students will maintain confidentiality regarding their activities and events occurring during lab, to help maintain the integrity of activities planned for students.

3. Safety

- All sharps and syringes need to be disposed of properly in the biohazard containers available in all labs. Failing to properly dispose of sharps in biohazard containers will be investigated and potential disciplinary action taken to remediate the problem.
- Only sharps and syringes are to be placed into the sharp containers.
- Any accidental needle sticks in the laboratory setting need to be reported immediately to the nursing faculty or the Director of Nursing.
- Students need to report latex allergies to the nursing faculty as soon as possible at the beginning of the nursing program or at which time the student is aware of such allergy while enrolled in the nursing program. The student may be required to submit medical clearance from their healthcare practitioner due to potential exposure to various latex products throughout the nursing program.
- Universal Precautions are to be maintained in all laboratory experiences.

4. Lab Skills

- Students will be responsible for completing all assignments according to the lab assignments outline prior to coming to class. Lab participation is an important factor in lab performance evaluation. Students are expected to take individual responsibility for learning laboratory procedures before evaluation by a faculty member.
- Unsatisfactory lab performance at completion of the semester will result in the grade of "F" for the entire course regardless of the theory grade.
- Laboratory skills experience is a vital component of practical nursing. Technical

skills are learned and developed during this scheduled laboratory experiences. The student who is absent has the responsibility to discuss areas of learning that have been missed with the faculty member, and to seek fellow students who are willing to demonstrate procedures that were missed.

Students are responsible for accurately completing all check off lists. Check off lists must be submitted to the nursing program at the end of the course. Students are to ensure that all required notations, signatures and dates are recorded on the laboratory evaluation tool (LET).

5. Simulation Lab

Students must to complete all pre-assigned simulation activities prior to the start of the simulation experience. Students must complete all post simulation activities as assigned by the faculty member.

6. Proficiency Lab

Proficiency skills cannot be done in the clinical setting until satisfactory completion in the lab. Students will be allowed three attempts to satisfactorily complete a proficiency.

- Students cannot repeat a failed proficiency the same day except at the discretion of the faculty member. Upon unsuccessful attempt of the lab procedure, the student is required to reschedule the proficiency at an available time before the date it is due.
- Students should not put off signing up for a proficiency. Should the student need to repeat the skill, they may miss the deadline.
- If unsuccessful in completing a skill on the day it is to be performed, The student will be allowed one more attempt at the end of class the following week. After 2 unsuccessful attempts; the student will spend 2 hours in the lab practicing prior to your final attempt. All final attempts will be scheduled on days not in class The skill will need to be successfully completed on the scheduled make-up day. If the skill is not successfully completed on the make-up day, it will result in an "F" in lab proficiency which results in an "F" in PNP 1110 regardless of the PNP theory grade: and dismissal from the PN program.
- Students not actively testing are to be practicing while waiting their turn to test.
- Students must perform the lab skill according to established guidelines to satisfactorily complete (pass) the proficiency.

7. Clinical Assignments

a. Clinical Assignments

Assignments to a specific clinical site are faculty decisions and are not subject to change. Students rotate through a variety of clinical experiences. Specific clinical assignments will be made by the faculty member.

- Students need to be aware that the assignment of the clinical site location and time can and will vary based upon the needs of the nursing program.

b. Clinical Grade/Performance

Clinical performance is determined based upon the clinical evaluation tool. If, at the end of the course, the student's clinical performance has not met the objectives, a grade of "F" will be given for the entire course regardless of the theory grade.

- Clinical evaluations will be done on individual students:
 - On a weekly basis
 - May be more frequently at an instructor's discretion
- Each clinical course will define outcomes, requirements, and earned grade within the course syllabus.

c. Clinical Evaluations

- Student clinical performance is evaluated on a weekly basis using the clinical evaluation tool. Both the student and the faculty member complete the evaluation tool each week. The exception to this expectation is during the defined preceptorship experience where the frequency of the evaluation is determined by the course syllabus. A final evaluation is completed at the end of each clinical rotation. Each clinical course will define methods of grading within the course syllabus.

d. Preceptorship

The purpose of this clinical rotation is to enhance the nursing skills and theory knowledge already acquired throughout the program and to prepare the student nurse, for graduation, for the realistic role of the Licensed Practical Nurse. At the end of this preceptorship, the student should meet the program objectives which include:

- Contribute to the identification of holistic needs in the plan of care as a member of the healthcare team.
- Practice evidence-based decision making to establish priorities according to the human needs of the people. Utilize effective verbal, nonverbal, written and computer skills while providing nursing care for the patients with acute health alterations.
- Employ safety and health promotion practices in the clinical setting.
- Demonstrate holistic nursing care within the limits relative to the scope of nursing practice and ethical standards.
- Illustrate advocacy by speaking, writing, or acting in support of people's needs.
- Employ delegation techniques within the scope of practice in providing holistic care.

