



Pre-Licensure (PL-BSN) Nursing Student Handbook



Fall 2024

Anna Maria College is accredited by the New England Commission of Higher Education

The Pre-Licensure Bachelor of Science (PL-BSN) program is approved by the:

Massachusetts Board of Registration in Nursing (BORN)

250 Washington St., 3rd Floor

Boston, MA 02108

1-800-414-0168

<http://www.mass.gov/orgs/board-of-registration-in-nursing>

The Baccalaureate nursing program at Anna Maria College located in Paxton, is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

(404) 975-5000

www.acenursing.org

DISCLAIMER

The faculty of the Anna Maria College nursing program makes every effort to ensure the accuracy of this Handbook at the time of publication. The faculty may be required to correct, revise, delete, or add a policy for the purpose of maintaining compliance with regulatory and/or accreditation requirements and standards; in the event this occurs, the student will be notified in any of the following methods. They are:

- Anna Maria College email or a written letter from either a College or nursing program Administrator/Dean sent via the US Mail.
- Revised nursing program student handbook posted on the Anna Maria College website.
- Written announcement on the nursing course Engage Learning Management System website.

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Dear Nursing Student,

The nursing faculty and administration at Anna Maria College (AMC) welcome you into the prelicensure BSN nursing program. Whether you are beginning or continuing your education, your perseverance in previous coursework has brought you one step closer to earning your degree for a rewarding, lifelong career in nursing.

This *Prelicensure BSN Nursing Program Student Handbook* is developed to complement the *Anna Maria College Undergraduate Student Catalog* and the *Anna Maria College Undergraduate Student Handbook*. The additional policies outlined in this *Prelicensure BSN Nursing Program Student Handbook* are designed to address the academic and clinical expectations specific to student nurses at Anna Maria College. These policies reflect regulations set forth by the Massachusetts Board of Registration in Nursing (MABORN) and standards set forth by the Accreditation Commission for Education in Nursing, Inc. (ACEN). We recommend that you familiarize yourself with all these documents to provide guidance and to serve as resources throughout your educational experience in the prelicensure BSN nursing program.

You are responsible for reading this *Prelicensure BSN Nursing Program Student Handbook* and abiding by all policies therein. After reading this Handbook, please contact the Dean of Nursing if you have any questions. The last pages of this Handbook are forms for you to read and sign. This documentation indicates that you have read and understand the policies and agree to abide by them. Upload the signed form (Appendix P) to the nursing student record storage system.

The faculty reserves the right to revise nursing policies, procedures, and curriculum at any time. Policies and the nursing curriculum may be modified in response to approval or accreditation standards, with or without prior notice. Health care agencies may also mandate changes in policies or procedures. If any changes occur, students will be notified in writing or via Anna Maria College email by the Nursing Department.

The Anna Maria College Nursing faculty and administrative staff wish you great success as you pursue your nursing education at Anna Maria College.

Sincerely,

The Anna Maria College Nursing Department

Anna Maria College and Anna Maria Nursing Program Nondiscrimination Policies

Anna Maria College does not discriminate based on gender, race, creed, color, religion, national origin, ethnic background, disability, military status, genetic information, age, sexual orientation, or socio-economic status in the administration of its educational policies, admissions policies, scholarships, loan programs, and other College administered programs.

Anyone who has experienced unlawful discrimination may file a complaint with:

Affirmative Action Coordinator:

Corina Hendea

Socquet House

Anna Maria College

Paxton, MA 01612-1198

508-849-3444

The Anna Maria College Prelicensure BSN nursing program adheres to the College nondiscrimination policy. Furthermore, the Anna Maria College Prelicensure BSN nursing program does not discriminate based on gender, race, creed, color, religion, national origin, ethnic background, disability, military status, genetic information, age, sexual orientation, or socio-economic status in the administration of the following policies and practices of the nursing program.

PROGRAM INFORMATION

MISSION OF THE NURSING PROGRAM

The nursing program at Anna Maria College embodies the College's mission and the traditions of the Sisters of St. Anne. By creating a supportive learning community for students from all backgrounds and beliefs, the nursing program develops professional nurses who have a strong foundation in the liberal arts, have moral and ethical values, who are clinically competent, and who are committed to the art and science of nursing. Based on the principles of social justice, the nursing program facilitates students' ability to care for themselves and others as they advocate and provide for wholeness and healing through service to humankind.

GOAL OF THE NURSING PROGRAM

The primary goal of the nursing program is to educate nurses prepared for safe and compassionate practice in contemporary healthcare environments. The goal is met through the student achievement of the defined student learning outcomes of the nursing program (Pre-licensure Bachelor of Science in Nursing/PL-BSN, or RN to BSN).

PHILOSOPHY OF THE NURSING PROGRAM

The philosophy of the Anna Maria College nursing program emanates from the faculty's beliefs concerning the nursing profession, client/patient, environment, health, nursing, and teaching and learning in both the client/patient care and nursing education settings. These beliefs are informed by and incorporate concepts from contemporary established professional nursing standards, guidelines, and competencies for baccalaureate programs.

The nursing curriculum is modeled from state and national nursing core competencies, most notably the *Massachusetts Nursing Core Competencies*. Integral to the curriculum are critical thinking, writing, and cultural competency. Spirituality, which fosters a religious and moral sensitivity, is a core component of compassionate nursing care and is woven throughout the curriculum as one of the five dimensions of health (spiritual dimension). Behavioral and physical sciences and liberal arts are the foundation for simple to complex problem-solving in-patient care and the teaching/learning process. The curriculum incorporates a focus on advocacy in health promotion for clients and populations across the lifespan.

Faculty at Anna Maria College believe *nursing* is a unique profession concerned with all factors affecting clients in their environment. The function of nursing is to diagnose and treat the human response to actual or potential health problems. Nursing is concerned with the five dimensions of health: physiological, psychological, sociocultural, developmental, and spiritual. The goal of nursing is to support the client to attain, retain, and maintain optimal wellness. We believe nursing to be dynamic and caring. Nursing is an art as well as a science that utilizes critical thinking in both independent and collaborative nursing practice. Nursing provides clients with evidence-based care through use of the nursing process.

The client (*human being*) is the focus of holistic nursing care. The client may be either an individual, group or the community. Through evidence-based nursing interventions, the nurse works with clients, groups, or communities to foster optimal wellness in all dimensions of health.

Faculty conceptualize *health* as a continuum of wellness to illness. It is a dynamic, ever-changing state determined by the degree of harmonious, balanced interaction among all dimensions of health. Health is not a perfect state, but the best possible health state for a client. When client dimensions of health needs are met, a state of optimal wellness exists; conversely, unmet needs reduce the wellness state.

The *environment* is composed of all internal and external factors affecting or affected by the client. The environment is considered to be any setting in which nurse/client interactions take place. All internal and external factors impact each client dimension of health thereby affecting the client's level of wellness and ability to achieve healthcare outcomes.

Faculty believe the *teaching/learning* process is dynamic and interactive and requires the active participation of the student. It occurs within the college as a whole and is a systematic approach to the acquisition of knowledge. A positive learning environment is created and endorsed by mutually respectful human behaviors within the college community. This facilitates the development of cognitive, affective, and psychomotor skills, which enable the acquisition of a knowledge base for safe nursing and effective practice. Inclusivity and cultural diversity are celebrated throughout the nursing curriculum. Nursing education supports the notion of lifelong learning, which promotes the participation in professional nursing organizations.

The role of the nursing faculty is to facilitate learning, model professional behavior, and guide and support nursing students to achieve the end of program student learning outcomes. Nursing faculty support the notion of active and passive learning activities in the process of students achieving program student learning outcomes. Inherent in this commitment is a focus on the development of critical thinking skills, which is viewed as a process of the application of mental skills that renders logical shape to the gathered data. This type of thinking occurs within the context of intellectual curiosity, rational inquiry, problem solving, and creativity in problem framing. This skill is directly applied in the nursing process.

Nurse educators choose diverse teaching strategies that facilitate the assimilation and integration of the knowledge, skills, and attitudes required for safe and effective nursing practice. The definition of nursing program terms can be found in Appendix A. The American Nurses Association (ANA) Standards of Nursing Practice can be found in Appendix B.

Curriculum Framework of the Nursing Department

The nursing faculty's educational beliefs are centered on a curricular framework that blends the concepts in the nursing program philosophy, which are based upon the paradigm of nursing (client, environment, health, nurse, and nursing education), as defined by the nursing faculty, and principles from the natural, social, and applied sciences, and humanities to achieve the BSN program end of program student learning outcomes (EPSLOs).

The Anna Maria College nursing program curriculum incorporates the core competencies for quality and safety in nursing education (QSEN) and practice, as developed by the Massachusetts Department of Higher Education Nursing Initiative, Massachusetts Nurse of the Future Nursing Core Competencies© Registered Nurse (NOF Nursing Core Competencies) into the pre-licensure BSN and RN to BSN curriculums. The NOF Nursing Core Competencies used to establish the Anna Maria College Department of Nursing BSN EPSLOs are:

1. Patient Centered Care
2. Teamwork and Collaboration
3. Evidence-Based Practice
4. Quality Improvement
5. Safety
6. Informatics and Technology
7. Professionalism
8. Leadership
9. System-Based Practice
10. Communication

The ten core competencies NOF Nursing Core Competencies are integrated into the eight BSN program EPSLOs. The NOF Nursing Core Competencies used to establish the eight AMC BSN program end of program student learning outcomes (EPSLO) also incorporate the core concepts from the Anna Maria College nursing program philosophy, as well as the College philosophy and learning goals. The eight EPSLOs define the competencies necessary for safe and effective, contemporary nursing practice across the life span. In each nursing course the specific theory, lab, and clinical practice SLOs are developed from the Anna Maria College Department of Nursing BSN EPSLOs. Achievement of the individual course SLOs leads to the achievement of the defined Anna Maria College Department of Nursing BSN EPSLOs.

In addition to the NOF Nursing Core Competencies, the AMC BSN program curriculum framework integrates the following concepts that reflect the nursing program philosophy:

1. Dimensions of health (physiological, psychological, sociocultural, developmental, and spiritual.)
2. Client needs as defined in the NCLEX-RN Test Plan (PL-BSN program option)
3. Health promotion across the lifespan
4. The nursing process
5. Caring
6. Clinical judgment
7. Communication and documentation
8. Culture and spirituality
9. Teaching and learning

END OF PROGRAM NURSING STUDENT LEARNING OUTCOMES (EPSLO)

Students are prepared to achieve the student learning outcomes of the nursing education program through safe practice within contemporary health care environments. Evaluation of student learning demonstrates that graduates have achieved identified competencies consistent with the institutional mission and professional standards and that the nursing education program student learning outcomes have been achieved.

At the conclusion of the Anna Maria College Baccalaureate in nursing program, the graduate will be able to:

1. Utilize the nursing process to manage safe and effective care across the lifespan, adapted to the client's physiological, psychological, sociocultural, development, and spiritual dimensions of health. **(Patient-Centered Care) (Safety)**
2. Use critical reasoning and best current evidence to make nursing practice decisions that support the client's ability to attain, retain, and maintain optimal wellness. **(Evidence-Based Practice)**

3. Incorporate civil, legal, ethical, and spiritual principles into the provision of socially responsible nursing care. **(Professionalism-Legal, Ethical, and Spiritual Aspects)**
4. Communicate professionally and effectively with clients in contemporary healthcare settings and members of the healthcare team to achieve mutually determined health care outcomes. **(Communication)**
5. Utilize contemporary information technology to communicate, facilitate, and provide care. **(Informatics and Technology)**
6. Integrate leadership skills and principles to influence the behavior of individuals, groups, and members of the interdisciplinary healthcare team within their environment to facilitate the acquisition/ achievement of shared goals. **(Leadership) (Teamwork and Collaboration)**
7. Apply knowledge of healthcare policy, financial and regulatory influences on health care systems to quality improvement processes that contribute to achieving cost effective, patient-centered outcomes. **(Systems-Based Practice) (Quality Improvement)**
8. Model accountability for nursing practice decisions, with a commitment to professional growth, and life-long learning. **(Professionalism-Professional Standards, Guidelines, and Competencies.)**

To ensure that the BSN curriculum includes comprehensive, current, and appropriate educational content, standards, and practices, additional professional standards and guidelines were used as comparative resources. The Anna Maria College Department of Nursing references the most recent publication for the following professional standards and guidelines, incorporating best practice concepts that support the curriculum and the program EPSLOs.

- Accreditation Commission for Accreditation in Nursing, Inc. *Accreditation Manual with Interpretive Guidelines.*
- American Association of Colleges of Nursing, *Essentials of Baccalaureate Education for Professional Nursing.*
- American Association of Colleges of Nursing. *White Paper, Expectations for Practice Experiences in the RN to Baccalaureate Curriculum*
- American Nurses Association, *Scope and Standards of Practice*
- American Nurses Association, *Code of Ethics with Interpretive Statements*
- Assessment Technologies Institute/ATI Nursing Education
- Bloom's Taxonomy, Revised
- *Commonwealth of Massachusetts, 244 CMR 3.00 Registered Nurse and Licensed Practical Nurse.*
- *Commonwealth of Massachusetts, 244 CMR 6.04, Guidelines for Clinical Education Experiences*
- Massachusetts Department of Higher Education Nursing Initiative, Nurse of the Future (NOF) Nursing Core Competencies.
- MA Action Coalition, *The Massachusetts Nursing Core Competencies: A Toolkit for Implementation in Education and Practice Settings.*
- NCSBN. NCLEX-RN® Examination Test Plan for the National Council Licensure Examination for Registered Nurses
- NCSBN RN Practice Analysis: Linking the NCLEX-RN® Examination to Practice U.S. and Canada,
- New England Commission of Higher Education, Inc. (NECHE) *Policy on Credits and Degrees*
- Quality and Safety in Nursing Education (QSEN) Core Competencies.

PRELICENSURE BSN PROGRAM END OF PROGRAM OUTCOMES

End of the nursing program outcomes are defined as performance indicators that reflect the extent to which the purposes of the nursing education program are achieved and which the program documents effectiveness. Program outcomes are measurable, consumer-oriented indexes designed to evaluate the degree to which the program is achieving its mission and goals. Examples include, but are not limited to, NCLEX-RN licensure pass rates, program completion; and, employment rate. The Anna Maria College PL-BSN first-time NCLEX-RN pass rate vs National and Massachusetts (State) pass rates follows:

PL-BSN Annual First Time NCLEX Pass Rate

Year	AMC Pass Rate	MA Pass Rate	National Pass Rate
2023 (N=36)	86%	92%	89%
2022 (N=37)	91%	82%	80%
2021 (N= 29)	97%	86%	82%
2020 (N=27)	81%	89%	87%

Program Length Completion Rate Definition

On time completion rate:

50% or greater of the PL-BSN students will graduate within 100% of the published program length, beginning with first-time enrollment, after the add/drop period, into the first nursing courses (NUS 211 and NUS 212) and concluding with completion of the last 2 nursing courses in the published curriculum plan (NUS 425 and NUS 490). (Total of 5 consecutive academic semesters which is 2.5 academic years).

150% of published program length completion rate.

70% or greater of the PL-BSN students will graduate within 150% of published program length, beginning with enrollment, after the add/drop period, into the first nursing courses (NUS 211 and NUS 212) and concluding with completion of the last 2 nursing courses in the published curriculum plan (NUS 425 and NUS 490). (Total of 7 academic semesters which is 4.5 academic years).

Class of:	# Admitted	On-Time, 5-Semester Completion ¹		150%, 7-Semester Completion ²	
		N=	%	N=	%
May 2024	30	20	67%	23*	77%*
May 2023	33	24	73%	28	85%
May 2022	63	33	52%	45*	71%*
May 2021	33	21	64%	24	73%
May 2020	58	22	38%	29	50%

*Projected completion rate according to current student census.

1. 5 consecutive academic semesters/100% of published program length

2. 7 semesters/150% of published program length

Projected completion rate to be determined: Class of 2022 May 2024, and Class of 2023

PRE-LICENSURE BSN CURRICULUM

The undergraduate Bachelor of Science in nursing program is a traditional four-year program with eight academic semesters. The full-time program of study incorporates the exploration courses of Anna Maria College with nursing curriculum, totaling 121 credits.

Fall Semester	Spring Semester
Freshman Year	
<ul style="list-style-type: none"> • ENG 103: Freshman Composition (3 cr) • AMC 100: First Year Experience (3 cr) • PSY 101: General Psychology (3 cr) • Global Language I (3 cr) * <li style="padding-left: 20px;">See approved course listing • BIO 212: Human Anatomy & Physiology I (4 cr) <p style="text-align: right;">16 credits</p>	<ul style="list-style-type: none"> • ENG 104: Writing through Literature (3 cr) • PHL 110: Intro to Philosophy (3 cr) • SOC 201: Intro to Sociology (3 cr) (Fulfills Societies in the World Requirement) • Global Language II (3 cr) <li style="padding-left: 20px;">See approved course listing • BIO 213: Human Anatomy & Physiology II (4 cr) <p style="text-align: right;">16 credits</p>
Sophomore Year	
<ul style="list-style-type: none"> • THE 210: Intro to Theology (3 cr) • Exploring Western Cultures & History (3 cr) See approved course listing • PSY 217: Human Lifespan Development (3 cr) • Explorations in Creativity and Imagination (3 cr) See approved course listing • CHM 110: Introduction to Chemistry I (4 cr) <p style="text-align: right;">16 credits</p>	<ul style="list-style-type: none"> • US in the World (3 cr) See approved course listing • BIO 222: Microbiology (4 cr) • BUS 250 or MTH 228 Applied Statistics/Quantitative Analysis (3 cr) (Fulfills Quantitative Reasoning Requirement) • NUS 211: Professionalism in Patient Centered Care (3cr) (30 class hrs/ 42 laboratory/3 clinical hrs) • NUS 212: Pathophysiology for Nursing (3 cr) (45 class hrs) <p style="text-align: right;">16 credits</p>
Junior Year	
<ul style="list-style-type: none"> • Catholic Intellectual Tradition (3 cr) See approved course listing • NUS 300: Fundamentals of Nursing (6 cr) (52.5 class hrs/45 lab hrs/ 67.5 clinical hrs) • NUS 305: Nursing Health Assessment (3 cr) (37.5 class hrs/ 22.5 lab hrs) • NUS 309: Pharmacology for Nursing (3 cr) (45 class hrs) <p style="text-align: right;">15 credits</p>	<ul style="list-style-type: none"> • NUS 314: Scholarly Inquiry in Evidence-Based Nursing Practice (3 cr) (45 class hrs) (Fulfills 3rd Writing Requirement) • NUS 325: Promoting Physiological & Psychological Health (11 cr) 112.5 class hrs/157.5 clinical hrs <p style="text-align: right;">14 credits</p>
Senior Year	
<ul style="list-style-type: none"> • NUS 401: Family Health Nursing (10 cr) (97.5 class hrs/157.5 clinical/laboratory hrs) • NUS 402: Community Health Nursing (4 cr) (54.75 class hrs/ 16 clinical/laboratory hrs) (Fulfills Global Dynamics Requirement) <p style="text-align: right;">14 credits</p>	<ul style="list-style-type: none"> • NUS 425: Comprehensive Nursing Practice (11 cr) (97.5 class hrs/202.50 clinical/laboratory hrs) • NUS 490: Senior Seminar in Nursing (3 cr) (45 class hrs) <p style="text-align: right;">14 credits</p>

- *All courses, e.g., general education, science courses, must be successfully completed in sequence to continue in the nursing program as stated in the college handbook and nursing student handbook. A withdrawal or repeated science and/or nursing course within the PLBSN curriculum plan is considered a separation from the nursing program. Students must complete the PL-BSN program within seven (7) academic semesters after entering the nursing program course sequence as offered (NUS 211 and NUS 212) for the first time. Students granted course exemptions will be required to complete the total number of program credits for the degree.*
- **Exempt with 2 or more years of High School language*
- **Nursing course credit hours/classroom hours are equated as follows:**
 - Theory/classroom:** 1:1 (one credit hour/one classroom hour);
 - College Lab/Clinical practice:** 1:3 credit hours for laboratory and clinical.

ADMISSION, TRANSFER, PROGRESSION POLICIES FOR THE PRE-LICENSURE BSN CURRICULUM

ADMISSION AND TRANSFER INTO PL-BSN PROGRAM POLICY

The AMC PL-BSN program admission and transfer criteria are detailed in the most current *Anna Maria College Academic Catalog*.

The Admission and Transfer Policy accompanies an application for nursing admission. This Policy includes eligibility; admission and transfer requirements; Testing requirements; and selection process.

Nursing Program Requirements

Students accepted into the nursing major will be required to:

- take and pass a criminal background check,
- provide documentation of immunizations recommended for healthcare workers in Massachusetts, undergo drug screening,
- meet core performance (Essential Functions) standards for nursing students; and,
- possess a Social Security number prior to the NUS courses and meet the eligibility requirements to take the NCLEX-RN exam.