IX. Attendance

A. Clinical Attendance

- Attendance at clinical orientation or its equivalent is mandatory. Students who do not attend may be removed from the program. The attendance policy for any nursing course will follow that of the PN program. Students are expected to be present for all nursing classes – theory, lab and clinical.
- Punctuality to class and to the affiliating healthcare facility is a must. If an unforeseen circumstance occurs, which will delay arrival, the students must notify the faculty member.
- Traveling to class and clinical is the student's responsibility. Carpools are no excuse for being absent, tardy or for leaving early. It is the student's responsibility to maintain attendance. Students should be especially careful in severe weather conditions. **All students must report 15 minutes prior to the clinical starting time. Those who are not present prior to the clinical starting time may be denied access to the learning experience and counted as absent for that clinical day.**
- **For safety of all stakeholders, students are not permitted to work a midnight shift prior to an early morning clinical. Any student who appears impaired from sleep deprivation or chemical substance usage will not be permitted to participate in the clinical day and will be counted absent. In case of suspected chemical substance usage, an immediate drug test will be requested. Students who refuse the requested drug test will be immediately removed from the program. The student will incur the cost of the drug testing fee.**

B. Clinical Call-Off

Students unable to be in attendance for clinical proactively must personally notify the faculty member responsible one hour prior to the time of the assignment. The faculty member must be notified each day clinical will not be attended. Clinical attendance is strict. If the student does not contact the faculty member prior to the experience, the student will receive an unsatisfactory grade on the clinical day.

C. Clinical Make-up

- The educational design of this make-up experience will be at the discretion of the faculty. Students will pay a \$75.00 fee per clinical day experience, and the fee must be paid in advance.
- In the case of clinical absence(s) faculty will review the student's progress and determine if the student is able to meet clinical objectives. Inability to meet clinical objectives will result in unsatisfactory clinical performance and will result in dismissal from the nursing program.

D. General Guidelines

- Students may be required to submit a return to class, lab and/or clinical slip from their healthcare provider for prolonged illness, pregnancy, post-op status or with a change in health status. Students must provide documentation from their provider; stating they have been released without restrictions with the exception of a pregnant student who may have restrictions as identified by their healthcare provider. It will then be at the decision of the faculty who are able to determine if these restrictions still allow the student to meet clinical objectives. In other cases, students who are not released without restrictions are not permitted to attend clinical and therefore are unable to meet clinical objectives. It is the student's responsibility to notify their immediate faculty member and Director of Nursing of any changes in their health status.
- Punctuality is a must. If a student is unavoidably detained, he/she should report to the nursing faculty the reason for his/her tardiness. Nursing faculty has the discretion to delay entry to the learning experience until a scheduled break.
- If you are unable to attend class or lab please notify course faculty before 8:00 am, stating your name and that you will not be in. Clinical attendance may require an earlier call off.
- Attendance is a must! The student is responsible for making up all assignments and class work. The student should see the faculty member concerning assignments and materials missed. The student remains responsible for any announcements or materials covered. It is the student's responsibility to find out what has been missed before the next learning session.
- Attendance is tied to grades. Absence of:
 - 8 hrs. of theory and/or lab during PNP 1110
 - 3 hrs. of Pharmacology
 - 9 hrs. of PNP 1130 theory
 - 9 hrs. of PNP 2140 theory
 - 1.5 hrs of Seminar PNP 2150

Dictates a drop in one (1) letter grade. For example: for PNP 1110, an absence of 8 hrs. = 1 letter grade drop; 16 hrs. = 2 letter grades drop ("A" drops to "B", "B" to "C", etc.). Chronic tardiness is accumulative toward absence hours. Extenuating circumstances shall be brought to the attention of the faculty who in turn will take the matter to the Director of Nursing (extenuating circumstances would include hospitalization of self , spouse or child, accidents, death of an immediate family member).

E. Pregnancy

It is the responsibility of the student, to notify nursing faculty as soon as pregnancy is confirmed. The student will also provide a release without restriction from their provider post-delivery. The student is expected to meet the same theory/lab/clinical objectives which are required for all nursing students.

F. Emergency Mass Notification System

Belmont College utilizes an emergency mass notification system. The system, titled BeAlert will send students a text message, email, and voice message in the event of college cancellations, delays, or an emergency situation on campus.

It is the student's responsibility to maintain current contact information for the system.

G. Health Services

Belmont College does not have an infirmary. In the event of a medical emergency on campus, 9-1-1 must be contacted from the closest college phone. Emergency medical service will be dispatched to evaluate the person. The injured/ill will make the decision to be transported to a medical facility for further evaluation. An Accident/Incident report must be completed immediately by the person for any accident, illness, or incident on campus.

- **Insurance**

All students are responsible for their own medical, accident and health insurance and/or medical costs. The college has no medical insurance to cover students.

- **Liability**

It is necessary for the student to be covered by a professional liability insurance policy. The fee for this policy is included within the program's cost. The policy covers a student's liability only while participating in program-sponsored activities.

X. Vaccination and Health Assessments

A. Physical exam and Health Assessments

Students are responsible for completion of all healthcare requirements as outlined in the nursing student handbook under the category health services. Completion of physical exam not more than twelve months prior and immunity titers not more than three years prior to the PN program is required.

Any accident, illness, or pregnancy must be reported immediately to the faculty member to ensure that neither students nor patients are exposed to unnecessary health hazards. Student wellness includes both physical and mental well-being sufficient to meet the demands of the program.

B. Drug Screen

- All students will be required to submit to drug screening at time of entry or upon readmission to the nursing program or as requested by the nursing faculty and/or Director of Nursing. Positive drug screens may result in immediate removal from the nursing program. Student's refusal/failure to submit to a requested drug screen will result in immediate removal from the nursing program.
- If a student contests the drug screen results, the drug screen may be repeated one time. If the second result is positive the student will be immediately removed from the nursing program.
- Random drug testing may be required at the discretion of the Director of Nursing and/or Nursing Faculty based upon the student's behavior. The student is responsible for the cost associated with all drug testing.
- If a random drug screen's result is contested, the student may contest the results one time and request a retest at their own expense. The student will not be permitted in the clinical setting until the issue is resolved through demonstration of a negative drug screen. The clinical make-up policy will be followed.
- Students who are taking prescribed controlled substances as identified on their drug test must submit documentation from their provider that the identified substance is present due to prescriptive health needs of the student.

Health and immunizations requirements are not a stipulation for entrance to Belmont College (the "College"). However, students seeking entrance to any of the College's healthcare programs are subject to health and immunization requirements as a direct result of the demands of the healthcare facilities utilized by the programs to achieve student learning outcomes. Those students who are choosing to enter a healthcare profession must sincerely reflect on the personal healthcare requirements that they may face as a student and later as a professional.

Healthcare facilities are requiring College students to demonstrate proof of compliance with their health and immunization requirements prior to entrance into the facility for clinical experiences. Entrance to any healthcare facility by College students is a privilege which can be revoked due to non-compliance with the signed clinical contract which outlines their health and immunization requirements.

The College's healthcare programs generally require clinical experiences at a wide range of facilities, to choose not to participate at facilities where vaccines are required limits a student's ability to achieve the skills required by the program's learning outcomes and may result in failure to complete the program.

Many facilities with health and immunization requirements have provisions for exemptions based upon religion or specific medical considerations. Students who receive vaccine exemptions from a clinical facility must follow the facility's policies pertaining to these exemptions..

Some clinical facilities are requiring the College to determine exemptions based on religious or specific medical conditions. All exemptions processed by the College will be initiated by the individual seeking an

exemption from the College and will be valid for the length of the current academic year, unless specified differently by a healthcare facility's exemption policy. A student must reapply for an exemption each academic year or upon reinstatement or change of program. Students must provide a copy of the approved medical exemption to the College from their healthcare provider. All exemptions are subject to review and may be rescinded based upon new healthcare guidelines. Any student who receives a vaccine exemption from the College must follow any healthcare facility's policies pertaining to the exemption and assumes the cost of any additional requirements set by any facility for those who are not vaccinated, including, but not limited to, mask fit testing or additional disease testing.

It's the student's responsibility to seek exemptions in a timely manner that will not delay his/her scheduled entrance to their assigned healthcare facility. Any absence due to the exemption review process not being completed by the time of planned entry to the healthcare facility is at the fault of the student. These absences will not be excused and will be made up only as permitted and outlined by the healthcare program. Students are to obtain the necessary paperwork from their healthcare program. All completed paperwork is to be returned to the healthcare program in a timely manner.

The College cannot guarantee the availability of an exemption at any healthcare facility. The decision denying an exemption by the College is final and cannot be petitioned. However, a student may reapply for a previously denied exemption based on new and additional information. Refusing to comply with the health and immunization requirements and policies of a healthcare facility may result in failure to meet the requirements of the academic program. Such a choice is at the student's own personal risk and could prevent the student from successful completion of the academic program. The College is not responsible for providing for any illnesses or healthcare expenses acquired by the student in relation to their clinical experiences. It is not responsibility of the program to seek an alternate clinical site if an exemption issues cannot be resolved.

Please read these requirements carefully to prevent the need for repeated testing and/or removal from the program.

- Proof of influenza (flu) immunization or exemption due by October 15th
- Proof of Tdap (Tetanus, Diphtheria, Pertussis) that has been administered within the past 10 years.
- TB testing:

One of the following completed after June 1st of the current year:

- 2 step TB skin test (administered 7/21 days apart)
Or
- QuantiFERON Gold blood test (lab report required)
Or

Chest x-ray

If positive results, from a TB skin test or QuantiFERON Gold Blood test, submission of a clear chest x-ray report is required.