According to the *Commonwealth of Massachusetts Board of Registration in Nursing Licensure Policy 00-01*, any individual convicted of a felony or misdemeanor conviction, and/or who has been disciplined by a licensure/certification body must be evaluated by the Board to determine an applicant's compliance with the "good moral character" licensure requirements established at Massachusetts General Laws, Chapter 112, section 74 and 74A. Individuals convicted of certain criminal convictions are permanently excluded from nurse licensure in Massachusetts. Further information may be found on the Massachusetts Division of Health Profession Licensure's website (<http://www.mass.gov/eohhs/gov/departments/dph/programs/hcq/dhpl/>).

College Health Immunization Policy and Clinical/Laboratory Sites

In accordance with Department of Public Health and MA Board of Registration in nursing regulations, candidates for admission to the nursing education program must provide satisfactory evidence of compliance to the Anna Maria College Health Office and the Castle Branch system. The nursing program follows the regulation of the Department of Public Health and clinical sites. Clinical immunizations and requirements, e.g., clinical site orientation, are listed in this AMC Nursing Student handbook and any updates communicated on the course Engage site, if warranted.

Failure to provide required documentation to the Department of Public Health, MA Board of Registration in nursing; and clinical partners will exclude the nursing student from clinical practice; therefore, be unable to successfully complete a nursing course with a clinical/lab component. At any time during the nursing program or course, clinical and health immunizations and requirements may change, and students must maintain compliance to continue at the respective clinical site, e.g., regulation compliance, vaccines. If student compliance is not met for any clinical immunization or clinical requirement at any time during the semester, the nursing student would be required to change their major and withdraw from the nursing program. (See, Nursing Program Clinical Health and Immunization Requirements) (Refer to nursing program

re-admission and vaccine compliance requirements as listed in this Anna Maria College Nursing Student handbook.

The satisfaction of all the above clinical health immunizations does not guarantee admission into the Pre-licensure BSN program.

In compliance with policies of the Massachusetts State Board of Nursing, nursing applicants must be aware that completion of the BSN degree does not guarantee admittance to the registered nurse licensure examination (NCLEX-RN).

Admission and Transfer

All courses in the PL-BSN curriculum plan must be taken as scheduled in the published plan; therefore, students will need to take additional courses or semesters if an evaluation of their transcript indicates that they are not in compliance with the published curriculum plan. Students must complete the PL-BSN program within seven (7) academic semesters after entering the nursing program course sequence as offered (NUS 211 and NUS 212) for the first time. All candidates for admission or transfer into the Anna Maria College Pre-licensure BSN (PL-BSN) program (direct admission freshmen, internal and external transfers) will be evaluated by the Admission Office to validate that they are in full compliance with the following *AMC PL-BSN Admission and Transfer Policy* requirements.

To be considered for admission to the PL-BSN nursing program, the following documents must be submitted to the College Admission Office:

ADMISSION (Freshman Admission)

1. Satisfactory evidence of graduating from high school or having earned a GED, HiSET or its equivalent certificate. High school seniors may apply to the nursing program by submitting all other required documents, letter of recommendation, and an essay. Although a preliminary acceptance may be offered, the student cannot matriculate into the College for the nursing major until proof of high school graduation has been received.
2. An official high school transcript that validates that the candidate has completed the following:
 - 4 units in English.
 - 3 units in mathematics.
 - 2 units in social science.
 - 2 units in laboratory science.
 - 2 units in a language other than English, is recommended.
3. Official score results from either the high school transcript, ACT exam, SAT exam or the ATI Test of Essential Academic Skills, (most current edition of the TEAS exam). The required scores to be considered for admission to the PL-BSN program are:
 - a. High School GPA of 3.2 or above on a 4.00 scale, with an adjustment for students on a different scale, within 1 year of their high school graduation date; and, a grade of B or higher in their high school science courses; (Biology/A&P I, CHM).
 - b. ACT Composite score 19 or higher.
 - c. SAT Scores:

The minimum required scores for the SAT are:

- Evidence-Based Reading and Writing and Language Section: 500

- Math Section: 470

- d. ATI TEAS exam score of proficient (58.7% minimum) or higher in the ATI Preparedness Category on the TEAS exam.

Students are only allowed two (2) attempts on the TEAS exam within one year from the date of the first TEAS attempt. A third attempt is allowed after one year of the initial attempt of TEAS the exam; and, every 6 months, to achieve the required minimum score; this includes any ATI TEAS exam taken at another location.

It is strongly suggested that an applicant wait 45 days between TEAS exams. The TEAS test is administered at Anna Maria College (fee required). More information can be found on the College website at

<https://annamaria.edu/academics/undergraduate-studies/nursing/pre-licensure-bsn-2/#course> (Test of Essential Academic Skills [TEAS] section at the bottom of the page).

Information about the test content and resources to prepare for the exam can be found at <https://www.atitesting.com/teas-prep>

Students who have either an ACT Composite score or SAT section score below the minimum acceptable scores must take and score proficient (58.7% minimum) or higher in the ATI Preparedness Category on the TEAS exam.

International Candidates for Admission

In addition to meeting the admission criteria for admission into the AMC PL-BSN program the following policy applies:

1. International students will need to meet the College's requirement for English proficiency, as described in the College *International Student Application process*:
2. International students whose first language is not English, will need to meet the College's requirement for English proficiency. There are multiple ways to satisfy this requirement. Applicants can submit the results of one of the following standardized tests: SAT or ACT test results, TOEFL, IELTS, Cambridge Advanced English Exam (CAE) or the Pearson Test of English (PTE) exam. The recommended English scores for direct admission into undergraduate degree programs are as follows. TOEFL 72, IELTS 6.0, PTE 50 or higher. CAE 58.
3. Students applying for direct or transfer admission into the nursing program that have taken the SAT after March 2016 are required to achieve a minimum SAT score of 500 on the Evidence Based Reading and Writing and Language section and 470 on the Math section of the SAT. The minimum ACT score for consideration of direct admission into the nursing program is a composite score of 19. The minimum TEAS test score result for consideration of direct admission in the nursing program is 58.7% (minimum) or higher in the ATI Preparedness Category on the TEAS exam.

TRANSFER Admission (Internal and External)

1. Satisfactory evidence of graduating from high school or having earned a GED, HiSET or its equivalent certificate to validate the above units of English, mathematics, social science, laboratory science; and, language requirements.

Official transcripts of all colleges or universities attended. **Please note:** Only one science course may be repeated once, and a withdrawal is considered as one unsuccessful attempt to pass a course.

2. If transferring from another nursing program, a letter from the former Director/Dean of Nursing stating compliance to the alignment of the MA Board of Registration good moral conduct <https://www.mass.gov/service-details/good-moral-character-requirements-for-nursing-licensure>
3. Official score results from either the ACT exam, SAT exam or the ATI Test of Essential Academic Skills, (most current edition of the TEAS exam). The required scores to be considered for admission to the PL-BSN program are:
 - a. ACT Composite score 19 or higher.
 - b. SAT Scores:
The minimum required scores for the SAT are:
 - Evidence-Based Reading and Writing and Language Section: 500
 - Math Section: 470
 - c. ATI TEAS exam score of proficient (58.7% minimum) or higher in the ATI Preparedness Category on the TEAS exam.

Students are only allowed two (2) attempts on the TEAS exam within one year from the date of the first TEAS attempt. A third attempt is allowed after one year of the initial attempt of TEAS the exam; and, every 6 months, to achieve the required minimum score; this includes any ATI TEAS exam taken at another location..

It is strongly suggested that an applicant wait 45 days between TEAS exams. The TEAS test is administered at Anna Maria College (fee required). More information can be found on the College website at <https://annamaria.edu/academics/undergraduate-studies/nursing/pre-licensure-bsn-2/#course> (Test of Essential Academic Skills [TEAS] section at the bottom of the page).

Information about the test content and resources to prepare for the exam can be found at <https://www.atitesting.com/teas-prep>

Students who have either an ACT Composite score or SAT section score below the minimum acceptable scores must take and score proficient (58.7% minimum) or higher in the ATI Preparedness Category on the TEAS exam.

Course Exemption and Transfer of Credit Policy

General Education Course Exemption

The general education course exemption policy can be found in the most current *Anna Maria College Academic Catalog*; that transfer students with 30 or greater transferrable college credits (as evaluated by the Anna Maria College Registrar's Office) but fewer than 60 transferrable college credits may be eligible for first year General Education exemptions. Transfer students with fewer than 12 credits in transfer will be required to take AMC100. Students with an earned Bachelor's degree from a regionally accredited institution who are pursuing a second Bachelor's degree may transfer in up to 90 credits. Regardless of the number of transfer credits, all major requirements will need to be satisfied.

Students are required to complete the following courses with a grade of C or higher. Course exemptions for nursing majors will NOT be granted for the following courses:

- General Psychology (**3 credits**)
- Freshman Composition: ENG 103 and Writing about Literature: ENG 104 (**6 credits**)
- Human Lifespan Development (**3 credits**)
- Introduction to Sociology (**3 credits**)
- Applied Statistics/Quantitative Analysis (**3 credits**)

Students granted course exemptions will be required to complete the total number of program credits for the degree.

Transfer of Credit

Anna Maria College generally grants transfer credit for courses taken at other colleges or universities that correspond to or are comparable to those offered at Anna Maria College. Courses taken at the remedial level, usually designated by a course number that is less than at the 100 level (e.g., 090 level) will not be accepted in transfer. AMC reserves the right to require transfer students to successfully complete ENG 103 and/or ENG 104 and any additional first- and second-year General Education course(s), if needed for the major.

A grade of C- or better must be earned to be considered for transfer (exceptions include C or better in courses deemed equivalent to AMC 100, ENG 103, and ENG 104) unless the applicant has an earned Associate Degree and/or completed 60 credits or more elsewhere. In such cases credit will be granted for courses completed for which a passing grade was earned.

Anna Maria College does award transfer credits for College Level Examination Program (CLEP) exams.

Courses beyond those that are currently in progress at the time of acceptance will not be accepted in transfer. All courses taken after an applicant has been accepted can only be taken at Anna Maria College or must have prior approval from the respective Program Dean or Chairperson.

Nursing Program Criteria for Acceptance of Transfer Courses

The official transcript and the course description applicable to the time the student took will be reviewed by the Admission Office to validate course equivalency to the Anna Maria College course(s). In order to be approved for transfer credit the following criteria must be met:

1. The course must have been completed at a regionally accredited College or University.
2. The course description, course content, and syllabi (if needed) for the course must be equivalent to the Anna Maria College courses.
3. The Anna Maria College PL-BSN nursing program has minimum acceptable grades for all science and select general education courses. The official transcript must validate that the student meets the criteria:
 - a. Science Courses:
The AMC PL-BSN program requires that to be accepted for transfer by the nursing program a minimum grade of “C+” is required. **Only one science course may be repeated once, and a withdrawal is considered as one unsuccessful attempt to pass a course.**

The following science courses taken at another regionally accredited college or university that will be reviewed for acceptance are:

- Anatomy & Physiology I (4 credits with a lab)
- Anatomy & Physiology II (4 credits with a lab)
- Microbiology (4 credits with a lab)
- Introduction to Chemistry I (4 credits with a lab)

To be accepted for transfer, science course grades cannot be older than 7 years and less than a “C+” grade.

b. General Education Courses:

The AMC PL-BSN program requires that to be **accepted** for transfer by the nursing program a minimum grade of “C” is required for the following **general education courses taken at another regionally accredited college or university:**

- General Psychology (**3 credits**)
- Freshman Composition; ENG 103 and ENG 104 (**6 credits**)
- Writing through Literature (**3 credits**)
- Human Lifespan Development (**3 credits**)
- Introduction to Sociology (**3 credits**)
- Applied Statistics/Quantitative Analysis (**3 credits**)

Nursing Course Exemption

There are NO nursing course exemptions for nursing courses within the PL-BSN program. Students transferring from other pre-licensure nursing programs or disciplines must take all nursing courses at Anna Maria College.

Licensed practical nurses applying for advanced placement can apply for limited nursing course exemption, as defined in the AMC PL-BSN Advanced Placement Policy.

ACADEMIC AND CLINICAL PROGRESSION AND WITHDRAWAL POLICY

A student who does not meet the progression policies for nursing will be dismissed from the nursing major. The progression policies are as follows:

1. Students must complete all required course work and clinical hours to progress in the nursing program according to the published program curriculum. All published general education and science courses must be successfully completed prior to the second year Spring semester; and, then as published in the curriculum plan.

Three science courses must be successfully completed prior to the first nursing courses, NUS 211, NUS 212, in accordance to the PLBSN nursing curriculum plan.

All students will need nursing program approval to take a repeat science course after the 1st nursing courses (NUS 211, NUS 212). This science course would need to be taken in the summer prior to the NUS300, NUS305, and NUS 309 courses. If approved, failure to successfully take the required science course, will prohibit the student from matriculating into the NUS 300, NUS 305, or NUS 309 nursing courses in accordance to the PL BSN curriculum course plan.

2. A withdrawal or separation from either a required science or nursing course, at any time during the program, is considered as one unsuccessful attempt to pass a course. If the course grade at the time of withdrawal is below the passing standard, the grade recorded, in nursing, will be a Withdrawal Failure (WF).
Any break in the PLBSN curriculum's NUS course(s) sequencing is considered a separation or withdrawal from the nursing program.
3. Nursing students must obtain a minimum grade of "C+" (numeric grade of 77 or higher) for all science and nursing courses.
4. Nursing courses' class, clinical, and lab experiences must be completed concurrently and at Anna Maria College.
5. Students must receive a satisfactory clinical and laboratory evaluation in order to pass the course and progress in the curriculum. Failing the clinical or lab component of a course means the total course (class, lab, and clinical) will have to be repeated. The AMC PL-BSN program considers this to be one nursing course failure/separation.
6. Satisfactory Academic Progress according to the policies outlined in this Pre-licensure BSN Student Handbook, include but are not limited to, attendance requirements, in order to be in good Academic Standing. Students not in good academic standing may be placed on Academic or Clinical Warning or dismissed from the program.
7. **A student who is absent 10% or more in a nursing course (for example, lecture; 2 clinical/simulation days; or 2 scheduled lab days); WILL be withdrawn from the nursing program and given a grade of C- (C minus) or grade earned; if grade lower, at the time of dismissal then that grade will be given. Absence from all class, lab and clinical/sim experiences are considered when calculating the total amount of absence from a nursing course. The student who is absent more than 50% of the 10% indicated nursing course absence is deemed to be on Probationary Status. Students are responsible for any missed course material(s). Students must make up missed skill lab content prior to the next scheduled lab or within 1 week. NOTE: Make-up is required to ensure clinical competency and safe patient care. Makeup of missed class, lab and clinical hours does not negate the student absence(s).**
8. Students enrolled in nursing courses with a clinical component are required to pass a medication/dosage competency exam before administering medication at a clinical site. In order to pass this exam, the student must achieve a grade of 84% or above. (**Appendix I**). A minimum grade of "C+" is required for Anatomy & Physiology I and Anatomy & Physiology II, Microbiology, and Intro. to Chemistry I. Science course grades in transfer cannot be older than 7 years and less than a "C+" grade.
9. A minimum grade of "C" is required for General Psychology, Human Lifespan Development, Introduction to Sociology, and Applied Statistics. AMC 100 First Year, ENG 103 ENG 104
10. Only one science course of any title, may be repeated once to remain in the nursing major. All required science courses must be successfully completed prior to entering the Fall semester Junior year nursing courses.
If a student is unsuccessful in two science courses of any title, it is considered as two unsuccessful attempts in a science course.
A withdrawal or separation is considered as one unsuccessful attempt to pass a course.

A request to take a repeat science course at another college must be submitted and approved by the Health Science Director, along with notifying their nursing advisor, prior to taking the course. Upon completion of the course, it is the student's responsibility to provide AMC with an official transcript of completion or withdrawal. An unsuccessful grade of C+ or higher, a separation, or a withdrawal from this course is considered an unsuccessful attempt and dismissal from the nursing program will result. If an undisclosed failing grade is discovered, immediate dismissal will result from the nursing program.

Two unsuccessful science course failures, even in the same semester, is considered two failures; therefore, the student is **dismissed from the nursing program** and placed in an undeclared major.

11. Only one nursing course may be repeated once to remain in the nursing major.

After one unsuccessful nursing course grade, the student is withdrawn from the nursing major and placed into an undeclared major and may be **eligible to apply for readmission** into the nursing program within a one-year period.

A withdrawal or separation is considered as one unsuccessful attempt to pass a course, or a withdrawal that results in an interruption in the nursing course semester sequence for academic or non-academic reasons, e.g., any missed nursing course semester in the sequence of the PLBSN curriculum plan.

Two unsuccessful nursing course failures, even in the same semester, is considered two failures; therefore, the student is **dismissed from the nursing program** and then placed as an undeclared major.
12. A nursing student withdrawing from a nursing course(s) on or before the College published add/drop date will be granted a one-time exemption from the nursing course withdrawal policy that counts this withdrawal policy as a program separation. Students seeking readmission to the nursing major after withdrawing must re-enter the program within one year and follow the nursing program policies for readmission into the nursing major.
13. Readmission into the AMC nursing program is not allowed when a student is dismissed from the nursing major and placed into an undeclared major (Refer to the withdrawal procedure). As an undeclared major an appointment should be made by the student with an Associate Vice President of Academic Affairs for their change of major coursework.
14. All nursing courses must be taken at Anna Maria College and only AMC Nursing Majors can take a NUS course.
15. All courses, e.g., general education, science courses, and nursing courses must be passed in sequence, according to the curriculum plan in effect for the class the student is enrolled into to be able to continue in the nursing program.
16. Students must complete the PL-BSN program within seven (7) academic semesters after entering the nursing program course sequence as offered (NUS 211 and NUS 212) for the first time.

WITHDRAWAL PROCEDURE

Students withdrawing from a nursing course and/or the program must make an appointment with the Dean of Nursing for an exit interview and follow the procedures and policies of the *Anna Maria College Undergraduate Student Catalog* <https://annamaria.edu/campus-life/registrars-office/undergraduate-catalogs/> and *Student Nursing Handbook* <https://annamaria.edu/wp-content/uploads/2020/09/2020-PL-BSN-NURSING.pdf>; e.g. Readmission to Nursing Major Process. Students who withdraw with “*intent to return*” must notify the Dean of Nursing 3 months prior to the start of the re-entering semester and meet the Readmission criteria (Refer to Readmission to Nursing Major Process). Students who do not comply with the Nursing Readmission process and do not return within the specified timeframe will forfeit their return to the nursing major.

Students with a failing academic grade at the time of withdrawal from a nursing course are eligible to return only once if no other nursing courses have been repeated. Students who are on clinical warning at the time of withdrawal or following a clinical course failure will not be eligible for readmission. Approval to repeat a course must be granted by the Dean of Nursing.

Returning students must abide by the College policies and guidelines for the semester that they re-enter and have signed the AMC Nursing Student Handbook for the semester.

Voluntary Withdrawal

1. Individual Course or College Withdrawal

Refer to Anna Maria College course catalog <https://annamaria.edu/campus-life/registrars-office/undergraduate-catalogs/>.

2. Nursing Program Withdrawal

Any student withdrawing from a nursing course or the nursing program must notify the nursing course coordinator and the Dean of the Nursing Department. The student must submit in writing their intention to withdraw, complete the required paperwork for the Registrars’ Office, and, comply with College policies and procedures. Students requesting readmission to the program must submit a letter of request to the Dean of the nursing program within one year of their withdrawal from the program.

Withdrawal from a nursing course at any time is considered a separation from the nursing program. If the course grade at the time of withdrawal is below passing standard, the grade recorded will be a WF and it counts as a separation or repeat of a nursing course.

Refer to, *Readmission to the Nursing Program Following Separation from Program, Including Nursing Course Failure* (in this handbook).

Dismissal

Students may be dismissed from the nursing program for several reasons including, but not limited to, violation of the confidentiality policy, violation of the alcohol and drug policy, violation of the academic integrity policy, being refused a clinical placement due to criminal background issues, toxicology findings, violation of the student attendance policy, violation of the assignments policy, and violation of certain clinical policies. Clinical policies that constitute a forced withdrawal may be (but not limited to) unsafe clinical practice, unprofessional or unethical behavior, leaving the clinical facility without permission, and violation of confidentiality policies. Forced withdrawal makes a student ineligible for re-admission to the nursing major.

ATTENDANCE POLICIES

Students are expected to arrive on time and attend all academic lectures, classroom, and clinical and laboratory sessions. Students, when remote, will indicate their written attendance in the Zoom chat section and must be in a live face view for attendance purposes during the class or as requested by the course faculty. When a Zoom class is indicated, the student should consider himself or herself as if they were in an on-campus class/clinical/lab setting with appropriate dress. There should be no distracting backgrounds; e.g., moving vehicle. For example, if in moving vehicle the student will be removed from the online session and marked absent for the day. Students are expected to notify instructors by phone or email prior to the class/lab/clinical for absences. Excessive absences will result in the student's inability to meet the learning objectives of the course and consequently course failure. Students are responsible for and expected to obtain any missed information due to absence.