The renewal date will be set for 1 year. Upon renewal, one of the following is required:

- 1 step TB skin test
Or
- Chest x-ray
Or
QuantiFERON Gold blood test (lab report required)
- If previous positive results, from a TB skin test or QuantiFERON Gold blood test, submission of a clear chest x-ray will be required.

All 2 step TB testing must be done after June 1st of the current year.

A 2 step TB test is as follows:

1. First step: intradermal needle stick into the forearm followed by assessment of the site 48 to 72 hours later.
2. Second step: intradermal needle stick to the forearm followed by assessment of the site 48 to 72 hours later.

Common reasons for student's TB being rejected:

- Site is not read within 48 to 72 hours following each needle stick.
- There MUST be 7 to 21 days in between the first intradermal needle stick and the second intradermal needle stick.
- The student must upload proof of both steps at the same time to their CastleBranch account.
- All two-step TB tests must have occurred after June 1st of the calendar year following acceptance even if the student had one last year or before the June 1st date.
- Students will submit a one-step TB test the following year which is done after June 1st.
- Titers for the following which have been completed within the last three years prior to entry into the Program:
 - All students should submit titers before any vaccines.
 - MMR (Measles, Mumps, and Rubella) if the titer is negative or equivocal then reimmunization will be required.
 - Varicella (Chicken Pox) if the titer is negative or equivocal then reimmunization will be required.
 - Hepatitis B if the titer is negative or equivocal then reimmunization will be required.
- Students will also sign and upload to CastleBranch the form known as "Immunization Non-Conversion Form" along with the required reimmunizations following any negative or

equivocal titers for MMR, Varicella and/or Hepatitis B. Students understand that they are a potential non-converter for immunity and accept the risk of occupational exposure.

It is not acceptable to just provide dates of vaccine administration unless the vaccine's series is currently being completed. Childhood immunizations are not accepted. The immunizations for MMR and Varicella are two different vaccines and are administered in two separate dosages. The initial Hepatitis B series is administered in two to three separate dosages. Titers follow the completion of these series. The student who has previously received these immunizations will need to obtain a titer first to see if reimmunization is required. Ultimately, all students will submit titers for MMR, Varicella, and Hepatitis B.

If the student can provide proper documentation from their healthcare provider that demonstrates previous life-threatening allergic reaction(s) to the immunization, the Director of Nursing at her discretion can waive the requirement. The student must understand that such waiver may prevent clinical placement that can prevent the student from successfully completing the nursing program.

C. CastleBranch (CB)

- All students will be required to comply with CastleBranch procedures such as drug screening, uploading of required immunity documents, uploading of background checks, uploading required program forms, and completion of all required independent learning activities.
- The student's name must be visible on ALL documents uploaded. The students are responsible for monitoring the CB account for acceptance or denial of submission! The student acknowledges responsibility for maintaining ongoing compliance with the CB account. Failure to maintain a current and compliant CastleBranch account will result in removal from the weekly clinical experience. The absence must be made up by the students as previously outlined.

D. Emergency Care

- Student medical or emergency care in case of illness or accidents occurring while on duty in the clinical area is provided in conformity with the standard health care service extended to the employees of the facilities, as defined in personnel policies for the facilities. Any illnesses or accidents occurring while on duty will be reported at once to the faculty member. The student must be evaluated by a health care provider before returning to the clinical setting with an authorization to resume duties without restrictions.
- The affiliating hospital receives compensation for the aforesaid care through insurance plans maintained by the student or through self-pay of the student.
- An Accident/Incident Report must be completed immediately by the person(s) for any accident, illness or incident on campus or clinical site. Any absence must be made up by the student as previously outlined.

E. Guidance & Counseling Services

Academic counseling is provided by Belmont college advisors, PN faculty and the Director of Nursing. Personal counseling is not provided by Belmont College. Those students in need of personal counseling are encouraged to seek out appropriate mental health care.

XI. Professional Ethical Behavior

A. Dress Code

PN students in complete uniform will present a neat, well-groomed appearance. Student uniforms must be worn in the campus labs and clinical setting including pre and post conference. The student must recognize that their actions and behavior while wearing their student uniform can be disciplined if they are contrary to the program's code of conduct. The scrub top is to be covered by a lab coat when the student is not in the clinical area. The uniform and lab coat must freshly laundered: cleanliness on body and clothes and deodorant use are imperative for the nurse. Uniform pant hems must not touch the floor.

Uniform

- Uniforms will be worn for all clinical and laboratory experiences at the college. Uniforms will be worn when students are serving in the clinical area. The complete uniform includes a navy-blue scrub top with the embroidered Belmont College logo and navy-blue pants, black socks and black nursing shoes. Student's shoes should not have heels higher than two inches. Black athletic shoes may be worn. Neutral color striping of the shoe is acceptable. These shoes should only be worn for clinical practice. No clogs or sandals are to be worn. No sweaters or lab coats are to be in the clinical unit. Students may wear a plain white or navy-blue long sleeve form fitting shirt under the navy-blue scrub top for personal comfort. Sweatshirts may not be worn over the blue scrub top while in class, lab, clinical settings.
- Students must be appropriately groomed and dressed for any virtual learning experiences as the camera feature must be turned on to ensure student presence and participation.

Hair

- Must be neatly, styled, secured away from the face, and must not touch the uniform. Long hair with ponytails must be neatly pinned up off the shoulders for cleanliness and student safety. Elaborate or extreme hair styles are not acceptable while in uniform. Unusual or unnatural hair color is not acceptable. No brightly colored hair pins, combs with jewelry or ribbons can be worn. White, black or brown conservative accessories are permitted. Beards and mustaches need to be trimmed and well-groomed, otherwise clean shaven.

Jewelry

- Non-traditional body and facial jewelry (e.g., tongue, eyebrow, lips, nose piercings, gauges, bars, ear-to-ear chains, etc.) may not be worn while in clinical or lab, and any resulting piercings should be covered by a flesh-colored plug. The only permitted jewelry is a watch with a second hand,

name tag, and wedding ring. Wedding rings and watches should not contain gems or stones.

Nails

- Must be kept short and clean. Artificial nails are not permitted. Nails are to be free of polish.

Make-up

- Should be used in moderation.

Shoes

- Should be clean and shoestrings should be clean.

Perfumes, colognes, or aftershave

- Should be avoided while in uniform.

Gum chewing

- Is not permitted in the clinical and laboratory area.

Smoking and e-cigarettes

- Are permitted only in designated areas at Belmont College. All clinical sites are smoke-free. Uniforms must NOT have an odor of tobacco.

Name tags

- All students must wear a Belmont College issued name tag.
- All name tags issued by the clinical site must be returned to the clinical faculty at the completion of the program or upon exit of the program.

Tattoos

- Must be covered appropriately while in uniform.

Miscellaneous

- Wild eyes contacts are prohibited.
- Eyelash extensions are prohibited.
- Lab jackets must cover uniforms while going to and from clinical areas.
- Students are always representatives of Belmont College. They must conduct themselves professionally and with dignity when wearing their uniforms. The nursing student's activities must

represent those with a sincere interest in the profession of nursing. Students are accountable for their nursing practice and are responsible for their actions. While in uniform, the student must exhibit professionalism as a representative of Belmont College and the profession of nursing and may not post or communicate any violation of professional behavior. No alcohol may be consumed while in uniform.

B. Background Check

The student is aware that:

- Criminal information on their background check will be shared with clinical sites. Active investigations will not be shared with clinical sites unless it is an absolute bar to licensure per the Ohio Board of Nursing (OBN).
- Clinical sites can prevent the student from entering their clinical environment based on a variety of reasons, including background check and/or legal action, thus impacting the student's ability to progress in the nursing program.
- The student/graduate will need to share this information via an updated state and federal background check with the Ohio Board of Nursing (OBN) upon application for the NCLEX exam. The OBN will at that time decide if the graduate is eligible to sit for the NCLEX exam.
- The State of Ohio has published absolute bars of disqualifying offenses to licensure. The student has been provided the OBN's Disqualifying Offenses Criminal History Fact form and OBN's Potentially Disqualifying Offense Determination Request form. The student is aware that this information is readily available on each state board of nursing website for public access.
- The student agrees to notify the Director of Nursing at Belmont College of any change in legal status during the nursing program that may impact their ability to attend clinical experiences or eligibility for the NCLEX exam. The student understands that failure to report a change in their legal status may result in dismissal from the nursing program.
- This information should be shared with current and future employers.

Notification of issues with previous facilities

- Students must notify the nursing program of any past/present issues with any healthcare facilities that would prevent their participation in clinical, especially those that made the student ineligible for rehire.

Notification of disciplinary investigations/actions

- Students must notify the nursing program of any new disciplinary investigations/actions to any licensures or certifications such as their STNA. Such events may result in removal from the nursing program.

C. Social Networking

The nursing faculty and administration recognize that social networking and media sites are popular means of communication. While we encourage the use of technology as a resource for students' academic endeavors, we also expect that these resources be used in an appropriate manner. We have determined that the following uses of social networking media and communication technology can be violations of the nursing students' code of conduct. This includes but is not limited to media such as Facebook, chat rooms, X, Instagram, text messages, emails, blogs and cell phone photography.