A student who is absent 10% or more in a nursing course (for example, lecture; 2 clinical/simulation days; or 2 scheduled lab days); WILL be withdrawn from the nursing program and given a grade of C- (C minus) or grade earned; if grade lower, at the time of dismissal then that grade will be given. Absence from all class, lab and clinical/sim experiences are considered when calculating the total amount of absence from a nursing course. The student who is absent more than 50% of the 10% indicated nursing course absence is deemed to be on Probationary Status.

Students are responsible for any missed course material(s). Students must make up missed skill lab content prior to the next scheduled lab or within 1 week. NOTE: Make-up is required to ensure clinical competency and safe patient care. Makeup of missed class, lab and clinical hours does not negate the student absence(s).

If a student is absent from course laboratory or is unsuccessful at competency assessment, he/she is expected to contact the appropriate laboratory instructor or course coordinator within twenty-four (24) hours of missing the lab to schedule a makeup assignment. **Missed course laboratory experiences must be made up within 1 week, as scheduled by the course coordinator or Sim/Lab coordinator, with successful completion of the competency.**

Missed course laboratory and clinical hours are accrued as absent hours, even after make-up, and can result in course failure and/or program dismissal.

Attendance at all clinical experiences, including pre- and post-conference, is mandatory.

In the event the students are required to complete a **Symptom Assessment for a clear status and/or acquire a negative COVID test**, the information **must be provided prior to the attending the scheduled clinical site; e.g., usually within 72 hours of attendance. Failure to complete this requirement will result as a clinical absence.** Students should **NOT** attend the clinical setting without this requirement being met if warranted. Students with a positive COVID test or symptoms are to notify the Dean of Nursing.

In the event of an absence or tardiness, students are required to leave a message on the clinical instructor's voice mail or email (defined by clinical instructor) as well as the course coordinator at least 60 minutes prior to scheduled clinical hours. If, for any reason, a student needs to leave a clinical lab or clinical observational experience, due to an unforeseen matter, prior to the scheduled time, the instructor and Course Coordinator/lead faculty member must be notified. Failure to do so is grounds for dismissal.

No call or No Show: Failure to notify the clinical instructor, coordinator, or nursing department of an absence from a scheduled lab or clinical assignment will result in a student being placed on probationary status/clinical/lab warning. In the event of a second offense at **any time during the nursing program**, the student will be immediately withdrawn from attending scheduled clinical or lab experience pending a Nursing Department evaluation. The outcome will result in remediation or termination from the course.

All students are expected to be regular in attendance at all classes, an absence is considered an unfulfilled obligation. College commitments take precedence over any other engagement, including employment. Absence for any reason does not relieve the student from the responsibility of completing all assigned work.

Nursing course learning outcomes cannot be met successfully without completing assignments as scheduled. If a student misses a scheduled College lab, clinical practice, or clinical observation within the course, the student is on warning. Depending on the nursing faculty review, the student may be incomplete or withdrawn from the course (Refer to no show/no call and absence policies). Nursing course learning outcomes cannot be met successfully without completing assignments as scheduled.

In the event of illness or injury in the clinical area, the clinical instructor in accordance with the policy of the clinical site will refer students for treatment. The student is responsible for payment of any medical services.

Clinical absences for any reason place a student in jeopardy of failing. All clinical absences require a make-up assignment. Accommodations for make-up assignments are subject to fees (\$40/hr.) and will be based on the extent of absenteeism and clinical performance evaluation. Successful completion of the assigned make-up learning experience is required to pass the course. Absent time is accrued for those students who are held from clinical experiences due to noncompliance with mandatory requirements (e.g., annual TST, BCLS certification, Flu vaccine, etc.).

Educational Mobility:

Educational mobility is a process by which individuals complete formal and/or informal educational offerings to acquire additional knowledge and skills. To the extent possible, educational mobility should build on previous learning without unnecessary duplication of that learning and be focused on outcomes.

Taken from the *AACN Position Statement - White Papers, Educational Mobility*

<http://www.aacnnursing.org/News-Information/Position-Statements-White-Papers/Educational-Mobility>

Advanced Placement

Advanced Placement or Transfer of Military Education, Training or Service for a Military Health Care Occupation

The current Anna Maria College Prelicensure BSN (PL-BSN) program Advanced Placement Policy is to not grant any potential applicant, other than the Licensed Practical Nurses Advanced Placement.

The PL-BSN program does not have a pathway to allow for advanced placement or transfer of military education, training or service for a military health care occupation. These individuals are welcomed to seek application to this program; however, they must meet the same admission requirements and qualification as other non-LPN applicants to the PL-BSN program.

Although advanced placement into the nursing major is not an option, the College does provide varied support services to veteran and active-service students. Details of these support services can be found at, <https://annamaria.edu/admission/undergraduate-admission/military-members-veterans-families/>

Licensed Practical Nurses (LPNs Applying for Advanced Placement Admission into the PL-BSN Program):

As part of the Anna Maria College nursing program commitment to educational mobility in nursing, licensed practical nurses, with a current unrestricted license in the Commonwealth of Massachusetts, who meet the defined criteria for advanced placement in the PL-BSN program to pursue a curriculum leading to a Bachelor of Science Degree in Nursing and eligibility to take the National Council Licensure Examination (NCLEX-RN®).

Applicants for Advanced Placement Admission into the PL-BSN Program must meet the general requirements for admission to Health and Science programs, as well as the specific nursing program admission requirements.

Nursing students are required to complete a minimum of 61 nursing credits at Anna Maria College for the Pre-Licensure Bachelor in Science (PL-BSN) Degree in Nursing, if not exempt. Transfer of Science and General Education course credits must be from a regionally accredited college or university.

LPN candidates that have been approved for advanced placement admission to the Anna Maria College Pre-Licensure BSN program may also be required to complete additional pre-entrance requirements, i.e., complete assigned ATI tutorial program(s), competencies, and entrance exams.

LPN students seeking advanced admission into the PL-BSN nursing program must have:

1. A letter of recommendation from the Dean/Director of the nursing program where they obtained their LPN diploma or current nursing supervisor.
2. Current unencumbered valid LPN license.
3. An official transcript from the LPN program with an overall of 2.0 or higher.
4. An official transcript indicating successful completion of the first two years of the published Anna Maria College PL-BSN curriculum college courses. The seven (7) year course expiration for science courses, taken at the college level, will be waived for LPN candidates who have been in active nursing employment during the last five (5) years.
5. A successful score of Level 2 or higher on the ATI RN Fundamentals exam for NUS300: Fundamentals of Nursing course (6 cr. awarded); a successful score of 70% or higher on the National League of Nursing (NLN) Physical Assessment Exam for the NUS305: Nursing Health Assessment will be required (3 cr. awarded). A Level 1 or higher on the ATI RN Pharmacology for the NUS309: Pharmacology for Nursing; or, transfer credit approval for a 3-credit pharmacology course.
All ATI and/or NLN testing, with a one-time attempt, will be administered at Anna Maria College with an exam cost (\$45.00 per exam) to the student.
6. If unsuccessful on the ATI exam and/or NLN exam, the student will have to take the required nursing course(s) and achieve a grade of C+ or higher at Anna Maria College.

READMISSION/APPLYING FOR REINSTATEMENT TO THE NURSING MAJOR POLICY:

Students who do not achieve the minimum final nursing course grade and/or students who separated from the nursing program for non-academic reasons, will be required to apply for reinstatement into the nursing program. This request must be made within one year of a course failure or separation for any reason from the nursing program.

Students are readmitted to the curriculum plan in effect for the class to which they are entering upon reinstatement. Students readmitted to a different curriculum plan will be required to complete the curriculum plan in place upon their return. This may include taking additional courses and/or repeating courses.

The following readmission policies are in effect:

1. The readmission process requires a letter to the Dean of Nursing requesting readmission. This letter is to be sent 3 months prior to the start of the re-entering semester. If any conditions were placed on readmission, they will be addressed in that letter and must be successfully completed prior to return.
2. Students with an unsuccessful nursing course attempt due to a clinical failure are ineligible for readmission into the nursing program.
3. Students may be readmitted to the nursing major **only once** following one course failure (one science course and one nursing course), withdrawal, or separation from a science or a nursing course. A withdrawal or separation is considered as one unsuccessful attempt to pass a course, or a withdrawal that results in an interruption in the nursing course sequence for academic or non-academic reasons.
4. A second readmission into a nursing course or the program is not allowed, unless as criteria cited in #5 below.
After a second science or nursing course failure or separation, the student is dismissed from the nursing major, placed into an undeclared major, and ineligible to reapply.
5. A student that separated from the Anna Maria College PL-BSN program due to a second semester senior year nursing course failure (NUS 425 or NUS 490) that has obtained a new, unencumbered LPN/LVN license following the course failure and separation from the nursing program, may be considered for readmission beyond the one-year separation period. In this instance the re-entering student must complete the PL-BSN program within a 4.5 consecutive academic year timeframe, starting with the student's original entry date in the nursing course sequence. The graduation date upon re-entry can be no greater than 2 years beyond the original graduation date. For example, a student that started the nursing course sequence with a projected graduation date of May 2023 must complete the program by May 2025.
6. A withdrawal, separation, or leave of absence from the nursing major may not exceed two academic PL-BSN curriculum plan-nursing semesters. This withdrawal, separation, or leave of absence is considered to be one separation from the nursing program.
7. Reinstatement into the nursing program will be granted on a space available basis. Assessment of candidates' application for readmission will consider the following candidate parameters:
 1. Date last attended program
 2. Science and/or Nursing course to be repeated

3. Adherence to published nursing program promotion and progression policies in place at the time the student applies for re-entry into the nursing program.
 4. A withdrawal or repeated science and/or nursing course within the PLBSN curriculum plan is considered a separation from the nursing program. Students must complete the PL-BSN program within seven (7) academic semesters after entering the nursing program course sequence as offered (NUS 211 and NUS 212) for the first time.
 5. Successful completion of readmission or remediation requirements.
 6. If you are repeating a nursing course, the student must complete all ATI exams and remediation for the co-requisite nursing courses in that semester according to the PLBSN nursing curriculum plan.
 7. Available space in the program
8. All students seeking readmission into the nursing program following a nursing course failure or separation will be required to:
1. Complete a readmission assessment and remediation assignment before reinstatement is granted.
 2. Criminal background checks (CORI/SORI) and drug screening are required after any leave of absence prior to resuming nursing courses.
 3. Update or additional immunizations and clinical requirements will be required prior to resuming nursing courses.
 4. Returning students must abide by the policies and guidelines of the Nursing Student Handbook for the entering semester.

Graduation and End of Program Graduation Requirements:

Candidates for graduation from the PL-BSN Program must complete both the College and PL-BSN nursing program Graduation Requirements:

Anna Maria College Bachelor Degree Requirements (2023-2024 Academic Catalog).

Graduation Requirements - Bachelor Degree

The requirement for graduation for the PL-BSN program is a minimum of 121 credits. To obtain a degree from Anna Maria College, a student must:

- fulfill the requirements for a field of concentration,
- complete the requirements of the General Education Requirements; and,
- complete Intent to Graduate Form one semester before the planned date of graduation.

Failure to comply with this last requirement will mean a delay in graduation. Details of college requirements and major course requirements may be found in section two of the AMC Academic Catalog, Programs and Majors.

Pre-licensure Nursing Major Graduation Requirements

- Successfully pass the courses within the published PL-BSN curriculum, 121 credits (See PL-BSN Curriculum Plan) which includes:
 - Complete all nursing courses at Anna Maria College, achieving a minimum nursing course GPA of 2.3. The minimum passing grade for nursing courses is 77 for theory and passing for lab and clinical components of a course.
 - Achieving a minimum science course (A & P 1, A & P 2, Chemistry, Microbiology) GPA of 2.3 (C+)
- Complete the required NCLEX-RN review course.

Eligibility for NCLEX-RN and Licensure

1. Graduation for the Anna Maria College PL-BSN program (see Graduation Requirements).
2. Must meet the MA BORN *Good Moral Character and Licensure Eligibility* requirements along with a Social Security number. Each state licensing board publishes eligibility requirements to sit for the NCLEX-RN exam that all potential candidates must meet.
3. Student payment of the licensing fee required by the Board of Registration in Nursing, along with a Social Security number, as part of the NCLEX-RN application process.
<http://www.mass.gov/eohhs/gov/departments/dph/programs/hcq/dhpl/nursing/licensing/application-and-other-forms.html>
4. Student payment to the Professional Credential Services (PCS) fee that is required for the administration of the NCLEX-RN examination.
<https://www.pcsdq.com/?page=health,MA-examination>

Massachusetts BORN requires all applicants for initial nurse licensure be of good moral character. BORN determines whether an applicant meets this requirement based on whether an individual's character poses a risk to public health, safety or welfare and/or the likely provision by the individual to provide safe, competent nursing care. The burden of demonstrating Good Moral Character (GMC) is on the applicant. The applicant must meet this burden by submitting to the Board required documentation of all available pertinent information as to the applicant's present and past conduct, disciplinary history, and criminal history. Determination of non-compliance with GMC by BORN or the AMC nursing program will result in denial of a licensure application.

Anna Maria College Nursing Department supports NCLEX-RN success. In the event that a student is not successful, or the re-examination date is over a one-year timeframe from nursing program graduation, the Dean of Nursing may require an NCLEX review course.

GOOD MORAL CHARACTER

Students must be in compliance with the Massachusetts Board of Registration in Nursing Good Moral Character (GMC) licensure requirement found on the MA BORN website <http://www.mass.gov/eohhs/gov/departments/dph/programs/hcq/dhpl/nursing/licensing/good-moral-character-requirements-for-licensure.html>. Students who are in violation of the GMC requirement prior to or at any time during the nursing program must report the violation to the Dean of Nursing.

STUDENT RIGHTS AND GRIEVANCE POLICY

Student's Rights and Responsibilities

The Anna Maria College nursing program is committed to recognizing the legal rights of all students, along with the accompanying responsibilities for these legal rights. Students have the responsibility to:

1. Read, understand and adhere to all Anna Maria College and nursing program policies as published in the most current *Anna Maria College Academic Catalog* and *Anna Maria College PL-BSN Nursing Program Student Handbook*.
2. Read understand and adhere to all course information, policies, and assignments published in the nursing course syllabus.

3. Check the Anna Maria College nursing course Engage website at least once a day for announcements and messages.
4. Check their Anna Maria College email at least once a day for announcements and messages.
5. Communicate nursing course issues or concerns as they occur to the appropriate person(s).

COMPLAINTS, GRIEVANCES, OR APPEALS

Complaints and Grievances– An allegation against a nursing program consistent with the nursing program or governing organization’s definition of formal complaints and/or grievances, typically expressed as a written, signed statement. (ACEN Glossary 2023 (<https://www.acenursing.org/2023-resources/2023-ACEN-Glossary-DRAFT.pdf>)

Anna Maria College BSN Program Definition of terms are:

Complaint (written expression of the grievance): An allegation that the nursing program failed to adhere to published nursing policies, thus resulting in a wrong or hardship to a student within the Anna Maria College nursing program. This allegation must be in writing and follow the complaint and grievance process as outlined in the nursing program student handbook.

Complaints outside of the nursing program will be addressed per Anna Maria College policies; e.g., discrimination and harassment.

Grievance: A grievance is a wrong or hardship suffered due to the nursing program failing to adhere to published policies and practices, that is the grounds for a complaint. The formal expression of a grievance is a complaint. The grievance process provides an opportunity for students to resolve alleged violations of a nursing program policy or practice. Individuals seeking to resolve a grievance through the filing of a written complaint, must follow the complaint and grievance process as outlined in the nursing program student handbook.

Appeal: A formal written request for reconsideration and reversal of a decision made about a written grievance.

The Anna Maria College Nursing Department is committed to resolving student conflict, complaints, grievances, and appeals in a timely manner. If a student experiences difficulty in the classroom, clinical simulation or nursing skills laboratory, or clinical area, it is the student’s responsibility to first contact the course coordinator/faculty, **unless otherwise stated in a written communication from the Dean**. Students should not proceed to the next step until a response has been received at each level. It should be noted that many issues are not immediately resolved due to the need to gather information and fully assess the circumstances.

Non-Grade Related Nursing Program Complaint/Grievance/Appeal Process

A. (Non-Grade Related) Complaint/Grievance process

1. A non-grade-related complaint or grievance should be presented in writing to the Nursing Course Coordinator/Lead Faculty within 5 days of the incident.
2. The complaint/grievance must specifically detail the evidence on which the complaint/grievance is based.
3. The Course Coordinator/Lead Faculty will bring the issue to the Nursing Faculty Organization (NFO) or the Dean of Nursing for a review and a decision.

4. A response to the complaint/grievance will be provided within 7- business days.
5. The student will be notified by email communication of the final decision.

B. (Non-Grade Related) Appeal Process

Within two business days of the final decision, the student may proceed to the following steps of the Non-Grade decision Appeal process:

1. Within two business days of receipt of the nursing program's final decision, the complaint or grievance shall be presented in writing to the Associate Vice President of Academic Affairs (AVPAA) for further review.
2. Within two business days of the receipt of the Associate Vice President of Academic Affairs' (AVPAA) response, the student may continue with the appeal process to the Vice President of Academic Affairs (VPAA).
3. Decisions of the Vice President for Academic Affairs (VPAA) are final.

Grade Related Grievance/Appeal process

A. (Grade Related) Grievance/Appeal process

The student's written grade appeal should include clearly and specifically what grounds the grade appeal is based. The student must explain why he or she believes that the assigned grade was contrary to procedures as specified in the course syllabus or was based on error. The student should attach supporting documentation to the form, such as the following:

- A copy of the course syllabus,
- A copy of the graded assignment on which the formal course grade appeal is centered if it is available; and,
- Any other documents the student believes are relevant to the resolution of the course grade appeal.

The student grade grievance/appeal process begins with the student's **written** request for a review of their grade(s), in the following order:

1. Within two business days to the Nursing Course Coordinator or Lead Faculty Member.
2. Within two business days of receipt of the Nursing Coordinator's response, the student may continue with the appeal process by writing to the Dean of Nursing Department for further review. The Dean of Nursing may present the appeal to the Nurse Faculty Organization (NFO) for their review of decision.
3. Within two business days of the receipt of the Dean's response, the student may continue with the appeal process to the Associate Vice President of Academic Affairs (AVPAA).
4. Within two business days of the receipt of the AVPAA's response, the student may continue with the appeal process to the Vice President of Academic Affairs.
5. Decisions of the Vice President for Academic Affairs are final.

Appeals to any program policy will be handled in accordance with College and nursing program Policy. The Dean of Nursing and Nursing Faculty Organization reserve the right to admit, retain, and advance students who meet the published nursing program and College policies, scholarship, health and professional requirements. Students who are found to be in non-compliance will be withdrawn or dismissed accordingly.

GENERAL POLICIES

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974 are federal standards that protect the privacy of students. The act requires schools to have electronic permission from a student prior to disclosure of any information about a student's academic record or performance with anyone outside of the institution. Nursing faculty adhere to this federal regulation.

All nursing faculty and nursing staff are part of a departmental team working together to educate nursing students. Relevant information related to an individual student's academic achievement and progression is shared among nursing faculty and nursing staff. This information remains confidential within the department.

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

Anna Maria College's nursing program wishes to ensure that access to its facilities, programs and services is available to all students on a nondiscriminatory basis, including students with disabilities (as defined by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008) with reasonable accommodation. A reasonable accommodation is a modification or adjustment to an instructional activity, equipment, facility, program or service that enables a qualified student with a disability to have an equal opportunity to fulfill the requirements necessary for graduation from the nursing program. To be eligible for accommodations, a student must have a documented disability of (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such impairment; or (c) be regarded as having such a condition.

Anna Maria College will provide reasonable accommodations to students who disclose and provide documentation of a disability. The college is under no obligation to provide accommodations unless the student has disclosed the nature of the disability in writing and has made a written request for special accommodations to the ADA Coordinator.

ADA Coordinator: Dennis Vanasse
Trinity Hall, Room 132
Anna Maria College
Paxton, MA 01612-1198
508-849-3372

LEGAL NAME STATEMENT

Students in the Anna Maria College nursing program are required to use their legal name, as printed on their driver's license or government approved ID, throughout the program. Students must always use their full legal name on forms including hospital/clinical orientation documents, when requesting a background check, when charting in patient records (written or electronic), and for any form of legal documentation related to the Anna Maria College nursing program. The student's full legal name should be used for their clinical experiences or as required by assigned clinical site. It is the student's responsibility to make sure that all Anna Maria College records reflect their current legal name.

Students will be required to upload a copy of a government issued photo ID to their CastleBranch account. In addition, a valid current photo ID are required to be shown for remote proctored exams, e.g., ATI Proctorio.

STORED RECORDS POLICY

The Registrar's Office at Anna Maria College maintains records of all students as required by law. Nursing student academic files may also be maintained in the nursing program office, in a locked cabinet, for five years. The records in the nursing program office may include academic advisement records and any documents signed by nursing students related to receipt of nursing education policies and procedures. (See Appendix C - Records of Maintenance and Retirement)

Final clinical evaluations are not distributed to students after they are submitted at the end of the semester. Clinical performance reference statements will be provided on an agreed upon request by the Course Coordinator or Dean of Nursing.