- A student may not post or communicate any patient information such as name, initials, age, gender, medical diagnosis, nursing diagnosis, care, intervention, or clinical activities. This includes written and photographic information. Posting such information may be violation of Health Insurance Privacy and Portability Act of 1996.
- Such actions by the student may result in removal from the nursing program.
- A student may not 'friend' a clinical patient, former patient, or patient's family while a student in the nursing program. A student should not accept as a "friend" as patient or former patient, if such a request is made. We consider this a violation of the Ohio Board of Nursing student conduct guidelines.
- A student may not post or communicate personal and private academic information of another student. This includes but not limited to grades, skills performance, clinical performance, or evaluation. These types of postings are considered FERPA violations.
- Following the program policy guidelines, a student may not post or communicate abusive, threatening, or vulgar language, derogatory or unflattering comments, or threats of violence which are directed toward another student, faculty, administration, clinical staff, or patient/patient's family.
- A student may not "friend" the Director of Nursing, nursing Faculty, and teaching assistants while enrolled in the nursing program.
- The student will not discuss patients or clinical events in public spaces or with others with no need to know.
- The student may not take any photos while in the clinical setting. This includes not only photos of patients but of themselves or others due to the potential of violating HIPAA laws
- Violations of the Social Networking policy will be reviewed by the Director of Nursing and faculty for disciplinary action. Students are expected to follow the nursing program's policies as well as the college's code of student conduct. Students can be immediately dismissed from the nursing program for any violations of the social media policy.

D. Academic Dishonesty

Academic dishonesty includes but is not limited to, the following acts:

- Cheating: use or attempted use of unauthorized materials or information in an academic exercise, i.e., cheat sheets, use of term paper company services, etc.
- Giving unauthorized information to another student, or receiving unauthorized information to another student, during any type of examination, test, or assignment including clinical assignments including electronic collaboration, such as internet, email, etc.
- Obtaining or providing questions or answers relating to any examination or test.
- Using unauthorized sources of information during any examination or test.
- Asking or arranging for another person to take any examination or test in one's place.
- Fabrication: falsifying or inventing information or neglecting to follow established guidelines or documentation, i.e., creation of evidence to prove an experiment, etc.
- Collaboration: assisting others in engaging in academic wrongdoing, i.e., stealing tests permitting copying during a test, etc.
- Denying others access to learning materials, i.e., theft or destruction of college property or personal property of others.
- Plagiarism: Although the PN faculty encourage the use of textbooks and other printed teaching material by the students when completing assignments, plagiarism is not permitted. Using another author's work must be referenced by the student, so that plagiarism does not occur. Students copying other students' work is a violation of Belmont College's academic misconduct policy and the student will be subjected to the consequences contained in the academic code of Belmont College.

E. Code of Conduct

Students in the PN program are expected to behave responsibly professionally, with due consideration for the setting, and to respect the rights of all others. When a student fails to live up to these expectations, Belmont College reserves the right to act when appropriate, including legal action or suspension as specified in the college code of conduct. A complete copy of the student code of conduct is available in the college catalog.

Students are always representatives of the school, both in and out of class. Students must conduct themselves with dignity as all students are members of the nursing profession. The student is accountable for their nursing practice and is responsible for their actions. Additionally, the nursing program has adopted an honor code for all nursing students.

F. Honor Code

The core values of Belmont College are knowledge acquisition, integrity, openness, care, and respect. All members of the college community are expected to maintain and support these core values. The nursing programs at Belmont College have an honor code to reflect the college's core values.

As a nursing student at Belmont College, I pledge to be an active learner in my

education and uphold the values of honesty, integrity, and respect in all my student activities including but not limited to my academic work and my interactions with patients, clinical staff, peers, faculty, and members of the community. I further resolve to refrain from the use of any alcohol, illegal drugs or prescription medication that may alter my judgement and abilities to be an active learner and/or to provide safe care to my patients. In the spirit of openness, I will report to my faculty member any violations of this code of conduct.

G. Ohio Board of Nursing (Rule 4723-5-12)

A student's conduct while providing nursing care, includes, but is not limited to the following requirements:

1. A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
2. A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
3. A student shall not falsify any patient record, or any other document prepared or utilized in the course if, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
4. A student shall implement measures to promote a safe environment for each patient.
5. A student shall delineate, establish, and maintain professional boundaries with each patient.
6. At all times when a student is providing direct nursing care to a patient the student shall:
 - a. Provide privacy during examination or treatment and in the care of personal or bodily needs;
 - b. Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
7. A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B) (20) of section 4723.28 of the Revised code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised code for a practical nurse.

8. A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code.
9. A student shall not:
 - a. Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient
 - b. Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse
10. A student shall not misappropriate a patient's property or
 - a. Engage in behavior to seek or obtain personal gain at the patient's expense
 - b. Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense
 - c. Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships.
 - d. Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

11. A student shall not:
 - a. Engage in sexual conduct with a patient
 - b. Engage in conduct in the course of practice that may reasonably be interpreted as sexual
 - c. Engage in any verbal behavior that is seductive or sexually demeaning to a patient
 - d. Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient

For the purpose of this paragraph, the patient is always presumed incapable of giving free full, or informed consent to sexual activity with the student.