CONTACTING STUDENTS IN THE EVENT OF AN EMERGENCY

It is the obligation of students in the nursing program to inform family members, care providers, etc. of their location so that they can be contacted in case of emergency. Students should never leave an emergency message on anyone's answering machine or voicemail.

ACADEMIC HONESTY

Refer to the Anna Maria College Academic Catalog and policies posted at,

<https://annamaria.edu/campus-life/student-handbook/academic-policies-procedures/>

The Anna Maria College Academic Honesty and Integrity Policy can be accessed at,

https://annamaria.edu/wp-content/uploads/2020/07/Academic-Integrity_2017_final.pdf

Compliance in accordance with the Anna Maria College Academic Honesty and Integrity Policy is mandatory. Disciplinary action may lead to dismissal from the college, regardless of a student's academic standing.

Students in the Anna Maria College Department of Nursing should be aware that the Anna Maria College Academic Honesty and Integrity Policy extends into the clinical, lab, and classroom setting. Students are required to be truthful in all actions, communication, and documentation. Sharing of academic information that is meant to be confidential will not be tolerated; (e.g., test questions, ATI log-on or passwords).

Electronic communication devices such as cell phone, pagers, or recording devices must be turned OFF in lecture or laboratory attendance. **These devices are not to be brought into the clinical site setting at any time.**

NO photographs, video, or audio recordings can be taken within ANY clinical/laboratory facility for any reason, during any Anna Maria College Department of Nursing learning experiences or while representing the Anna Maria College nursing program without the program's authorization.

Artificial Intelligence (AI) programs are not a replacement for human creativity, originality, and critical thinking. Students will be informed as to when, where, and how these tools are permitted to be used along with faculty guidance and permission. Any use outside of this permission constitutes a violation of Anna Maria College's Academic Honesty Policy.

Students in the Anna Maria College Department of Nursing who do not adhere to the policy concerning academic honesty and integrity in the classroom, college laboratory, and /or the clinical setting will face disciplinary actions, up to and including dismissal from the Anna Maria College Department of Nursing and the College.

VERIFICATION OF STUDENT IDENTITY IN ONLINE LEARNING POLICY

Every student is issued a secure Anna Maria College login and password to be utilized for all Anna Maria College communications.

The PL-BSN program uses the College learning Management System Engage, to enhance learning. Students must access and submit course learning assignments through the Anna Maria College Engage Learning Management System and communicate with the Anna Maria College nursing faculty and staff through the Anna Maria College email system.

ANNA MARIA COLLEGE DEPARTMENT OF NURSING INSTRUCTIONAL MATERIALS COPYRIGHT

Anna Maria College Department of Nursing students should be aware that course lectures and instructional materials for any nursing course including audio or video recording of lecture(s), PowerPoint presentations, handouts, learning activities posted on nursing course ENGAGE LMS websites, tests, and other lecture, lab, and clinical instructional materials are protected by copyright. Students may take notes and make copies of course materials for their personal use or to share with other students enrolled in their class within the nursing program. Students may not reproduce or distribute any course instructional materials publicly, in any form (hard copy or electronic) without the express written consent of the nursing program faculty member who developed the materials. If program recording is granted by the nursing program and conducted for Anna Maria College educational purposes, student video and audio voicing will be displayed in the recording.

PROFESSIONAL BOUNDARIES

Students are expected to maintain boundaries with clients, colleagues and staff in terms of respectful behaviors, communication, and appropriate interaction. **If unprofessional boundaries or unacceptable behaviors occur, the student will be withdrawn from the nursing program.** Students are not permitted to accept gifts from clients or give gifts to faculty members. For additional guidance on professional boundaries between the nurse and the client please refer to the following brochure published by the National Council of State Boards of Nursing at <https://www.ncsbn.org/professional-boundaries.htm>

SOCIAL MEDIA/ELECTRONICS POLICY

Nursing students at AMC are expected to abide by the guidelines put forth by the Massachusetts Board of Registration in Nursing and the National Council of State Boards of Nursing (NCSBN) (Appendix D). These guidelines clearly detail the expectations and standards by which all AMC nursing students should abide by and are considered to be the basis for the nursing program making determinations about student adherence to the Anna Maria College PL-BSN Social Media Policy. Furthermore, students should be aware that:

1. All Anna Maria College and nursing program policies related to HIPAA, patient confidentiality, and harassment contained in the Anna Maria College Academic Catalog, Anna Maria College PL-BSN Nursing Student Handbook, and Anna Maria College PL-BSN nursing course syllabi also apply to social media.

2. Students are strictly prohibited from taking photographs or capturing digital images of any kind on a clinical patient care unit or within a clinical facility. This includes not only patient/client photographs/digital images, but also any information that may be within the patient's/client's health record or plan of care.
3. All electronics (including but not limited to cell phones/ smartphone watches, beepers, pagers, PDAs, cameras, and videos) are prohibited from use in the nursing clinical/lab site settings. **These devices are not to be brought into the clinical site setting at any time.**
4. Personal communication devices such as cellphones taken to the classroom or clinical/lab setting must be turned OFF and cannot be accessed during the time that class or lab are in session.
5. Students may not post any information on patient/client information on any social network or transmit patient/client information via email or other electronic communication media.
6. All information posted on social media is searchable and shareable, even with privacy settings in place and even on sites that have a time-limited posting period.
7. Nursing students are expected to immediately report any social media or electronics violations by their peers or others.
8. **Inappropriate use of social media and/or electronics by nursing students is grounds for disciplinary action up to and including dismissal from the nursing program and college.**

Technology Requirements

The Anna Maria College PL-BSN program uses web-enhanced learning resources in all nursing courses. Students enrolled in the program must have computer availability to access:

1. The College email system, in which every student has an account to allow for secure communication between students, faculty, and college personnel.
2. The College online learning management system platform, Engage. All nursing courses use the College online learning management system platform, Engage, to post all course materials including but not limited to the course syllabus and calendar, nursing program option student handbook, class notes (PowerPoint notes), supplementary learning activities to include course specific, assignment drop boxes to upload course assignments, link to the Zoom videoconferencing platform in instances when remote learning may be necessary, and Assessment Technologies Institute (ATI) learning resources posted on this platform.
3. Assessment Technologies Institute (ATI) website to access required learning materials and assignments. The ATI technical requirements, website terms of use, and privacy policy are available to users via links at the bottom of the website main page. (<https://www.atitesting.com/>). ATI technology requirements can be found in this student handbook in Appendix H.

The College and nursing program both recommend that students own laptop computers to use throughout the program. The following on-campus computers are available for student use:

1. The Information Commons on the upper level has 30 desktop computers for use on a first come, first serve basis.
2. The library on the lower level also loans out laptops and tablets for three-hour periods for in-house use only.
3. The Nursing Department, in the Nursing Skills lab has Chromebook laptop computers that are used for computer testing, completing ATI assignments, and completing course specific work within the nursing skills lab.

Students in the PL-BSN nursing program are expected to be able to:

1. Send and receive email via the Anna Maria College email system
2. Access and use the College online learning management system platform (Engage)
3. Locate a file and upload it to a drop box on the College online learning management system platform (Engage)
4. Use a web browser and word processor
5. Use spell check
6. Use Turnitin SimCheck or other assigned plagiarism checker
7. Access the required learning materials, assignments, and proctored testing products on the Assessment Technologies Institute (ATI) website

The College has specific technology requirements for student's own laptop computers. These requirements can be found on the College website at, <https://annamaria.edu/campus-life/technology/#specs> These requirements can be found in this student handbook in Appendix H-1.

ELECTRONIC COMMUNICATION

The faculty expects all students to use the technology that is available to them on campus and in the clinical area in accordance with the published policies of the College and nursing program. Anna Maria College provides computers for student use in the Library, Learning Resource Center, and the Nursing Laboratory.

Faculty will utilize Anna Maria College electronic mail (e-mail) for communication with students. A current Anna Maria College e-mail address is required for nursing students. Students must use their Anna Maria College email account for all email communication with nursing faculty and the nursing department. To protect the student's educational privacy rights, nursing faculty will not communicate with students via the student's personal email account (e.g., Gmail, Yahoo, AOL, etc.). The student is responsible for accessing their Anna Maria College e-mail frequently and in a timely manner.

Students communicating with faculty or nursing department staff via Anna Maria College e-mail should:

1. Put the purpose of the communication in the subject line.
2. Use correct grammar, punctuation, and capitalization.
3. Sign e-mail communications.

Nursing courses utilize a learning management system (LMS) such as Engage. Students will find announcements, assignments, and other important information on these sites. Students should set their Engage account to forward all announcements to the student's AMC email account. Students are expected to check the Engage LMS site (not using the phone app) for each of their courses frequently for announcements and messages.

Faculty response to students' communications is usually within 3 business days. Matters of urgency that need an immediate response should not be communicated electronically

ESSENTIAL FUNCTIONS OF A NURSING STUDENT

Anna Maria College's nursing program has a responsibility to educate competent nurses to care for their clients (persons, families and/or communities) with critical judgment, broadly based knowledge, and well-honed technical skills. Anna Maria College's nursing program has academic as well as essential standards that must be met by students in order to successfully progress in and graduate from its programs. The essential standards reflect performance abilities and characteristics that are necessary to successfully complete the requirements of the health science (e.g., nursing) program. The examples are not all-inclusive (Appendix E).

HEALTH AND CLINICAL PRACTICE REQUIREMENTS

The Massachusetts Department of Public Health establishes recommended and required immunizations for health care personnel, which includes student nurses. Additionally, health care facilities have practice requirements established for personnel. For example, a recent physical exam (within one year of admission and within one year of a course with a clinical component), annual tuberculin testing and seasonal flu vaccine, negative drug screen, American Heart Association BLS for Healthcare Provider certification, drug testing, fingerprinting, and satisfactory criminal background checks are practice requirements which must be documented prior to the first nursing clinical course. Some clinical agencies will require additional testing and/or documents of proof of compliance.

Submit, to Castle Branch, a scanned copy of front and back of a government issued photo ID. Students are responsible for expenses incurred for meeting health and clinical practice requirements, e.g., physical examination, CPR certification, required immunizations.

Proof of compliance with these practice requirements is required to enroll in and attend nursing courses with clinical components. Students out of compliance will not be allowed in clinical/laboratory, will incur absent time, will be at risk for failure; therefore, may be forced to withdraw from the course. It is the responsibility of the student to submit up-to-date documentation of these requirements to their CastleBranch accounts by the established due dates (e.g., 30 days prior to clinical rotations). Physical examination, CPR certification and required Immunization fees for these services are incurred by the student.

NURSING PROGRAM CLINICAL HEALTH AND IMMUNIZATION REQUIREMENTS

1. Submit documentation of an annual physical exam administered within 1 year of August 1 (prior to the start of each academic year enrolled in the nursing program).
2. MMR (measles, mumps, rubella): Documentation of Immunity includes a) 2 doses of MMR; or b) laboratory evidence of immunity to measles and mumps and rubella or laboratory confirmation of each disease (consider the terms of “indeterminate” or “equivocal” immunity to be susceptible.) History of healthcare provider-diagnosed disease or documented proof of immunity is not acceptable as proof of immunity.
3. Td/Tdap (Tetanus, diphtheria, pertussis): An initial dose of Tdap vaccine within the past 10 years or a current TD booster is required.
4. Varicella (chicken pox): 2 doses of varicella vaccine > 4 weeks apart, or laboratory evidence of immunity, or laboratory confirmation of disease, or reliable history of varicella disease (chicken pox or herpes zoster) by a health-care provider, including occupational health nurse.
5. Hepatitis B: Proof of three vaccinations and a positive antibody titer showing serologic immunity (hepatitis B surface antibody test) OR if not immune, negative antigen. (Course includes 3 doses hepatitis B vaccine on a 0, 1, and 6-month schedule. Test for hepatitis B surface antibody (anti-HBs) 1-2 months after the 3rd dose to document immunity. After completion of the 3rd injection of the series, a positive hepatitis titer is required. This process can take 6 -8 months to complete). This series must be completed before the start of the student’s first clinical course.
6. An initial negative 2-step tuberculin skin test, 1 to 3 weeks apart, with an annual TB skin test thereafter. For students who cannot undergo skin testing (history of positive reaction of previous BCG immunization) evidence of a negative chest x-ray within five years and annual assessment of signs and symptoms from a medical provider is required. If desired, a QuantiFERON Gold blood test OR T spot test is acceptable.
7. Annual seasonal flu vaccine by October 1 or indicated by the Anna Maria College nursing department.
8. Proof of the most current COVID booster, as required.
9. Proof of current valid **American Heart Association Basic Life Support for Healthcare Providers CPR** certification OR a **Red Cross Basic Life Support (BLS), AED for Healthcare Providers** certification. The CPR is the level for Healthcare Providers.

Clinical facilities may stipulate additional requirements for which medical documentation **must** be provided. Clinical sites require proof of student health and immunization status. This information is provided to affiliation offices before clinical clearance is granted. If this information is not disclosed, the student would be dismissed from the nursing program.

Students are not eligible for participation in the nursing program without documentation of required health and immunization requirements (see below). The Student Health Record is to be completed and submitted to Student Health Services prior to entry to the college. No record = No clearance for classes or clinical.

- ❖ Massachusetts State Law requires that all Health Science students have a completed health form on file in the Student Health Office prior to the start of classes.

CHANGE IN HEALTH STATUS

In order for a student to continue in class or clinical when their health status has changed, the student must provide documentation from a health care provider to Anna Maria College Health Services (508-849-3458) that clearly states the limitations or the ability of the student to fully participate in all activities. Please notify Student Health Services for an individual consultation. In addition, students must adhere to facility policy regarding return to clinical. Health status changes require medical documentation that clearly identifies student limitations/restrictions and ability to participate in all program activities. Health status changes include, but are not limited to injury, pregnancy/delivery, major illness (physical or mental), communicable disease, and/or splint/brace/cast/sling. Withdrawal from the course, with current grade earned, may result if the course outcomes cannot be completed.

<https://annamaria.edu/campus-life/health-counseling/>

https://annamaria.edu/campus-life/health-counseling/medicat_required-forms/

- ❖ Significant changes in health status may affect the student's ability to perform clinical functions. If determined that student or patient safety may be compromised, the student will be excluded from the clinical area until cleared by their healthcare provider. Clinical agencies will be consulted, as needed, to determine if the student can participate in clinical assignments. **The inability to participate in clinical assignments may result in withdrawal from the nursing program.**

Please be advised a clinical agency's policy may require additional clinical compliance requirements of student nurses and are subject to change at any time. The nursing program is not responsible for providing alternate clinical placements for students who are not granted health clearance from a clinical agency.

Some clinical agencies may perform or request actual documentation of student test results in compliance with their mandates. Security clearance is required by some clinical agencies. This may involve a necessity to provide the clinical site with such identifying information. All information will be transmitted via secure measures.

All agencies' clinical and health requirements must be successfully met for the student to meet the course requirements. Students not meeting, or unable to meet, the clinical and health requirements will not be successful in the nursing course; therefore, will be withdrawn from the nursing course and/or program.

HEALTH INSURANCE

All students are required to carry either their own health insurance or the college health insurance. Any health expenses incurred while the student is enrolled are the student's responsibility.

MALPRACTICE INSURANCE

Faculty and students will be covered for malpractice insurance with a group policy provided through the College.

CRIMINAL BACKGROUND CHECK/CRIMINAL OFFENDERS RECORD INVESTIGATION (CORI) AND SEX OFFENDER REGISTRY INFORMATION ACT (SORI)

In view of the licensure eligibility requirements for Massachusetts, all Anna Maria College Department of Nursing faculty and students must submit to a Criminal Offenders Record Investigation (CORI) that includes an investigation of federal offenses (HHS-OIG, SAM) and Sex Offender Registry Information Act (SORI).

Any student whose **CORI, Federal Investigation,** or **SORI** reflects conviction of certain offenses will be ineligible for placement at a clinical agency and furthermore, may be excluded from receiving a nursing license in Massachusetts, in accordance with Board Licensure Policy. Therefore, if there is a finding of an offense when the CORI, Federal Investigation, or SORI is completed, the student may be unable to participate in a clinical assignment. Participation in planned clinical experiences throughout the curriculum is required; however, acceptance into the course or program does not guarantee placement in a clinical agency. The CORI, Federal Investigation, and SORI may be repeated at intervals during the program, as clinical agency contracts require.

Any individual who has been convicted of a felony or misdemeanor conviction, and/or who has been disciplined by a licensure/certification body, or whose ability to practice professional nursing may endanger the health and/or safety of a person, should seek special advising prior to enrolling in any professional nursing program in Massachusetts.

Enrollment and progression in mandatory clinical placement experiences in the nursing program may be contingent on a satisfactory background check. Individuals who have been convicted of a felony or misdemeanor crime or have a pending criminal case must meet eligibility requirements for the nursing program and affiliating clinical facilities. Clinical agencies are not required to accept students who have an unsatisfactory background check. Students need to notify the Vice President of Student Affairs and the Dean of Nursing of any criminal offenses, open cases, or pending convictions.

In addition to the background check performed through the college, clinical agencies may also perform an independent background check on students prior to placement and are not required to accept a student with an unsatisfactory result or certain convictions on their record. Students who are Certified Nurse Aides or Licensed Practical Nurses must have unencumbered certification/licenses in order to participate in student clinical experiences. The nursing program will not be responsible for alternate clinical placements for students who cannot be placed in an agency related to an unsatisfactory background check or an encumbered certification or licensure. Students who are unable to obtain clinical placement due to unsatisfactory background/license checks will be dismissed from the program.

Misdemeanor and felony convictions, and discipline by a licensure/certification body are evaluated by the Board of Registration in nursing to determine licensure applicant compliance with the “good moral character” licensure requirement established in the Massachusetts General Laws, Chapter 112, section 74 and 74A.

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

Students have an obligation to inform the Vice President of Student Affairs and the Dean of Nursing if a legal issue arises during enrollment which is reportable on a background check. Any student returning from a separation/leave of absence is required to do a criminal background check before resuming nursing courses.

CPR CERTIFICATION REQUIREMENTS

A valid American Heart Association BLS *for Healthcare Providers* CPR **OR** a Red Cross Basic Life Support *for Healthcare Provider* certification must be submitted to CastleBranch according to established deadlines which are prior to attending a course with a clinical/lab component and must remain current thereafter.

A CPR certificate, valid through the students anticipated program completion date, is required.

DRUG AND ALCOHOL POLICY

Students are not allowed in class, lab, or clinical practice settings if under the influence of illicit drugs or alcohol. In addition, refer to the Anna Maria College Marijuana policy. The MA Board of Registration in Nursing regulation 244CMR 9.03(26) states it is the nurse's duty to report abuse of a patient, practice of nursing while impaired by substance abuse, and/or diversion of controlled substances. Anna Maria College nursing students are expected to abide by this regulation. Students in violation of the drug and alcohol policy will be dismissed from the nursing program.

Some clinical agencies may require toxicology screens (drug and alcohol) prior to clinical placement. If a student does not meet agency requirements for placement, the student will be dismissed from the nursing program.

Clinical sites require proof of student health and immunization status, including drug and alcohol results. This information is provided to affiliating clinical agencies before clinical clearance is granted for the student to attend the clinical site(s).

If at any time the nursing faculty determines that a student's physical or mental ability may interfere with safe clinical performance, the student will not be allowed to remain in the clinical area. The Dean of Nursing will be notified and the future status of the student will be administratively determined.

Drug Testing

Students must take a comprehensive 10-panel urine drug screen through the agency chosen by CastleBranch. As a result of some clinical affiliation requirements, all Anna Maria College nursing students are required to have a comprehensive "10-Panel" urine drug screen with results submitted to the student's secure record storage account (Castle Branch) and, if required, to the assigned clinical site prior to the beginning of their clinical work. If the actual results are required by the clinical site, permission for release of results will be authorized to the assigned clinical site. Failure to disclose any of this information will prevent students from attending clinical and the completion of the course, which will result in dismissal from the nursing program. If the student's drug screen is positive, the student must submit written proof of a prescription for the appropriate medication prior to beginning clinical. Students who are not cleared for clinical will not be eligible for readmission into the Anna Maria College nursing program.

Initial drug screening is required about one month prior to a semester including a clinical course. Students testing positive for drugs or refusing to submit to drug screening will be deemed ineligible for placement in a clinical facility and dismissed from the nursing major. Please be

advised that a clinical agency's policy may require additional or random drug screening of student nurses. The nursing program is not responsible for alternate clinical placements for students who cannot be placed in an agency related to drug screening results or refusal to submit to a drug screening. Any student returning from a program separation/leave of absence is required to be drug screened before resuming nursing courses.

Students have an obligation to inform Anna Maria College Health Services if a health or medical issue arises during enrollment, which may affect clinical performance. Any student returning from a program separation/leave of absence is required to acquire clearance for clinical placement before resuming nursing courses with clinical experiences.

EXPOSURE TO INFECTIOUS MATERIALS OR HAZARDOUS SUBSTANCES

Every effort to reduce the likelihood of a clinical exposure to infectious material will be exercised in accordance with OSHA Instruction CPL 2-2.44B. In the event of an exposure, immediate effort to reduce risk of infection will be implemented. Policies for exposure will be instituted according to the clinical facility in which the incident occurred. Following a report of an exposure incident, the clinical facility will make available to the student a confidential medical evaluation and follow-up of the incident.

To ensure students receive information about the known and suspected health hazards of toxic substances to which they may be exposed to in the normal course of clinical experiences, they are instructed regarding the OSHA Hazard Communication Standards annually and before any assignment which involves handling hazardous substances. Any exposure must be reported to the Anna Maria College Health Office.

BODY FLUID EXPOSURE POLICY AT ANNA MARIA COLLEGE

In the event of exposure to bodily fluids at Anna Maria College, the following steps must be followed by the student:

1. Initiate First Aid:
 - A. Wash needlesticks and cuts with soap and water; and, then apply direct pressure.
 - B. Flush splashes to the nose, mouth, or skin with water or saline for 3-5 minutes
 - C. Irrigate eyes with clean water, saline, or sterile irrigants
 - D. Apply direct compression as needed
<https://www.cdc.gov/niosh/topics/bbp/emergnedl.html>
2. Seek follow-up with your primary provider utilizing your own health care insurance.
3. Within 72 hours of the incident, notify the Anna Maria College Student Health Services, located on Campus at Annex of Trinity East from 8:00 a.m. to 4:30 p.m. Monday through Friday.
4. Should exposure occur at the clinical setting, after the initial first aid is completed, the student should ensure that the Anna Maria College clinical instructor is notified for facility policy to be followed.
5. An Incident Report by the student and assigned instructor needs to be completed for the Anna Maria College nursing department.

INCIDENT REPORT

If a student needs to complete an incident report, there is a form stack that can be submitted at the following link: https://annamaria.formstack.com/forms/incident_report

LATEX ALLERGY/SENSITIVITY POLICY

Latex allergy is an immune system reaction to natural rubber latex that is found in most latex gloves and many other medical products. Symptoms of latex allergy can range from mild to severe.

The responsibility of understanding the risks associated with exposure to latex during a clinical education, even when reasonable precautions are made lies with the student who has the latex sensitivity.

All students with symptoms of a latex allergy should be evaluated by an allergist for confirmatory testing, treatment, and education. If a diagnosis of latex allergy is made, students must take the following steps and understand the following formation:

1. Any nursing student with a diagnosis of latex allergy must provide written documentation from their health care provider, diagnosing the latex allergy (RAST or skin testing is required) to Health Services.
2. Due to privacy concerns, (e.g., (Health Insurance Portability and Accountability Act of 1996: HIPAA), medical information, including allergies, is not distributed to faculty and staff by Health Services. Therefore, a nursing student with a latex allergy is responsible to communicate information about their latex allergy and any necessary latex accommodation requests to the Dean of Nursing and all clinical and lab instructors.
3. A medical alert bracelet should be worn to indicate their allergy.
4. An epinephrine self-injection kit such as Epi Pen must be carried by the individual, in case of latex-allergic reactions. This must be with the student at all times, in all educational settings (classroom, on campus lab, and clinical practice facilities).
5. Non-latex gloves (vinyl), gloves will be available in the Nursing Skills Lab, and must be used by all latex-allergic individuals. (Please note: multiple allergies including allergy to vinyl may also occur, and should also be addressed with the student's health care provider). Powdered latex gloves will not be used in the Nursing Skills Lab.
6. **The Nursing Skills Lab is not a latex free environment:** therefore, the risk of exposure to latex cannot be eliminated.
7. **Anna Maria College cannot guarantee latex free environment during clinical rotations.**
8. There is a risk of increasing allergic reactions if exposure to high levels of latex allergens continues.

Students may elect to withdraw from the nursing program due to a latex allergy or sensitivity (Appendix F).

PROFESSIONAL BEHAVIOR IN AND OUT OF THE CLASSROOM

Students are expected to conduct themselves in a professional and respectful manner at all times in classroom, laboratory, and clinical areas with faculty, clinical and lab instructors, staff, peers, clients, family, and allied health staff. Refer to the Anna Maria College (AMC) *Undergraduate Student Handbook for Undergraduate Student Code of Conduct*.

- Profanity will not be tolerated.
- Disrespectful and unprofessional behaviors or communication will result in disciplinary action.
- Breach of confidentiality and academic dishonesty are grounds for dismissal from the nursing program.
- Noncompliance with AMC and nursing policies, MA BORN Code of Conduct, and/or standards of behavior will result in a review by nursing faculty and the Dean of Nursing and is subject to review and dismissal at the recommendation of the nursing faculty and approval of the Dean.
- All social media communication falls under HIPAA (Health Insurance Portability and Accountability Act of 1996). Information related to clinical will NOT be posted on any social media, discussed in emails, or shared with others outside of respective clinical experience. Students who violate confidentiality will be withdrawn from the nursing program.
- Online communications should be conducted with a live face view.
- Food and drink are not permitted in the clinical and laboratory settings.

CODE OF CONDUCT

The Anna Maria College Community upholds and supports a Code of Conduct that is both responsible and ethical in keeping with values set forth by the Mission of the College. The Code of Conduct refers to a student's behavior and actions on issues of academic honesty, respect and courtesy, plagiarism, and violations of confidentiality. A member of the College community may report, in writing, failure to adhere to the Anna Maria College Code of Conduct to the appropriate program director. Decisions by the program director, regarding action to be taken may be appealed, in writing, within four (4) weeks, to the Associate Vice President for Academic Affairs who will report the findings to the Vice President of Academic Affairs whose decision is final.

A student dismissed for academic or discipline reasons shall not be eligible to apply for readmission to any nursing course at Anna Maria College.

ACADEMIC INTEGRITY

As an academic community centered in the Catholic Tradition, Anna Maria College expects all members of the College community to act in a responsible and ethical manner and to uphold the values, rules, and regulations of the College. The principles of individual honor, integrity, responsibility, and respect for the rights of others are essential to students. Anna Maria College expects academic honesty. https://annamaria.edu/wp-content/uploads/2020/07/Academic-Integrity_2017_final.pdf

The Anna Maria College community represents a rich variety of backgrounds and perspectives that may enhance course-learning outcomes. However, it is imperative that students not share information that is confidential, or privileged.

Violation of academic integrity includes but is not limited to cheating on exams or quizzes, stealing or having unauthorized access to exams, plagiarism, unauthorized collaboration on academic or clinical preparation, and falsification of data for clinical preparation or documentation. Academic dishonesty will result in disciplinary action and may result in dismissal from the nursing program.

Accessing and utilizing publishing company instructor test banks to prepare for nursing course exams is considered a violation of academic honesty. This will result in an exam grade of zero, with no exam make-up and may result in dismissal from the nursing program. Refer to Anna Maria College catalog.

If a faculty member or fellow student suspects that a student has violated the standards for honesty and integrity in academic work, he or she must report the matter to the Dean of Nursing. If it is determined that a violation has occurred, sanctions may include, but are not limited to, a letter of reprimand, failure on the assignment, failure in the course, suspension, or dismissal from the College. See the Student Code of Conduct in the Anna Maria College Student Handbook for details.

CLASSROOM CONDUCT

All students shall be given the opportunity to learn in an environment that is free from noise, intrusions, and disruptions. Students are expected to refrain from disruptive behavior during class/laboratory. Students should remain attentive to the activities of the classroom and behave in a manner that allows others to be attentive. Noise must be avoided and includes, but is not limited to beepers, cell phones, side conversations among students, monopolization of conversation, frequent getting up and down while class is in session, coming into class late and leaving early. Surfing the internet during class is not allowed. Students may use electronic audio recording devices in class ONLY with prior permission from the faculty member teaching the class. Exam/concept reviews may not be audio or video recorded. Unauthorized reproduction of any class materials is prohibited. Faculty and students are mutually responsible for enforcing optimum classroom behavior, thus creating an appropriate learning environment for all.

ASSIGNMENTS

All assignments must be submitted per the course instructions (example, hard copy directly to instructor and/or uploaded to the course Engage website) on the due date. Failure to do so may result in grade deduction, an incomplete grade for the course, or course failure. Written assignments must be typed in the most current edition of APA format and comply with the College's Academic Policy.

ASSESSMENT TECHNOLOGIES INSTITUTE, INC. /ATI NURSING EDUCATION (ATI) POLICIES

The Nursing Department partners with Assessment Technologies Institute ® LLC/ATI Nursing Education to assist students with acquiring critical reasoning skills and nursing content knowledge essential for nursing program and NCLEX-RN success. The ATI technical requirements can be found at www.atitesting.com .

ATI review modules (textbooks), online learning activities including practice, targeted, and predictor exams are incorporated into the nursing curriculum. Through the use of ATI educational materials, students' knowledge and critical reasoning skills are strengthened. Both ATI practice and proctored exams are used to evaluate students' progress at identified intervals

in the nursing program. ATI technological requirements to participate in the ATI assignments and secured proctored exams, e.g., personal computer/laptop, webcam, internet access (Appendix H and ATI website for secure remote proctored exams).

It is expected that every student enrolled in the Anna Maria College Department of Nursing pre-licensure nursing programs will fully participate in the ATI testing, active learning and remediation assignments.

Student Responsibilities:

- **It is the responsibility of the student to have the ATI technological requirements to participate in the ATI assignments and secured proctored exams, e.g., personal computer/laptop, webcam, internet access.**
- It is the responsibility of the student to inform the course coordinator immediately through email if the student is experiencing difficulty accessing ATI products to complete the assignment and/or having difficulty uploading completed assignments to the course Engage Learning Management System drop box. **Notifying the course coordinator after the assignment was due to be submitted will not reverse a grade of zero for late or non-submitted assignments.**
- It is the responsibility of the student to know and adhere to all ATI assignment completion dates and requirements, including the method of submitting the assignment. Assignments will not be accepted after the posted due date and time. Incomplete assignments will be graded as being a non-submitted assignment and the ATI proctored exam grade reduction policy will be applied to that assignment. Assignments that are to be submitted via uploading to the nursing course Engage drop box will not be accepted in any other form.
- Students should check their *ATI Student Report Card* immediately after completing an assignment to validate that their ATI work was posted to the transcript. ATI online assignment completion posted to the student *ATI Student Report Card* will be accepted as validation of online assignment completion. If the *ATI Student Report Card* does not document that the assignment was completed the student will not receive credit for completing the assignment.
- Students must validate that all ATI assignment documents are uploaded to the correct nursing course Engage drop box. The student must make sure that the ATI assignment/assignment components uploaded to the drop box fulfill the following requirements:
 1. All in the correct assignment drop box before the assignment due date and time. Incomplete and/or incorrectly submitted assignments will be graded as being a non-submitted assignment and the ATI proctored exam grade reduction policy will be applied to that assignment.
 2. Can be opened and viewed for grading by the ATI assignment grader.* The student should open every uploaded file to ensure that it can be viewed and graded. Blank documents will be graded as a non-submitted assignment and the ATI proctored exam grade reduction policy will be applied to that assignment.
 3. Documents that are submitted must be properly formatted and be able to be read for the ATI grader; e.g., pdf format. Documents that are not formatted properly for reading will be graded as a non-submitted assignment and the ATI proctored exam grade reduction policy will be applied to that assignment.

4. The student will submit original work. Copy and pasting directly from the ATI review module/textbook is plagiarism and a violation of the nursing program and Anna Maria College academic honesty policies.

*To facilitate correcting and to ensure that submitted documents can be opened for grading all student **must**:

1. Use and upload the completed assignment ONLY on the ATI provided document posted on Engage to complete assignments. Only use the ATI that is the editable pdf format Active Learning Templates and the instructor posted word document 3 Critical Points worksheet. Any other form of the document (example word document ALTs) will NOT be accepted. Pictures or other documents will NOT be accepted.
 2. Submit the one or two pages from the ATI Student Report Card that validates assignment completion in pdf format. Make sure that the student's name (at the bottom of every page of the ATI Student Report Card) can be viewed and read by the assignment grader.
 3. Pictures of ALTs, the ATI Student Report Card are not easily opened and should NOT be submitted without approval from the course coordinator. When a student submits a picture document the only format that will be accepted is a PDF file format. Other formats cannot be opened in the course Engage Learning Management system for grading.
- Students must check the nursing course Engage assignment drop box for any ATI assignment comments posted by the ATI assignment grader. Students should not respond to the comments via the Engage drop box comment section. Communication to the instructor/grader should be via the Anna Maria College email system.
 - The ATI online resources are assigned to Anna Maria College students only; students are not permitted to share ATI log on codes and passwords with anyone.

ATI Course Assignments

Online practice exams, targeted exams, nursing skills modules, tutorials, and other ATI learning products are assigned to augment classroom, lab, and clinical learning. Through appropriate use of these assignments, students gain knowledge, strengthen critical reasoning skills, and gain confidence in answering NCLEX-style questions. Each nursing course syllabus will identify the required course specific assignments and deadlines for completing each assignment.

If you are repeating a nursing course, the student must complete all ATI exams and remediation for the co-requisite nursing courses in that semester according to the PLBSN nursing curriculum plan.

Each semester, in most nursing courses, students will be assigned required ATI practice exams, targeted exams, and/or tutorials to complete. A significant component of these assignments is the completion of prescribed learning activities, which includes *Focused Review*, *Active Learning Template* (ALT) completion, and *3 Critical Points Worksheet*. The individual course syllabus and/or the course ATI Assignment Checklist will detail the specific required assignments, including the due date for assignment completion.

Each nursing course syllabus and/or the course ATI Assignment Checklist details specific ATI assignments that must be completed. Students must complete the required ATI assignments

before the published deadline. **When the practice exam or tutorial is part of a course specific proctored exam requirement, failure to complete and/or validate the required assignments on time will result in point reductions for each of the required assignment validation components listed below for NUS200, NUS300 and NUS400 level (Refer to individual course ATI Assignment Checklist).**

1. Proctored Exam Assignments

All nursing course ATI proctored exams will have pre-exam assignments and post exam remediation assignments. There is a total of 8 required components for the completion of the pre- and post-exam assignments.

The Proctored Exam Pre Exam Assignment Validation Components Are:

A. Pre-Exam Assignment Validation Components

The Pre-exam Assignment Components must be submitted to the correct drop box, as directed in the course ATI Assignment Checklist on or before the published due date and time, e.g., uploaded by 8:00 am prior to proctored exam. If requested, students will be required to pass in paper copies of the assignments at the beginning of the ATI proctored exam.

1. The student will achieve a minimum score of 77% for 300 level courses or 90% for 400 level courses, by the assigned due date and time. This can be achieved by taking the assessment as many times as needed by the due date and time.
2. The student will then complete the *Focused Review* for the **first** attempt of the practice assessment before the rationales are opened.
3. Students are required to spend a minimum of 30 minutes on the *Focused Review* by the due date and time listed on the ATI checklist.
4. The student will complete 3 Active Learning Templates for topics listed on the Focused Review for the first attempt at the practice exam assessment by the due date and time listed on the ATI checklist.
5. Once the due date and time is reached, the rationales will be opened for the practice assessment. Students are required to make an additional attempt at the practice exam assessment reviewing the rationales for each question. This will be completed by the due date and time listed on the ATI checklist.
6. On the day of the Proctored exam the following documents will be uploaded to the drop box on the Course Engage platform for validation of assignment completion.

The Proctored exam Pre-exam Assignment Components to submit are:

- a. ATI Student Report Card page(s)
 - validating the required grade was achieved on the ATI online practice assessment assignment as indicated in course syllabi.
 - validating that the focused review for the assigned online practice assessment was completed. A minimum of 30 minutes should be spent on the focused review. Students earning 100% on their first attempt must contact the course coordinator) ASAP after earning the grade of 100% to receive a nursing program prescribed focused review All students will

complete a focused review. Refer to course ATI checklist for additional exam attempts after rationales are open.

- b. Required number of Active Learning Templates (ALTs) and/or 3 Critical Points Worksheet using the topics to review directly from the student's first attempt at the ATI online practice assessment assignment, as documented in the Individual Performance Report or Focused Review. **Students receiving an individualized performance report with less than 3 topics to review should contact the course coordinator ASAP after receiving this report to obtain a list of topics to use for completing the required number of ALTs. All students will complete the required number of ALTs.**

B. **Proctored Exam Post-Exam Remediation Assignment Validation Component**

It is highly recommended that the student completes the entire individualized focused review for the Proctored Assessment Exam, including completing all the suggested ALTs for the listed topics to review. This is NOT a requirement, but a strong recommendation.

All students will spend at least 60 minutes on the individualized focused review of the Proctored Exam Assessment.

- c. **The required Post-exam Assignment Component to submit** to the correct drop box on the nursing course learning management site (Engage) is
 - the page(s) from the ATI Student Report Card documenting that the student spent at least 60 minutes on the focused review:

Point reductions from the student's proctored exam grade earned will occur for any of the required components not completed by the posted due date and time. A maximum of 10-points can be deducted if all assignment components are not submitted on time, as required.

Please review the assignment components, due dates and times on the specific course syllabi, ATI Assignment Checklist, or Course Engage Announcement, for any variation in this assignment.

2. **Targeted Exams, Nursing Skills, Tutorials, and Other ATI Assignments**

Targeted exams, nursing skills modules, tutorials, and other ATI learning products may be assigned in a nursing course to augment classroom, lab, and clinical learning. The assignment requirements, due dates and times for the specific assignment will be indicated on the course syllabus. Please review the course syllabus to identify the impact not adhering to the assignment requirements will have on the course grade.

3. **ATI Proctored Exams**

The following information applies to the ATI Content Mastery proctored exams that are scheduled in nursing courses, throughout the nursing program curriculum. ATI proctored exams are scheduled nursing course exams; the AMC PL-BSN program Exam Policy and Makeup Exam Policy apply to all ATI proctored exams.

Online, proctored ATI Content Mastery exams will be administered throughout the nursing program. **Students are expected to achieve a minimum grade of Level 2 in all ATI Content Mastery Proctored Exams, because** this proficiency level correlates with NCLEX-RN success. All students will be required to complete remediations for all ATI proctored exams.

In nursing courses that administer ATI Content Mastery Exams, the nursing course syllabus will identify the exams that will be counted as a course exam grade and the percent of the course grade each exam will represent. The ATI RN Comprehensive Predictor exam is not considered to be in the Content Mastery exam category. (See End of Program ATI RN Comprehensive Predictor exam).

The course exam grade earned for any ATI Content Mastery Proctored Exam will be based upon the proficiency level achieved. The Proficiency Level achieved on the proctored exam will be used as the course exam grade. Retake exams, if **administered**, will be used to measure the effectiveness of prescribed remediation; a retake exam score will not be used as a course exam grade.

The following is the ATI proficiency level to course exam grade conversion:

- **ATI Proficiency Level 3:** course exam grade 95%
- **ATI Proficiency Level 2:** course exam grade 85%
- **ATI Proficiency Level 1:** course exam grade 77%
- **ATI Below Proficiency Level 1:** course exam grade 65%

The final grade earned on an ATI proctored exam depends upon whether or not the student fully and accurately completed the pre- and post-exam assignments (See the Proctored Exam Assignment section.).

4. End of Program ATI RN Comprehensive Predictor Exam

During the final semester of the nursing program (PL-BSN) students will take the ATI RN Comprehensive Predictor exam on or before the mid-point of the semester and another form of this test at the end of the semester. The grade earned by the student on the ATI RN Comprehensive predictor exam will be the ATI calculated predicted probability of passing NCLEX-RN that is published on the exam assessment report the day the exam is taken.

The ATI RN Comprehensive Predictor exam will provide the test-taker and the nursing program with the following data:

- Individual Score (% Correct)
- Predicted Probability to Pass NCLEX-RN® (this is the grade the student will receive for taking the exam).
- National and Program Means
- Individual Scores (% Correct) within Content Topic Categories
- Topics to Review, and
- Individual Scores (% Correct) within an Outcome (Thinking Skills, Nursing Process, Priority Setting, NCLEX-RN® Client Need Categories, Clinical Areas, QSEN, NLN Competency, and BSN Essentials).