12. A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
 - a. Sexual contact, as defined in section 2907.01 of the Revised Code

- b. Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning
- 13. A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule 1 controlled substance.
- 14. A student shall not habitually or excessively use controlled substances, other habit-forming drugs, alcohol or other chemical substances to an extent that impairs ability to practice.
- 15. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.
- 16. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.
- 17. A student shall not assault or cause harm to patient or deprive a patient of the means to summon assistance.
- 18. A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.
- 19. A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
- 20. A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board or administration of medications as a medication aid without a certificate issued by the board.
- 21. A student shall not prescribe any drug or device to perform or induce an abortion or otherwise perform or induce an abortion.
- 22. A student shall not assist suicide as defined in section 3795.01 of the Revised Code.

23. A student shall not submit or cause to be submitted any false, misleading, or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.
24. A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibility through social media, texting, emailing or any other form of communication.
25. To the maximum extent feasible identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
26. For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

Last updated February 1, 2022, at 8:50am.

H. Disciplinary Measures for Misconduct

The PN faculty define unprofessional behavior as that behavior which is inappropriate to the practice of nursing. It is exemplified by, not limited to the following:

- Behavior endangering safety – this includes any act of omission or commission by a student which potentially endangers any individual in the course of any clinical, lab, practicum, or classroom situation.
- Disruption of instructional activities or services. This includes student conduct which substantially interferes with the provision of instructional or support services including lecture, seminars, discussion group meetings, laboratories, clinical session, study facilities, examinations, or tests. It includes but is not limited to:
 - Use of loud or inappropriate speech
 - Use of abusive language or profanity
 - Exposure of self or offending literature
 - Disregard for others

- Use of personal cell phone, papers, or other electronic devices: all devices must be silenced and are not permitted to be used in class prior permission from faculty member.
 - No recording devices will be allowed during any nursing class.
- Damage to property or theft. This includes student conduct which leads to damage to, or theft of college property, or the personal property of faculty members, staff, or fellow students or from any clinical site.
- Violence towards individuals. This includes violence, threatening statements or aggression of any kind including physical, verbal or written towards faculty members, staff, or fellow student. Students will be dismissed from the classroom setting and/or from the program. This includes but it not limited to:
 - Rumors or gossip
 - Subjective derogatory remarks toward others
- Sexual misconduct – in interactions with patient, families, staff, faculty, and peers at all times. Students should not:
 - Engage in conduct that may reasonably be interpreted as sexual
 - Engage in any verbal behavior that is seductive or sexually demeaning to a client or may be reasonably interpreted as
 - Engage in any behavior that may reasonably be interpreted as seductive or sexually demeaning.
- Lying in print or in person to the faculty member or supervisor.
- Use of alcohol or drugs. This includes violation by students of the liquor statutes and regulations or the committing of any drug related offense according to Belmont College policy. This includes but is not limited to:
 - Drug/alcohol influence or the possession of drugs/alcohol
- Unlawful entry to Belmont College buildings. This includes unlawful entry to offices, rooms, labs, and personal belongings, such as purses, folders, or briefcases, at Belmont College or clinical facilities.
- Breach of confidentiality related to patient, families, peers, staff or faculty
- Failure to participate in classroom activities:
 - Unprepared for classroom or clinical experiences due to lack of reading or completion of assignments
 - Failure to participate in classroom discussion or practice, such as sleeping, completion of other assignments during class hours or social interaction with others.
 - Eating in the classroom without prior approval.
 - Bringing children to class, clinical, or laboratory activities.

I. Professionalism, Clinical and Academic

Students found committing any form of Academic/Professional Misconduct may be dismissed from class, clinical or other program areas. The appropriate penalty for any act of misconduct committed in the course of study is the assignment by the faculty member of a grade of "F" for either the exercise or the course as is appropriate disciplinary actions, according to Belmont College Academic Misconduct Policy in the student handbook or PN Program Policies.

If, at any time, a faculty member feels the student is not physically or emotionally able to deal with the experiences of a particular day, the faculty member may dismiss the student. The faculty member may also ask the student who has not behaved in a professional manner or who has not come prepared for the class or clinical experience to leave the clinical/class area. If asked to leave the clinical area, the experience for that day will result in an unsatisfactory grade for the clinical experience. The student must then meet with the Director of Nursing to receive permission to return to the clinical area. The clinical make up policy will then be followed should a student be dismissed from a clinical experience by the faculty member and/or Director of Nursing.

Student Recourse:

If a student disputes an allegation of academic dishonesty and/or the penalty applied, the student should follow Belmont College's established grievance procedure as outlined in the Student Handbook/College Catalog.