All students will be required to complete a structured preparation for the first exam, followed by an individualized remediation to prepare for the second ATI RN

Comprehensive Predictor exam. The student's active participation in all aspects of exam preparation and remediation is required. **Students that do not complete the structured preparation assignment for the first exam will have 10 points deducted from the earned exam grade (ATI RN Comprehensive Predictor #1). Students that do not complete the required individualized remediation for exam one, which is preparation for the second exam ATI RN Comprehensive Predictor Exam will have 10 points deducted from the earned grade on the second ATI RN Comprehensive Predictor exam earned grade.**

Students should review the *2023 NCLEX-RN Test Plan* to familiarize themselves with NCLEX-RN exam content <https://www.ncsbn.org/publications/2023-nclex-rn-test-plan> h

EXAMINATION POLICIES

Missed Exam and Exam Make-up Policy

1. Students are required to take course exams on the date and time they are scheduled. If a student is ill or misses an exam the student **must** notify the Course Coordinator or lead faculty; and Nursing Department (508- 849-3285) PRIOR to the start of the exam.
2. Students who fail to notify the Course Coordinator or lead faculty of any course exam absence prior to the start of an exam will earn a failure in that examination.
3. Students taking a make-up exam will only be approved to take the exam within a nursing course with a grade reduction unless it is a result of a documented inpatient hospitalization that is unexpected and emergent.
4. The student must take a make-up exam the day the student returns from the absence. Should the day be a clinical day, the student is expected to either take the exam prior to clinical (for evening clinical experiences) or after clinical (for day clinical experiences). The make-up exam will be on the same content but will not be the same exam administered to the class.
5. The grade achieved on the first two make-up exams will be reduced by 10% for each exam. For example, a student who scored a grade of 90.00% on the exam would receive a non-rounded grade of 82.00%. Third absence of an exam would result in a zero grade on that exam.
6. Students who fail to take the exam on the first day of return, or specified by the instructor, will not be eligible to take the exam at a later time and will receive no credit for that exam. (Grade of zero).

Nursing Course Exam Policy

1. Any student that violates any component of the nursing course exam policy will be given a zero on the given exam and/or dismissed from the nursing program in accordance with the Anna Maria College Academic Integrity policy.
2. All nursing course information included on the course syllabus and assigned textbook content and lecture is testable on all nursing exams.
3. The nursing course final exam is a cumulative exam, testing all course content up to and including the last class lecture.
4. Nursing course exams may be administered via computer, paper and pencil, or a combination of both testing modalities.

5. Nursing course exam questions are structured according to NCLEX-RN testing style and include a variety of question forms. The exam question forms used in nursing program exams include:
 - a) Standard multiple choice
 - b) An alternate format question format which includes:
 - i. Select all that apply.
 - ii. Fill-in-the-blank items that require a mathematical calculation.
 - iii. Hot spot items which require the test-taker to identify one or more area (s) on a picture or graphic.
 - iv. Chart/exhibit format where the test-taker will be presented with a problem and will need to read the information in the chart/exhibit to answer the problem.
 - v. Ordered Response items that require the test-taker to rank order and/or move options to provide the correct answer.
 - vi. Graphic Options that present the test-taker with graphics instead of text for the answer options and they will be required to select the appropriate graphic answer.
 - vii. Audio item format where the test taker is presented with an audio clip to listen to and select the option that applies.
 - viii. Next-Generation NCLEX-RN Case Study with follow-up questions in the following formats:
 - i. Highlighting question
 - ii. Multiple response (Select all that apply)
 - iii. Cloze type question (fill-in-the-blank from an option list)
 - iv. Extended drag and drop
 - v. Matrix/Grid
6. All student belongings including coats, sweatshirts, hats, bags, food, beverage, gum, phones and electronic devices, e.g., (Smart watches) must be placed in an instructor-designated area. All phones must be powered off. If a paper exam, Scantron answer key, #2 pencils, and school supplied calculator will be allowed on desk. After the exam is completed, the student will gather belongings quietly and leave the room.
7. If a student needs to leave the exam room (i.e., bathroom), a proctor will accompany the student.
8. Content question(s) regarding the exam are not permitted. Students with technical issues or non-content related questions should raise their hand and an instructor will come to them to assist.
9. In a paper exam, the answer indicated on the Scantron card is used in the event there is a conflict on the paper exam. If the exam is being administered on Engage, the answer on-line will be utilized. Students testing via Engage must record their answers on the Scantron answer card provided prior to the test.
10. To receive credit for exam responses, all answers must be recorded on the Scantron answer card with a #2 pencil. The only exceptions to this are questions that specifically direct the test taker to record the answer directly on the test booklet (paper exam).
11. Requests for accommodations during exams must be provided prior to the exam. It is the student's responsibility to provide the prescribed accommodations from the Student Success Center to the instructor prior to the start of the course.
12. Arriving late to exams is disruptive to other students. Late arriving students **will take** the

exam within the remaining exam time left with **no make-up** opportunity and will not be eligible to take the exam if any student has completed the exam. When the student arrives too late to take the exam, the student would be subjected to the missed exam policy.

13. Course exam concept(s) are reviewed with the class in a timely manner. Student issues or concerns should be sent in writing to the course coordinator within 24 hours of the exam concept(s) review.
14. For test security and integrity, nursing final exams will not be reviewed with any students.
15. When remote exams are administered during a nursing course, the student will be proctored with a live face view via Zoom with a web cam, or through a remote exam proctoring program (example, Proctorio for ATI exams). Students are expected to adhere to the College and Nursing Program academic integrity and exam security policies when taking a remote exam. Failure to do so will result in dismissal from the nursing program.
16. According to the MA Board of Registration in Nursing regulation CMR244: 9.0(29) *Standards of Conduct*, for any examination related to the practice of nursing, an applicant to the Board for licensure shall not impersonate or act as proxy for an applicant for nurse licensure, disclose the contents of any examination, or solicit, accept, or compile information regarding the contents of any such examination before, during, or after its administration, or in any other way compromise or attempt to compromise the integrity of any such examination; or in any other way cheat on any examination. **Students enrolled in AMC's nursing program who do not abide these *Standards* will be dismissed from the nursing program.**

NURSING COURSE EXAM CONCEPT REVIEW POLICY

All Anna Maria College nursing program exam questions are the copyrighted property of the Anna Maria College Nursing Department. The removal or attempt to remove questions or other assessment material from the exam, under any means, is forbidden. Students may not copy, reproduce, record, distribute, or disclose exam questions by any means, completely or in part. A violation of this type will result in dismissal from the nursing program.

Exam reviews consist of highly missed concept(s). This discussion should only take place with the Nursing Course Coordinator or their designee under specified conditions, e.g., in course lecture. Discussion of exams or exam questions by students in any other venue is prohibited and will result in sanctions (see previous paragraph). Examples of prohibited discussion of exams and exam questions includes, but is not limited to, discussion with other students or nursing program faculty in the college lab, clinical setting, or other any other setting. Students may submit requests for content or exam question clarification via email to the nursing course coordinator within 24 hrs. of exam; however, students should expect that responses will be via face-to-face discussion/lecture. Individual review of course exams are not conducted. For test security and integrity, nursing final exams will NOT be reviewed with any students.

GRADING POLICIES

Grades will be available in the learning management system (Engage) for each individual course. Grades are calculated in Engage but there occasionally can be errors with technology. It is the student's responsibility to monitor his/ her own grades and bring any discrepancies to the attention of the professor. A weighted calculator can be found at:

<http://www.rapidtables.com/calc/grade/grade-calculator.htm>. If a grade in Engage is calculated incorrectly, the actual correct grade will stand.

Grades will not be posted elsewhere to ensure student privacy. Any grade challenge must be submitted in writing to the course faculty with referenced justification within 48 hours of grade posting. Appeals of final course grades must occur within three (3) business days of issuance of the grade. Refer to *Grievance/Appeal procedure in AMC Student Handbook and College catalog for further details* <https://annamaria.edu/campus-life/registrars-office/undergraduate-catalogs/> <https://annamaria.edu/campus-life/student-handbook/>

Numerical grades used for letter grades in Nursing Courses are as follows:

Grade	Points	Quality Point Average
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	84-86	3.0
B-	80-83	2.7
C+	77-79	2.3
C	74-76	2.0
C-	70-73	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	<=59	0.0 (no quality points)

P Pass (no quality points); **W** Withdrawal; **I** Incomplete

The average of all numerical grades in a course must be 77 or greater to pass the course. The nursing program's grading policy utilizes decimal points for all grades obtained throughout the course. The "rounding up" pertains **only** to a final course grade is based on a 0.50 or above, not 0.49, 0.48, or lower. For example, a final course grade of 76.49, or less, rounds to 76; conversely, a final grade of 76.50, or above, rounds to 77.

Nursing students must obtain a minimum grade of "C+" (numeric grade of 77 or higher) for all nursing courses and maintain a cumulative grade point average of at least 2.3 on a 4.0 scale for all nursing courses.

In the event that a student fails the clinical component in any of the nursing courses, the student will receive a grade of 73/C- for the entire course. However, if the theory grade earned is lower than 73/C-, then that grade earned is submitted. Students must pass all clinical and laboratory experiences within a semester to receive a passing clinical and laboratory grade. The clinical experience must be repeated if a student receives a failing grade in the course. Readmission into the nursing program will not occur if the student failed clinical due to unsafe practice.

MIDTERM WARNING

It is the student's responsibility to monitor their academic status in each course. As a courtesy, students **may** receive a midterm warning by email in any course in which the grade average is below 77%.

INCOMPLETE GRADE POLICY

The grade of Incomplete (I) is permitted only when: (a) unforeseen circumstances prevent the completion of a course, (b) the student's coursework is complete to date with a minimum grade of 77 and passing status in clinical/lab, (c) no more than 10% or more of the course is missed due to absence; and, (d) if approved by the Dean and VP for Academic Affairs. An "I" grade will become a "C" or, if the theory grade earned, as calculated with all course assignments, is lower than 74/C, then that grade earned is submitted when outstanding coursework and/or clinical/lab time is not completed within two weeks of the last day of a nursing course.

Requests for an Incomplete must be in writing and submitted to the course faculty for the approval by the Dean of Nursing and VP for Academic Affairs. Students **must** satisfy an Incomplete grade in a nursing course before starting another nursing course, e.g., within two weeks of the last day of a nursing course.

CLINICAL AND LABORATORY FAILURE POLICY

All students must achieve passing status in the clinical component of nursing courses containing a clinical component. The criteria for achieving passing clinical and lab grade are detailed in the nurse course syllabus.

In the event that a student fails the clinical component in any of the nursing courses, the student will receive a grade of 73/C- for the entire course. However, if the theory grade earned is lower than 73/C-, then that grade earned is submitted.

Unsafe Clinical Practice

The nursing department is responsible for preparing students who are competent in safe nursing practice to protect the health of individuals and the community. It is within this context that students are disciplined or dismissed from the program for unsafe practice or unsafe behavior that threatens or has the potential to threaten the safety of others.

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

- a. Failure to meet the learning outcomes set for the course in which s/he is enrolled. This includes the Medication Dosage Calculation exams.
- b. Failure to meet the responsibilities related to Clinical/College laboratory experience.
- c. Failure to be emotionally, physically, and mentally prepared to provide safe and effective patient care.
- d. Failure to prepare for clinical assignments by not obtaining sufficient data as to patient's diagnosis, needs, and nursing care.
- e. Failure to submit the required assigned paperwork (e.g., daily management of care, clinical prep sheets, and/or care plans) by the assigned due dates.
- f. Failure to accurately assess, determine significance of, and/or promptly report changes in patient's physical and/or emotional status to appropriate resource people.
- g. Failure to provide nursing care, which may be required to stabilize a patient's condition or prevent complications, congruent with knowledge base derived from previous and current learning.

- h. Failure to provide clear, accurate, and complete written or electronic documentation regarding a patient's condition, treatment, and nursing care according to the agency policy.
- i. Administration of medications without faculty supervision. All faculty are required to directly supervise students during the entire medication process (preparing, administering, and documenting).
- j. Failure to administer a treatment in a safe, responsible manner.
- k. Failure to demonstrate the application of previously learned skills, knowledge and principles in providing nursing care.
- l. Practices below or beyond educational level, experience, or responsibilities within the role of the student nurse.
- m. Abandonment of the patient.
- n. No call/No show for clinical day.
- o. Failure to maintain patient confidentiality.
- p. Being at the clinical facility and/or providing nursing care in the absence of an Anna Maria College clinical instructor on site at the facility.

Results of Unsafe Clinical Practice

When a student's performance in the clinical/college lab experience is judged to be unsafe, the supervising faculty will discuss the situation with the student as soon as feasible from the time the faculty observes or becomes aware of the unsafe situation. A student may be removed from a clinical area immediately if, in the professional judgment of a faculty member, the student has demonstrated unsafe practice in a clinical area.

The supervising faculty member will thereafter issue a written clinical warning, using the form attached as Appendix K or Appendix L, which will be placed in the student's file and provided to the Course Coordinator and Dean of Nursing. The supervising faculty member(s) and student will then meet, at which time the supervising faculty member will present the written warning and the student will present his or her defense. The Dean may schedule an appointment to meet with the student and involved faculty member.

Depending upon the severity of the situation, Anna Maria College may issue one of the following determinations:

- a. Recommendation that the student continue in the program pursuant to a written action plan. The written action plan will delineate specific responsibilities for the student to achieve and will include support/remediation and a time frame for the improvement necessary to assist the student toward a successful outcome of the clinical experience. The student must take responsibility for their future actions and must meet with their advisor on a regular basis. The student must meet the expense of additional clinical supervision. A progress report will be placed in the student's file at the time of re-evaluation, or as the situation requires.
- b. If the student has not shown improvement at the time of re-evaluation, the student may be required to complete additional remediation or may be dismissed from the program.
- c. Dismissal from the nursing program. Depending upon the severity of the situation or inability to be successfully remediated, following review by the Dean of Nursing and nursing faculty, the student may be dismissed from the nursing program. The dismissal will be in both verbal and written form.

Following a Clinical Failure

When a student fails the clinical component within a required nursing course, that student will be dismissed from the nursing program and ineligible for readmission into the nursing program.

Unsafe clinical performance determinations may be appealed pursuant to the Grade Appeal Process, set forth herein.

ACADEMIC AND CLINICAL PERFORMANCE COUNSELING

The student, faculty, or Dean of Nursing may initiate a counseling conference when a student is in jeopardy of not meeting the student course learning outcomes. The purpose of a counseling conference is to provide an opportunity for the student, instructor, or Dean to discuss areas of concern. (Appendix M).

Students scoring less than 77% on any exam are encouraged to meet with course faculty or their Academic Advisor. An academic improvement plan is encouraged to be completed by the student (Appendix N).

TESTING FEES

Standardized assessment testing and computerized testing in the nursing course is incorporated into the nursing program as a means to evaluate content mastery and achievement of learning outcomes. Individual course syllabi will delineate specific requirements for testing.

Comprehensive assessment testing (ATI) offered at the completion of the nursing program is required of all nursing students.

Students' ATI books and exam fees are billed on a semester basis within nursing program fees. Testing fees are nonrefundable.

MEDICATION DOSAGE CALCULATION COMPETENCY

The knowledge and skill necessary to perform math calculations is an essential requirement for nursing students. Accurate interpretation and mathematical calculations related to medication administration are critical for safe and effective patient care. A high level of expertise is required as a registered nurse, thus this nursing program facilitates student competency in meeting these high standards through a semester-to-semester approach of increasingly higher expectations for dosage calculations. Students who are not able to achieve the minimum passing percentage for dosage calculation will be required to participate in a remediation program in order to achieve a grade of 84% or above before administering medications.

If the passing grade of 84% is not achieved by week 4, the student will not be able to attend their clinical site and meet their clinical outcomes. Therefore, the student may be withdrawn from the nursing program (Refer to attendance policy). (Appendix I and Appendix K).

CLINICAL AND LABORATORY POLICIES

DRESS CODE

When students are in a clinical and laboratory setting, they are representatives of Anna Maria College and the nursing program. Students are expected to act and dress in a professional manner. The term "professional" in this context refers to the expectation that the student will be dressed in a clean, neat, tidy, and conservative manner when acting in a student capacity. Students must also comply with the dress code policy for each institution in which they practice

as a student nurse.

In clinical/laboratory areas, hair should be worn off the shoulders, pulled back and be of natural human color. Minimal makeup, no perfume/cologne/tobacco smell or gum chewing, clean-shaven or neatly trimmed facial hair, and fingernails less than ¼ inch. In addition, artificial nails, nail polish and nail decorations are prohibited. Full student uniforms (Appendix G) are required for lab and clinical related assignments unless otherwise specified by the Course Coordinator/lead faculty member, e.g., health assessment labs.

Violation of the dress code policy will result in dismissal from the clinical facility or laboratory area and will count as missed clinical hours. Uniform requirements for student nurses are:

1. Approved school uniform (Appendix G), including undergarments, clean and pressed. Pants cannot touch the floor.
2. White or black water-resistant, e.g., leather (no canvas or suede), closed-toe footwear with backs (no clogs) with matching sock color.
3. I.D. badge, worn above waist level.
4. Wristwatch with an ability to count seconds, e.g., swiss watch.
5. Penlight.
6. Minimal jewelry (wedding band, singular stud earrings in the lobe only).
7. No visible tattoos or ornamental body piercing (including the tongue).
8. Protective eyewear as required during patient care.
9. School approved stethoscope.
10. Mandated personal protective equipment (PPE) as required by the College and all direct care facilities, e.g., facial masks while indoors.

TRANSPORTATION AND PARKING

Students are responsible for their own transportation expenses, including parking fees, for clinical experiences. Students are expected to follow policies of the clinical agency regarding parking, cafeteria use, conference room use, uniform requirements, nursing measures, and routines established for the nursing unit.

CLASS AND CLINICAL/LAB SCHEDULES

Dates and times of class and clinical/laboratory experiences may change without prior notice. Students will be notified as soon as possible when changes are necessary. Clinical experiences may take place during any shift and/or weekends. The AMC nursing faculty assigns clinical experiences (date, time, and location) according to a variety of factors, e.g., availability of clinical sites, academic schedule, and the learning needs of the student. The nursing department will not accept individual student requests or guarantee any student a particular day, time, or location for clinical placement. If needed, students may be asked to change an elective college class, if it conflicts with their clinical or lab assignments.

Students missing clinical/lab experiences for any reason must contact the instructor and Course Coordinator/lead faculty member prior to the clinical experience. Missed clinical hours are considered absent time and must be made-up at the student's expense. A make-up fee of \$40.00/hr. would be required of the student.

Students are required to arrive at the specified time to the clinical site and remain at the clinical site for the entire length of the clinical experience. Students are not allowed to leave the clinical facility during the clinical experience without prior permission from the instructor. Leaving a clinical site early without faculty consent and/or an excused absence are grounds for disciplinary action or termination from the program. In the event of illness or injury in the clinical area, the clinical instructor in accordance with the policy of the clinical site will refer students for treatment. The student is responsible for payment of any medical services.

CANCELLATION OF CLASSES OR CLINICAL/LABORATORY EXPERIENCES

Cancellation of classes at Anna Maria College will be communicated to students via email, voicemail, and text through the College's alert system. Nursing students should **always** check the specific nursing course Engage website for course specific delayed start and cancellation information.

When possible, **during inclement weather**, a course lecture maybe conducted remotely on Zoom. If so, students will be notified on the specific course Engage site.

Oftentimes students are required to be in a clinical area before official Anna Maria College cancellation announcements are made. Without an official school announcement of cancellation of classes, the faculty will make an internal decision. A clinical instructor may make the decision to cancel or delay the start of the clinical shift due to inclement weather.

The instructor will notify the clinical agency and contact students and the Course Coordinator/lead faculty via e-mail or by phone. Every effort will be made to make the decision two hours before the beginning of the clinical shift. Students are responsible for making their own decision regarding travel during adverse conditions and make their decision based on local weather conditions.

In the event the College or instructor has cancelled a clinical experience, a clinical make up day may be required without a make-up fee. When students are already in the clinical area during inclement weather, the instructor will determine the appropriate time to dismiss students.

CLINICAL PREPARATION

Students must demonstrate the ability to consistently and safely perform previously learned skills. Medication Check/Re-check Guidelines should be used when administering medications. (Appendix K). Students must be prepared to safely care for assigned clients. Any student who, in the judgment of the faculty, does not demonstrate appropriate preparation for the client assignment should utilize the college skills lab, hospital library, or other learning environment.

Students who are unable to perform clinical skills satisfactorily in the clinical area will return to the clinical skills laboratory for remediation. **Remediation must occur within one week and prior to the next scheduled lab/clinical.** The nursing laboratory instructor will provide a written report to the clinical instructor. A student who is dismissed from the clinical/laboratory session for lack of preparation or unsafe practice will be required to make-up missed clinical/laboratory hours. Dismissal for unsafe practice or behavior may result in dismissal from the nursing program.

STUDENT ACCESS TO NURSING INFORMATION SYSTEMS

Students are expected to utilize available learning resources and opportunities throughout the clinical day. Students granted computer access in a clinical setting are allowed access only when at that facility in a student capacity. Access is limited to the record for their clients only. Students who have computer access by virtue of employment status at that site may not utilize that access via employee status.

PATIENT CONFIDENTIALITY

Students are required by HIPAA (Health Insurance Portability and Accountability Act of 1996) to comply with federal patient privacy regulations. No client identifying information may be removed from the clinical facility. Students who violate confidentiality may be withdrawn from the nursing program.

STUDENT SERVICES

A variety of services are offered by Anna Maria College to promote student success as well as enrichment of the college experience. Please refer to the *Anna Maria College Undergraduate Catalog* and the *Anna Maria College Undergraduate Student Handbook* for more information. Both publications are available on the Anna Maria College website.

ACADEMIC ADVISEMENT

Faculty post office hours each semester for student advisement. Each student will be assigned a nursing faculty as an advisor. Students are encouraged to meet with their advisor at least once during a semester. Students may also schedule appointments for academic advisement by e-mail. The Academic Advisor understands the curriculum, graduation requirements and college policies, and can help students develop realistic goals.

MONDOR-EAGEN LIBRARY

The Mondor-Eagen Library provides access to a wide array of academic resources (many available online 24/7); experienced information specialists committed to helping students and faculty find the information they need; the latest research tools, and an environment conducive to individual study or group work. The Library has added two important resources for on and off-campus nursing students:

[CINAHL Plus with Full Text](#), an enhanced nursing database, greatly expands access to current and historical information in this subject area. Many students will be familiar with the base CINAHL. The enhanced CINAHL Plus with Full Text indexes almost 5,000 journals beginning in 1937 through the present. There are 768 full-text journals contained in the database, up from 71 in the base CINAHL. This resource also includes 275 full-text books, continuing education modules, and evidence-based care sheets.

A [Nursing LibGuide](#) has been created as a one-stop guide for nursing students to find relevant databases, e-books, and individual journals in the nursing field. The guide also includes information on interlibrary loan, the 7-step research process, and the citation tool, Noodle Tools.

NURSING TUITION FEES

Additional Nursing Program Fees NOT covered by tuition:

- Books, free standing Calculator

- ATI technical requirements for assignments and secure proctored exams, e.g., personal computer/laptop, webcam, computer mouse, internet.
- Transportation
- Clinical site parking fee
- Uniforms, including personal protective equipment (PPE), if required, e.g., masks, face shields.
- CPR certification
- Clinical Accessories, (example- stethoscope, etc.)
- NCLEX-RN exam
- NSNA annual membership (optional)
- Immunization(s) and Physical Examination

Nursing Fee Schedule

Freshman (any new student including internal and external transfers)

Fall Semester - \$500.00

Spring Semester - \$500.00

Sophomore

Fall Semester - \$500.00

Spring Semester - \$500.00

Junior

Fall Semester - \$500.00

Spring Semester - \$500.00

Senior

Fall Semester - \$500.00

Spring Semester - \$500.00

FINANCIAL AID

Please refer to the *Anna Maria College Catalog* and *Anna Maria College Undergraduate Student Handbook* for information regarding financial aid.

HEALTH SERVICES

In addition to the health services listed in the *Anna Maria College Catalog* and *Anna Maria College Undergraduate Student Handbook*, the AMC Health and Center offers annual tuberculin testing to student nurses by appointment at 508-849-3315. On occasion, some clinical facilities offer the flu vaccine to nursing students free of charge. <https://annamaria.edu/campus-life/health-counseling/>

COUNSELING CENTER

The AMC counseling center provides individual counseling to assist students as they pursue educational and personal goals. The center is located in Esther House Annex and can be contacted at 508-849-3308 or in the evenings at 508-849-3457. <https://annamaria.edu/campus-life/health-counseling/>

STUDENT SUCCESS CENTER

The Student Success Center located on the first floor of Trinity East is available to help students with academic concerns. The Center provides assistance to all students free of charge in a supportive, informal setting. The Center is staffed by professional as well as student tutors. Please contact the Center for hours of operation. Students may either make an appointment by calling extension 3372 or drop by during posted hours of operation.

RETENTION AND REMEDIATION POLICY

Purpose

The purpose of the Anna Maria College Prelicensure BSN program Retention and Remediation Policy is to:

1. outline student expectations for nursing program success,
2. inform the student of risk factors that impact course and/or nursing program success,
3. actively involve the student in evidence-based educational activities designed to promote student academic achievement and retention in the nursing program; and,
4. promote attainment of the Anna Maria College Prelicensure BSN program completion rate outcome.

The effectiveness of this policy requires the student's active involvement and participation in:

1. early identification of academic risk factor, as detailed on the Anna Maria College Prelicensure BSN Program *Academic Risk Factor Assessment Sheet and Action Plan for Improvement*, (Appendix M)
2. addressing identified academic risk factors as soon as they have been identified,
3. prescribed remediation activities to address identified academic risk factors; and,
4. adhering to all aspects of each nursing course educational requirements as published in the course syllabus.

Definition of Terms

Active Learning: An instructional approach that engages students in the material they are learning through problem-solving activities, writing assignments, group discussion, reflection activities, and any other tasks and learning activities that promote critical thinking about the subject. This educational approach requires that students do something that develops their skills, as opposed to passive learning where information is merely transmitted to students.

Assessment Technologies Institute (ATI): The AMC nursing program partners with ATI to enhance the students' learning experience. ATI provides the student with review modules (textbooks), online learning modules, and practice exams that strengthen knowledge and increase critical thinking. ATI proctored testing is used to assess student learning and readiness to progress in the nursing program.

Critical Thinking: A process of mental skills that renders logical shape to the gathered data. Critical thinking is thinking that occurs within the context of intellectual curiosity, rational inquiry, problem solving, and creativity in problem framing. Also considered to be the cognitive processes used for analyzing knowledge.

Clinical Judgment: The thought process (clinical reasoning) that allows healthcare providers to arrive at a conclusion (clinical decision-making) based on objective and subjective information about a patient.

Clinical Reasoning: The cognitive and metacognitive processes used for analyzing knowledge relative to a clinical situation or specific patient. In nursing education and clinical practice, this involves actively and skillfully conceptualizing, analyzing, questioning, and evaluating ideas and beliefs prior to make a decision based upon the evidence and best practice standards.

Remediation: Educational interventions the student must complete to strengthen knowledge, fill-in gaps in learning, improve academic performance (example test scores), and/or gain proficiency in skills (example test-taking strategies or clinical nursing performance).

Student Expectations and Responsibilities for Academic Success to Promote Retention in the Nursing Program

All students are:

1. expected to be proactive in identifying and responding to all factors that affect their learning and academic success. All students are accountable for adhering to the Anna Maria College Prelicensure BSN Retention and Remediation Policy.
2. required to develop, revise, and maintain an *Academic Risk Factor Assessment Sheet and Action Plan for Improvement* (Appendix N) throughout the time the student is enrolled in the nursing program course sequence (NUS 211 and NUS 212 through NUS 425 and NUS 490).
3. **All students** are strongly encouraged to take advantage of the nursing course academic enrichment sessions. The following list includes factors that place a student at high-risk for nursing course and/or NCLEX-RN failure. Students with one or more of these factors should attend nursing course academic enrichment sessions.
 - a) Nursing course interval exam grade below 80%.
 - b) Nursing course exam average below 80%.
 - c) Cumulative nursing course GPA below 2.7 (B-)
 - d) Failed a prior nursing course.
 - e) ATI proctored exam grade below Level 2.
 - f) ATI RN Comprehensive Predictor #1 Predicted Probability of Passing the NCLEX-RN below 94%
 - g) Other Reason(s): (Examples include but not limited to, difficulty applying nursing concepts to clinical practice, less than B in a foundational science course, separated from the nursing program for an academic year. Massachusetts Board of Registration in nursing risk factors.)
4. At the start of, at mid-semester, and at the end of every semester after entering the nursing course sequence, it is expected that all students will:
 - a) review the risk factors listed on the *Academic Risk Factor Assessment Sheet*, complete the form, and identify risk factors that pertain to their academic status,
 - b) develop an *Action Plan for Improvement* to address the identified risk factors,
 - c) contact the appropriate College or nursing program person or department to acquire the resources available to assist the student with their *Action Plan for Improvement*.

- d) have their up-to-date *Academic Risk Factor Assessment Sheet and Action Plan for Improvement* available for review and discussion when seeking academic support.
- e) submit their up-to-date *Academic Risk Factor Assessment Sheet and Action Plan for Improvement* as directed in the individual nursing course.

NURSING DEPARTMENT ACADEMIC SUPPORT

The nursing major is a rigorous program of studies that requires a high degree of motivation and self-direction. Students are encouraged to contact the Student Success Center to explore academic support resources available for the non-nursing co-requisite and nursing courses. Academic support for Pre-licensure nursing courses is provided through the use of ATI (Assessment Technologies Institute). The ATI Comprehensive Assessment and Review Program (CARP) is utilized within the nursing program to assist in student learning. The ATI CARP program is a combination of review modules (books), on-line learning activities (tutorials, focused reviews, visual media, and active learning templates), and NCLEX-style practice tests designed to help prepare the student with critical reasoning/test-taking skills and content mastery. Students are introduced to this program at the beginning of the nursing program. Questions about using the ATI CARP program can be directed to the nursing course coordinator. In addition to the ATI CARP program most course textbooks have online support (e.g., Evolve). The numerous online textbook support resources augment classroom learning and provide students with content reinforcement and strengthening of critical reasoning.

Risk Factors for Poor Academic Performance in the Anna Maria College Department of Nursing

The Anna Maria College Nursing Department has identified the risk factors for poor academic performance in the nursing major (listed below). Students are strongly encouraged to access available learning resources early and often. All students should schedule an appointment with their nursing academic advisor early in the semester and meet with the nursing course coordinator as soon as possible following a nursing exam failure.

Risk Factors for Academic Performance (Prior to acceptance and during nursing program):

- Low cumulative GPA less than 2.5
- Low college science course grades (A & P, Microbiology, Biology, Chemistry)
- Failure in one or more college science course (A & P, Microbiology, Biology, Chemistry)
- Failure in previous nursing course (at Anna Maria College or other nursing program)
- Low standardized test grades
- Poor performance on nursing exams (nursing course and ATI)

Outside External Risk Factors for poor academic performance:

- Employment 20 hours or more/week
- Family responsibilities in addition to nursing studies
- Commute to nursing program greater than 25 minutes

Time Management Issues/Study Skills that are risk factors:

- Inability to devote the amount of time to nursing program studies which should be equivalent to full-time employment, i.e., a minimum of 40 to 50 hours per week.

- Inability to devote required time to meet rigor of nursing education (at least, 3 hours outside study for every hour of lecture, 2 hours of outside study for every hour of lab and clinical).
- Failure to access and/or fully utilize all available learning resources (ATI, Evolve, The Point, Davis Plus, etc.)
- Tendency to procrastinate/study/cram at the last minute.
- History of academic difficulties and test anxiety.
- Failure to be proactive in seeking assistance (nursing course coordinator, course instructor, academic advisor, Student Success Center, ATI remediation, etc.)

DISABILITY SUPPORT SERVICES

Disability support services are available through the Student Success Center. Contact Dennis Vanasse at 508.849.3372. Only students with documented disabilities are allowed accommodations.

CAREER PLACEMENT SERVICES

The Anna Maria College Career Center prepares students and graduates to launch successful careers by providing career development and job search services. Career Services works to establish success in students with a focus on resume building, cover letter development, professional protocol, internships, and other employment opportunities. All services provided to students and alumni are offered free of charge. Career advice and other information is offered in the Career Resources Center located in Trinity Hall, East on the first floor. For more information contact Career Services at <https://annamaria.edu/campus-life/career-leadership-center/>.

DEPARTMENT & COLLEGE ACTIVITIES FOR STUDENT NURSES

Student Involvement in Nursing Program Governance

Nursing students are encouraged to participate in the governance of the nursing programs while at Anna Maria College. This may be accomplished by nursing class student liaison/representative serving on the Nursing Faculty Organization (NFO) committee and by utilization of the Student/Faculty Communication Sheet. (Appendix M) Students may volunteer to serve as representatives. Nursing faculty will appoint at least one class liaison/representative from each graduating class to attend a monthly Nursing Faculty Organization meeting.

Student Involvement in AMC Student Governance Association (SGA)

Students are encouraged to participate in the governance of Anna Maria College through the Student Government Association which is comprised of all students who have registered at Anna Maria College. The Student Council of the SGA is the official representative of the student body, the link between administration, faculty, and students. The Student Council meets every week, and any student is welcome to attend these meetings.

Nursing Student Club (SNA)/National Student Nurses' Association (NSNA)

SNA: Professional organizations play a vital role in strengthening the nursing profession. The Faculty Advisor for the Nursing Student Club will assist the club with membership, the election

process and understanding the officers' roles. The Faculty Advisor attends student meetings and assists the clubs in various activities that provide personal and professional growth.

As members of the SNA, students in good academic and clinical standing will have an opportunity to be nominated and/or elected by their peers to serve as the Student Nurses' Association President, Vice President, Secretary, and Treasure. (Appendix: N: SGA/NSNA Association Constitution)

NSNA: AMC is a chartered member of the National Student Nurses' Association (NSNA). All nursing students are strongly encouraged to be members of the SNA and NSNA. For this professional student membership, the student will be billed for an annual membership, at least 10 SNA members are required to join; and, the NSNA membership requirements must be met (Appendix 0).

Sigma Theta Tau International Honor Society of Nursing

The Anna Maria College nursing program is a member of the Iota Phi-at-Large Chapter of Sigma Theta Tau International (STTI) Nursing Honor Society. Students who qualify for membership will be invited to join this organization when they have completed at least half of the nursing courses. A student eligible to become a member will register and pay the required fee directly to Sigma.

The Iota Phi at-Large Chapter includes Anna Maria College, Assumption College, Tan Chingfen Graduate School of Nursing, and Worcester State University. Further information about STTI and membership may be found at www.nursingsociety.org

Professional Recognition

Recognition of Anna Maria College student into the nursing profession is facilitated by the Anna Maria College Nursing Department. It occurs at the completion of the pre-licensure nursing program. All Professional Recognition activities will be determined and coordinated by the Anna Maria College Department of Nursing Administration and Faculty, including but not limited to, the speakers, location, and music.

Students are eligible to participate in the recognition of the Professional Recognition ceremony only when all requirements of the nursing major are satisfied. Costs related to the Professional Recognition, their nursing pin (optional) and graduation attire are the student's responsibility.

Appendix A

Definitions of Terms

Assessment Technologies Institute (ATI): The AMC nursing program partners with ATI to enhance the students' learning experience. ATI provides the student with review modules (textbooks), online learning modules, and practice exams that strengthen knowledge and increase critical thinking. ATI proctored testing is used to assess student learning and readiness to progress in the nursing program.

Comprehensive Assessment and Review Program (CARP): ATI CARP program is a combination of review modules (books), on-line learning activities (tutorials, focused reviews, visual media, and active learning templates), and NCLEX-style practice tests designed to help prepare the student with critical reasoning/test-taking skills and content mastery.

Client: The client (*human being*) is the focus of holistic nursing care. The client may be either an individual, group, or the community. This term maybe synonymous with patient. Through evidence-based nursing interventions, the nurse works with clients, groups, or communities to foster optimal wellness in all dimensions of health.

Clinical learning experiences – Planned instructional activities with patients across the lifespan that are sufficient to achieve the student learning outcomes and role-specific graduate competencies and are supervised by qualified faculty who provide feedback in support of learning.

Collaborative planning: The process of interdisciplinary collaboration to determine the sequence and timing of interventions and outcomes for particular medical and nursing diagnoses to monitor progress and to manage and minimize complications.

Critical thinking: A process of mental skills that renders logical shape to the gathered data. Critical thinking is thinking that occurs within the context of intellectual curiosity, rational inquiry, problem solving, and creativity in problem framing. Also considered to be the cognitive processes used for analyzing knowledge.

Dimensions of Health: The client is composed of five dimensions of health. The nurse providing safe and effective, comprehensive care is concerned with the five dimensions of health; physiological, psychological, sociocultural, developmental; and, spiritual. When client's dimensions of health needs are met, a state of optimal wellness exists; conversely, unmet needs reduce the wellness state. Through evidence-based nursing interventions, the nurse works with clients, groups, or communities to foster optimal wellness in all dimensions of health.

Engage: The learning management system (LMS) used at Anna Maria College.

Environment: The *environment* is composed of all internal and external factors affecting or affected by the client. The environment is considered to be any setting in which nurse/client interactions take place. All internal and external factors impact each client dimension of health thereby affecting the client's level of wellness and ability to achieve healthcare outcomes.

Evidence-based: Actions, processes, or methodologies that are grounded in and flow from the translation of substantive and current research.

Appendix A

Evidence based nursing practice: The four-step process by which nurses make clinical decisions using the best available research evidence, their clinical expertise and patient preferences.

1. Clearly identify the issue or problem based on accurate analysis of current nursing knowledge and practice.
2. Search the literature for relevant research.
3. Evaluate the research evidence using established criteria regarding scientific merit.
4. Choose interventions and justify the selection with the most valid evidence.

Health: A continuum of wellness to illness, dynamic in nature, that is constantly subject to change. When client dimension of health needs are met, a state of optimal wellness exists; conversely, unmet needs reduce the wellness state.

Inter-professional: Sharing of information among two (2) or more healthcare professionals working together as a team with a common purpose and mutual respect.

Learning: In an Anna Maria College BSN program nursing course one or more of the following learning modalities may be the method of course delivery. The method(s) of course delivery are published within each nursing course syllabus.

- **Online Learning** – The course will be taught 100% flexibly online, through the use of Anna Maria College Learning Management System (LMS).
- **Face to Face Learning** – The course will be conducted 100% face to face in a classroom on a designated campus at a fixed schedule time to align to the credit hour definition. The course utilizes an LMS/Engage component to augment and enhance learning.
- **Videoconference** – The course will be conducted 100% virtually through a videoconferencing platform, such as Zoom; or, the LMS/Engage at a fixed scheduled time to align to the credit hour definition. The course has an LSM/Engage component to augment and enhance learning.
- **Videoconference /Face-to-Face** - The course will be conducted based on a fixed schedule basis through a combination of both video conferencing through a videoconferencing platform, such as Zoom; or, LMS/Engage and a face-to-face instruction in a classroom on campus to align to the credit hour definition. The course has an LMS/Engage component to augment and enhance learning.

No call or No show: failure to report and/or inform the Nursing Department and the clinical/laboratory instructor in advance of the clinical/laboratory day.

Nursing: A unique profession concerned with all variables affecting clients in their environment. The function of nursing is to diagnose and treat the human response to actual or potential health problems.

Nursing Process – “a scientific, clinical reasoning approach to client care that includes assessment, analysis, planning, implementation and evaluation” (2023 NCLEX-RN Test Plan)

Appendix B

American Nurses Association (ANA) Standards of Nursing Practice
All nursing students will maintain professional conduct consistent with the American Nursing Association (2021) six Standards of Nursing Practice and the ten Standards of Professional Practice as defined in the American Nurses Association (2021) *Nursing: Scope and Standards of Practice*, Silver Spring, MD.

The Standards of Practice

1. **Assessment** The registered nurse collects pertinent data and information relative to the healthcare consumer's health or the situation.
2. **Diagnosis** The registered nurse analyzes the assessment data to determine actual or potential diagnoses, problems, and issues.
3. **Outcome Identification** The registered nurse identifies expected outcomes for a plan individualized to the healthcare consumer or the situation.
4. **Planning** The registered nurse develops a plan that prescribes strategies to attain expected measurable outcomes.
5. **Implementation** The registered nurse implements the identified plan.
5A. Coordination of Care: The registered nurse coordinates care.
5B. Health Teaching & Health Promotion: The registered nurse employs strategies to promote health and a safe environment.
6. **Evaluation** The registered nurse evaluates progress toward attainment of outcomes.

The Standards of Professional Performance:

7. **Ethics** The registered nurse practices ethically.
8. **Advocacy** The registered nurse demonstrates advocacy in all roles and settings.
9. **Respectful and Equitable Practice** The registered nurse practices with cultural humility and inclusiveness.
10. **Communication** The registered nurse communicates effectively in all areas of professional practice.
11. **Collaboration** The registered nurse collaborates with healthcare consumer and other key stakeholders.
12. **Leadership** The registered nurse leads within the profession and practice setting.
13. **Education** The registered nurse seeks knowledge and competence that reflects current nursing practice and promotes futuristic thinking.
14. **Scholarly Inquiry** The registered nurse integrates scholarship, evidence, and research findings into practice.
15. **Quality of Practice** The registered nurse contributes to quality nursing practice.
16. **Professional Practice Evaluation** The registered nurse evaluates one's own and others' nursing practice.
17. **Resource Stewardship** The registered nurse utilizes appropriate resources to plan, provide, and sustain evidence-based nursing services that are safe, effective, financially responsible, and used judiciously.
18. **Environmental Health** The registered nurse practices in a manner that advances environmental safety and health.