J. National Licensing Exam NCLEX-PN

Section 4723.28 of the Ohio Revised code requires the Ohio Board of Nursing to take certain steps before considering the applications of students convicted of crimes to take the State Board Exam. Such students may be denied permission to sit for the licensure exam. **Therefore, the Director of Nursing must be notified by any nursing students convicted of a crime (including any felony, crime of moral turpitude, and drug or alcohol conviction) prior to entry or during completion of the nursing program.**

The Ohio Board of Nursing application also request information pertaining to the applicant's history of pedophilia, exhibitionism, voyeurism, bipolar disorders, schizophrenia, paranoia, or other psychotic disorders. Students with these or related disorders may be denied permission to sit for the licensure exam. Therefore, the Director of Nursing must be notified by the nursing student of such a history prior to entry or during development of completion of the program. If a student does disclose this information, he/she may face removal from the program.

Candidates who wish to sit for the NCLEX-PN examination will be required to submit their fingerprints to the Bureau of Criminal Identification and Investigation (BCI) and the Federal Bureau of Investigation (FBI).

K. Student Concerns

The PN faculty want students to be successful. Please do not hesitate to ask questions. Read assignments prior to class time so that students are prepared. Faculty members are willing to answer question, re-demonstrate skills or review assignments, but it is the student's responsibility to seek this help.

Faculty office hours, office phone number and email are posted on the course syllabus.

If unforeseen circumstances occur and the student needs to withdraw from a nursing class, the student must meet with the Director of Nursing prior to withdrawing. Academic advisors will not withdraw students from nursing course until the meeting with the Director of Nursing is completed.

The faculty tutoring sessions are conducted to assist students with their academic success. Dates and times for these sessions are developed by the faculty member who is teaching the theory course. Faculty reserve the right to develop the method of delivery for this additional support.

Class representatives are elected by the student body. If representative become unable to serve, a new representative will be elected.

Class representatives are welcome to attend the first ten minutes of any scheduled faculty meeting to discuss student concerns with the Director of Nursing and nursing faculty.

Individuals students may request a private meeting with the Director of Nursing and available nursing faculty members.

a. American with Disabilities Act

It is the policy of Belmont College to provide reasonable accommodations to persons with disabilities. If students have a physical, mental, or learning disability and wish to request such accommodation, students must contact the Access Advisor in student services.

b. Title IX

If you have experienced sexual harassment, sexual assault, domestic or dating violence or any other behavior that has made you feel unsafe or unwelcome the College has resources to help.

Definitions:

- **Sexual assault:** any actual or attempted sexual contact made without a person's consent.
- **Sexual harassment:** unwelcome sexual conduct that creates a hostile, intimidating, or unsafe environment.
- **Stalking:** a course of conduct directed at a specific person that would cause a reasonable person to fear for their or others' safety, or to suffer substantial emotional distress.
- **Dating violence:** includes violence by a person who has been in an intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.
- **Domestic violence:** includes asserted violent misdemeanor and felony offenses

committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law or anyone else protected under domestic or family violence law.

- **Retaliation:** retaliation means any adverse treatment that is taken because a person engaged in protected activity (e.g., opposing discriminatory practices, filing a complaint, or participating in an investigation).
- **Consent:** consent is a knowing, voluntary, and mutual agreement to engage in sexual activity. Consent can be withdrawn at any time.

Know your rights:

- You have the right to learn and work in a safe environment. Belmont College follows a zero-tolerance policy for all forms of sexual misconduct and gender-based discrimination.
- You have the right to a prompt and fair investigation. Belmont College is required to investigate all reports of sexual misconduct within 60 college workdays.
- You have the right to file a complaint without fear of retaliation. Complainant or witnesses who report sexual misconduct are protected from retaliation under the law.
- You have the right to access support and health services. Belmont College offers confidential counseling services and can connect you with on and off campus resources to help you heal.

Where to get help: Belmont College Title IX Coordinator

L. Technology Requirements

Canvas IT Requirements for Students

Supported Browsers:

- Chrome (latest version)
- Firefox (latest version)
- Edge (latest version)
- Safari (latest version for Mac)
- Operating Systems:
- Windows, Mac, Linux, iOS, Android
- Computer Specifications:
- At least 1GB of RAM
- Internet Speed:

- Minimum 5 Mbps, ideally 10 Mbps or more
- Mobile Devices:
- Canvas mobile apps require Android 8.0 or later and iOS 16.0 or later.
- Additional Requirements:
- JavaScript and cookies must be enabled
- Web camera and microphone for proctored exams
- Respondus LockDown Browser for secure testing
- IT Requirements for ATI
- Supported Browsers:
- Chrome (latest version)
- Firefox (latest version)
- Safari (latest version for Mac)
- Edge (latest version)
- Operating Systems:
- Windows 10 or later
- Mac OS X 15 or later
- iOS 15 or later for iPads
- Android 12 or later for tablets
- Computer Specifications:
- Minimum 4GB of RAM
- Minimum resolution of 1024 x 600
- Internet Speed:
- Minimum 5 Mbps, ideally 10 Mbps or more
- Additional Requirements:
- JavaScript and cookies must be enabled
- Web camera and microphone for proctored exams