Appendix C

ANNA MARIA COLLEGE NURSING DEPARTMENT RECORDS MAINTENANCE AND RETIREMENT POLICY

Nursing Program Admission Records

Document	Responsibility	Maintenance	Retirement
Admission Records <ul style="list-style-type: none"> - Admission Application - Test scores, ACT, SAT, TEAs scores, TOEFL, GRE, IELTS, PIE - High School GPA - Internal or External Transfer information - Official secondary or college, transcripts or other official academic evaluations indicating successful completion; e.g., GED - Student Personal Statement/Essay - Letters of reference(s) - Letter of Acceptance - Correspondence 	Registrar	8 years in locked office or electronically in a secured drive	Delete electronic document or shred, and discard after 8 yrs
Graduate Admission Records <ul style="list-style-type: none"> - Application for Admission - Official college transcripts or other official academic evaluations indicating successful completion - Letters of recommendation or references 	Registrar	8 years in locked office or electronically in a secured drive	Delete electronic document or shred, and discard after 8 yrs

Appendix C

Nursing Program Student Records

Document	Responsibility	Maintenance	Retirement
Student exams and Scantron answer key cards, if used.	Course/Class Coordinator	Locked in Coordinator's file	Scantron cards for exams and final exam will be destroyed ten (10) days after the course final grades are posted by the Registrar
Student Department File, e.g., <ul style="list-style-type: none"> - Clinical evaluations - Letter of Warning - Commendations - Curriculum Plan - Advisor notes - Faculty and Student Meeting notes - Clinical Placement Assignment Ticket - Correspondence 	Nursing Program Assistant Administrator	Locked file in locked office or electronically in a secured drive.	Shred and discard after notification of licensure or 5 years after withdrawal/graduation from nursing program
Anna Maria College Health Records	College Health Officer Registrar	Health Office campus - Locked file Castle Branch	10 years after s/he ceases to be a student at Anna Maria College
Anna Maria College Complaint/Grievance Records	Vice President of Academic Affairs	Locked File – within individual Student's record	Shred and discard after 8 years or the year following ACEN accreditation.
Academic Probation/Warning <ul style="list-style-type: none"> - Letter of notification - Unofficial transcripts - Correspondence 	Vice President of Academic Affairs	Locked File – within individual Student's record	Shred and discard after 8 years or the year following ACEN accreditation.
Anna Maria College Withdrawal Records from College	VP of Student Retention Registrar	8-10 years private secured file	Kept 8-10 years – then destroyed.
Anna Maria College Student Financial Aid Records	Financial Aid Coordinator	3 years private and secured file in the Financial Aid Office	Kept 3 years and then destroyed.

Graduate Records

Document	Responsibility	Maintenance	Retirement
Anna Maria College Transcripts	Registrar	Permanent	Per Registrar

Revised: 2017, Dec. 11

Revised: 2018, July 16

Appendix D

Massachusetts Board of Registration in Nursing

Use of Social and Electronic Media by Nurses

Web-based communication platforms and applications such as email, text messaging, personal blogs, online chat rooms, networking forums, and photo and video-sharing sites are playing an increasingly prominent role in health care (1, 2). Nurses and other health care providers as well as health care organizations and professional nursing associations use Facebook®, MySpace®, LinkedIn®, Twitter and other forms of social and electronic media to promote patient and consumer health and education, enhance communication with patients, foster collaborative relationships and facilitate continuing professional education (1, 2, 3 and 5).

Social and electronic media venues are also used by nurses to share challenging or emotional workplace experiences, to encourage and support colleagues, and to seek advice from what can ultimately be a wide-ranging audience of Internet users (2). However, the inappropriate or malicious use of social and electronic media venues poses a risk to patient safety and can negatively impact the effectiveness of the health care team (1, 2, 6 and 7).

When using any type of social and electronic media, whether for a professional or personal purpose, every nurse licensed by the Massachusetts Board of Registration in Nursing (Board) must consider professional practice concepts that include, but are not limited to: privacy, confidentiality, dignity, respect, professional boundaries and trust of the profession. The Board reminds all licensed nurses that they should be aware of, and consider and comply with the Board's regulations whenever using social and electronic media. These regulations require a nurse to:

- safeguard a patient's dignity and right to privacy (244 CMR 9.03 [17]: Patient Dignity and Privacy);
- safeguard patient information from any person or entity, or both, not entitled to such information and to share appropriate information only as required by law or for the protection of the patient (244 CMR 9.03 [16]: Patient Confidential Information);
- establish and observe professional boundaries with respect to any patient with whom he or she has a nurse/patient relationship and to continue to observe professional boundaries with his or her former patients who may be vulnerable by virtue of emotional status, age, illness, or cognitive ability (244 CMR 9.03 [24]: Professional Boundaries);
- comply with M.G.L. c. 112, §§ 74 through 81C, as well as with any other laws and regulations related to licensure and practice. This includes the Health Insurance Portability and Accountability Act (HIPAA) and the Massachusetts Fair Information Practices Act (FIPA) and their corresponding regulations as applicable to health care providers and other federal and state laws concerning the protection of confidential or personal information (244 CMR 9.03 [6]: Compliance with Laws and Regulations Related to Nursing);
- engage in the practice of nursing in accordance with accepted standards of practice (244 CMR 9.03 [5]: Adherence to Standards of Nursing Practice); and
- be responsible and accountable for his or her nursing judgments, actions, and competency (244 CMR 9.03 [9]: Responsibility and Accountability).

Appendix D

In addition, other applicable Board regulations specify that a licensed nurse will not:

- abuse, neglect, mistreat, abandon, or otherwise harm a patient (244 CMR 9.03 [15]: Patient Abuse, Neglect, Mistreatment, Abandonment, or Other Harm);
- have sexual contact with any patient with whom he or she has a nurse/patient relationship or with any former patient who may be vulnerable by virtue of emotional status, age, illness, or cognitive ability (244 CMR 9.03 [23]: Sexual Contact); and
- initiate or maintain a nurse/patient relationship that is likely to adversely affect the nurse's professional judgment (244 CMR 9.03 [25]: Relationship Affecting Professional Judgment).

To assist nurses in appropriately using social and electronic media, the National Council of State Boards of Nursing, in its White Paper: *A Nurse's Guide to the Use of Social Media* (2018), has identified the following guidelines:

- First and foremost, nurses must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
- Nurses are strictly prohibited from transmitting by way of any electronic media any patient-related image. In addition, nurses are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.
- Do not share, post or otherwise disseminate any information, including images, about a patient or information gained in the nurse-patient relationship with anyone unless there is a patient care related need to disclose the information or other legal obligation to do so.
- Do not identify patients by name or post or publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Do not refer to patients in a disparaging manner, even if the patient is not identified.
- Do not take photos or videos of patients on personal devices, including cell phones. Follow employer policies for taking photographs or video of patients for treatment or other legitimate purposes using employer-provided devices.
- Maintain professional boundaries in the use of electronic media. Like in-person relationships, the nurse has the obligation to establish, communicate and enforce professional boundaries with patients in the online environment. Use caution when having online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the nurse does not permit the nurse to engage in a personal relationship with the patient.
- Consult employer policies or an appropriate leader within the organization for guidance regarding work related postings.
- Promptly report any identified breach of confidentiality or privacy.
- Be aware of and comply with employer policies regarding use of employer-owned computers, cameras and other electronic devices and use of personal devices in the work place.
- Do not make disparaging remarks about employers or co-workers. Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments.
- Do not post content or otherwise speak on behalf of the employer unless authorized to do so and follow all applicable policies of the employer.

(Reprinted with permission from National Council of State Boards of Nursing.)

Appendix D

References:

1. Anderson, J., & Puckrin, K. (2011). Social network use: A test of self-regulation. *Journal of Nursing Regulation*, 2(1), 36-41.
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3. Eysenbach, G. (2008). Medicine 2.0: Social networking, collaboration, participation, apomediation and openness. *Journal of Medical Internet Research*, 10(3), e22. Retrieved 10/17/11 from <http://www.ncbi.nlm.nih.gov/pmc/articles/PMC2626430>.
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6. Royal College of Nursing. (2009). Legal advice for RCN members using the Internet.
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Appendix E

ESSENTIAL FUNCTIONS OF A HEALTH SCIENCE (NURSING, EMT, PARAMEDIC) STUDENT

The ability to meet the technical standards and educational outcomes established by the Anna Maria College (AMC) programs is essential for the fulfillment of the requirements for their degree. The academic and technical standards established by the faculty require that all students accepted by the AMC programs possess the physical, cognitive, and behavioral abilities that ensure that they will be able to complete all aspects of the curriculum. Students admitted to a program must have the intellectual, emotional and physical abilities to acquire the knowledge, behaviors, and clinical skills needed to successfully complete the entire curriculum and practice nursing as a registered professional nurse. The essential function standards outlined below (Essential Function Standards), in conjunction with established academic standards, are followed by undergraduate nursing faculty to select applicants and retain students who possess the intelligence, integrity, physical, and personal as well as emotional characteristics that are necessary to become an effective professional nurse. The faculty must maintain the integrity of the curriculum and preserve those elements deemed essential to the education of a baccalaureate prepared student. The faculty and program cannot compromise the health and safety of others and reserve the right not to admit and/or progress in the nursing curriculum. Any applicant who cannot meet the essential technical standards or who would constitute a direct threat to the health and safety of others, e.g., those individuals who are impaired by alcohol or substance abuse cannot meet the Essential Function Standards.

Anna Maria College Program Essential Function Standards

Communication: Nursing students must be able to:

- communicate effectively with members of the health care team, including clients and family members verbally and in writing, and be able to record information accurately and clearly.
- accurately interpret a client's verbal and non-verbal expressions.
- critically analyze and convey information on the client's status to members of the healthcare team in oral, written, and electronic form in a timely manner.

Observation: In both clinical and laboratory settings, students must be able to:

- observe demonstrations of nursing skills and the implementation of client care utilizing illustrations, models, medical equipment as well as standardized clients, client simulators and actual human clients.
- directly and accurately confirm a client's identity, observe a client's physical condition and demeanor.
- obtain a medical history and perform a complete physical examination. The student must then integrate the information obtained through these holistic observations to implement the nursing process.

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Motor Skills: Students must possess and use motor skills in conjunction with the senses of sight, hearing, smell and touch to accurately collect, interpret and utilize data. Examples include:

- ability to assess vital signs.
- provide safe client care e.g., perform CPR, apply pressure, position and transfer clients.
- provide safe client care e.g., prepare & administer medications, manipulate emergency medical equipment, change a dressing.
- respond quickly to and in emergency situations.
- complete all required tasks during the assigned period of clinical practice in order to carry out the nursing process during the delivery of general nursing care or in emergency situations.

Interpretative, Conceptual and Quantitative: Students preparing for their practical experiences should possess capabilities that enable them to function effectively and efficiently in the domains of interpretative, cognitive, and quantitative reasoning.

Students must be:

- capable of developing and seeking out appropriate learning techniques and study habits that allow for an evolving understanding of the baccalaureate curricular content.
- able to learn through a variety of teaching-learning modalities, including, but not limited to, classroom instruction, small group activities, individual study, preparation and presentation of assignments, when applicable validation of accurate medication administration and calculation of medication dosage, and use of computer technology.
- able to progressively memorize, measure, calculate, reason, analyze, and synthesize the essential concepts within their major including but not limited to person, health, and environment. The nursing student must also be able to apply these concepts in their clinical student nursing practice through the use of clinical reasoning and clinical judgment.

As designed within their major outcomes, students are to achieve the goals of clinical competency and client safety, students are expected to acquire the strategies of problem-solving and critical thinking in order to prioritize client needs, recognizing urgent or emergent situations as well as demonstrating conscientious detail to the needs of the whole client and family.

Behavioral and Social: Students must:

- understand the legal and ethical aspects of their practice and function within the guidelines established by the law and consistent with the practice, for example: ANA Standards of Nursing Practice, ANA Scope & Standards of Practice and Code of Ethics for Nurses and NSNA Code of Academic and Clinical Conduct and Code of Academic and Clinical Conduct Interpretive statements for Nursing Students.
- be able to relate to clients and their families, colleagues, faculty, and other members of the health care team with courtesy, maturity, and respect for the dignity and cultural diversity of individuals. This requires that they place the welfare of their clients foremost, and demonstrate honesty, integrity, dedication, compassion, and nondiscrimination in the care of their clients.

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- demonstrate honesty and integrity in their schoolwork and in their relationships with faculty, staff, administrators, and classmates.
- consistently demonstrate the emotional stability to be able to exercise good judgment, and carry out prompt completion of all the responsibilities attendant to the diagnosis and care of their clients, and in their course work, in a sensitive and effective manner in the role as nursing student.
- This sensitivity includes self-examination of personal attitudes, perceptions, and stereotypes in order to avoid potential negative impact on relationships and client care.
- be able to adapt to changing environments, display flexibility and professional responsibility to their clients, peers, faculty, staff and administrators, and to learn to function in an environment of uncertainty, in which changes may occur rapidly and without warning.
- be able to accept and integrate evaluative feedback and respond by a positive modification of behavior.
- use conflict resolution strategies effectively in university settings, and in on and off campus clinical learning settings.

Marks, B., & Ailey, S. A. (2014) *White Paper on Inclusion of Students with Disabilities in Nursing Educational Programs*. Sacramento, CA: California Committee on Employment of People with Disabilities (CCEPD).

If a nursing student or applicant believes he/she cannot meet one or more of the standards without accommodations or modifications, the school must determine, on an individual basis, whether or not the necessary accommodations or modifications can be reasonable made. (Refer to Anna Maria College Health Center requirements).

Appendix G

LATEX ALLERGY/SENSITIVITY POLICY

Latex allergy is an immune system reaction to natural rubber latex that is found in most latex gloves and many other medical products. Symptoms of latex allergy can range from mild to severe.

The responsibility of understanding the risks associated with exposure to latex during a clinical education, even when reasonable precautions are made lies with the student who has the latex sensitivity.

All students with symptoms of a latex allergy should be evaluated by an allergist for confirmatory testing, treatment and education. If a diagnosis of latex allergy is made, students must take the following steps and understand the following formation:

1. Any nursing student with a diagnosis of latex allergy must provide written documentation from their health care provider, diagnosing the latex allergy (RAST or skin testing is required) to Health Services.
2. Due to privacy concerns, (e.g., (Health Insurance Portability and Accountability Act of 1996: HIPAA), medical information, including allergies, is not distributed to faculty and staff by Health Services. Therefore, a nursing student with a latex allergy is responsible to communicate information about their latex allergy and any necessary latex accommodation requests to the Dean of Nursing and all clinical and lab instructors.
3. A medical alert bracelet should be worn to indicate their allergy.
4. An epinephrine self-injection kit such as Epi Pen must be carried by the individual, in case of latex-allergic reactions. This must be with the student at all times, in all educational settings (classroom, on campus lab, and clinical practice facilities).
5. Non-latex gloves (vinyl), gloves will be available in the Nursing Skills Lab, and must be used by all latex-allergic individuals. (Please note: multiple allergies including allergy to vinyl may also occur, and should also be addressed with the student's health care provider). Powdered latex gloves will not be used in the Nursing Skills Lab.
6. **The Nursing Skills Lab is not a latex free environment:** therefore, the risk of exposure to latex cannot be eliminated.
7. **Anna Maria College cannot guarantee latex free environment during clinical rotations.**
8. There is a risk of increasing allergic reactions if exposure to high levels of latex allergens continues.

Although the department has made an effort to eliminate as much latex as possible, **the Nursing Skills Lab is not a latex-free environment; therefore, the risk of exposure to latex cannot be eliminated. Anna Maria College cannot guarantee a latex free environment during clinical rotations. Students must release and hold harmless Anna Maria College and all clinical agencies from the liability of exposure to latex.**

Students may elect to withdraw from the nursing program due to a latex allergy or sensitivity.

LATEX ALLERGY

This policy the student understands that their risk of exposure to latex as a Nursing student cannot be eliminated as Anna Maria College and its clinical agencies are not latex free environments. **In addition, that if they have any questions to contact their health care provider and the AMC health office.**

Appendix G

ANNA MARIA COLLEGE NURSING PROGRAM SCHOOL UNIFORM

UNIFORM AND ACCESSORY REQUIREMENTS

You will need certain uniform and accessory items for the clinical portion of your nursing studies. The college has a regulation uniform which is available for purchase through our designated supplier, McGill's Inc.

A McGill's Inc. representative is available by calling 603-627-3472. Payment is expected at the time you order. McGill's Inc. accepts cash, personal checks, money orders, Visa, MasterCard, or Discover. Orders paid by personal check are not eligible for shipping for two weeks from the receipt of the check. There is a \$25.00 fee on any check returned to us by the bank. Merchandise will be shipped directly to you via UPS or Priority Mail. Students sponsored by third party payers should request that the sponsor contact McGill's Inc.

Students will purchase at least one scrub jacket, one top, one pant, and one name pin. The purchase of two tops and two pants is recommended. All items listed below are regulation and will be purchased from McGill's Inc. You may also opt to purchase a long sleeve tee. If you choose to purchase this, you must purchase from McGill's, substitutes are not allowed. This tee is the only garment you may wear under your scrub top.

You are also required to have white or black professional shoes. Open back clogs and canvas sneakers are not allowed. You will also be required to have a stethoscope, eye shields, and a watch with second hand. These items are available from McGill's Inc. at discounted pricing.

NOTE: There are no returns or exchanges on name pins and embroidered garments.

If you have any questions about the school's uniform policy, let us know. For any questions about purchasing or exchanging merchandise, contact:

McGill's Inc
410 Chestnut Street
Manchester, NH 03101
Phone: 603-627-3472

Appendix G

Anna Maria College-Nursing Program Uniform and Accessory Price List

(Prices are subject to change without notice, please contact McGill's Uniforms at 603-627-3472)

Minimum Uniform Requirements

1 Scrub Jacket, 1 Scrub Top, 1 Scrub Pant, 1 Name Pin. 2 Sets of tops and pants are recommended. See accessory list below for additional items you may wish to purchase.

Item Description

Women's Items:

White Scrub Jacket w/logo	\$29.25
Pewter V-Neck Two Pocket Top w/logo	\$28.25
Pewter Flat Front Cargo Scrub Pant	\$24.75
White or Pewter Ladies Layering Tee – Junior Fit (Optional)	\$17.00

Men's Items:

White Scrub Jacket w/logo	\$29.25
Pewter Unisex Top w/logo	\$28.25
Pewter Men's Multi Pocket Pant	\$24.75
White Long Sleeve Tee – Men's Fit (Optional)	\$20.75

Pants sizes: Petite, Regular, and Tall

NOTE: There are no returns or exchanges on name pins and embroidered garments. Pants are offered in regular, petite and tall lengths.

Accessories:

Name Pin- 2 line w/ logo, magnetic back	\$8.50
Nursing Shoes, white or black styles	\$65.00-\$99.00
Littmann Classic III Stethoscope *	\$115.00+
Littmann Lightweight Stethoscope*	\$70.00
<i>*only 1 stethoscope required</i>	
Eye shields	\$7.00
Eye shields- colored frames	\$9.50
Watch w/ seconds hand	\$21.00
Shipping/Handling per order via UPS or Priority Mail	\$15.00

Shipping/Payment:

- McGill's accepts cash, personal checks, money orders, MasterCard, Visa, or Discover at the time of order.
- McGill's does not process unpaid orders. McGill's works with state/federal agencies and other third-party payers sponsoring students.
- Orders are shipped via UPS. Addresses must be complete and correct. Failure to include any apartment, floor, or suite number, where applicable, may delay delivery.

Payment in full is expected when your order is placed. McGill's accepts personal checks, money orders, Visa, MasterCard, Discover, or American Express for orders placed via email, over the phone, or by mail. Cash payments are only be accepted in person. There is a \$25.00 fee on any check returned to us by the bank. Orders paid by personal check are not eligible for shipment for two weeks from McGill's receipt of your check.

Appendix H

Anna Maria College Student Laptop Technical Requirements <https://annamaria.edu/campus-life/technology/#specs>

Recommended Specifications

When ordering a personal computer, ITS recommends purchasing a computer with these specifications:

- Processor – dual core 2.4 GHz+ (i5 or i7 series Intel processor or equivalent AMD)
- RAM – 16 GB
- Hard Drive – 256 GB or larger **solid state** hard drive (“SSD”)
- Wireless (for laptops) – 802.11ac (WPA2 support required)
- Operating System – Windows 10 Home or Professional editions, or Apple OS X 10.14
- Backup Device – External hard drive and/or USB Flash Drive

Other Specifications

The majority of Anna Maria’s computing resources and backend systems are built on the Windows platform. If you are coming to Anna Maria with a particular program of study in mind, you may want to check with your academic department to see if they have a preferred computing platform.

Assessment Technology Institute (ATI) Technical Requirements

This information can be found at www.atitesting.com (<https://www.atitesting.com/educator/technical-requirements>)

Attention Users: If you receive a blank screen after logging in please clear your browser cache and browser history, restart your browser, and then log in again.

TECHNICAL REQUIREMENTS

For the best experience we recommend:

Browser	Version	Notes	
Google Chrome™	77 or later		Download at https://www.atitesting.com/educator/technical-requirements
Mozilla Firefox®	69 or later		Download https://www.atitesting.com/educator/technical-requirements
Safari®	11 or later	For optimal experience, disable the “prevent cross-site tracking” setting under Safari’s privacy settings	Download https://www.atitesting.com/educator/technical-requirements

Device	Operating System	Notes
PC	Windows 10 or later	Min resolution 1024 x 600
Mac	Mac OS-R X 10.11 or later	Min resolution 1024 x 600

Appendix H

Ipad [®]	iOS 13 or later	<p>Products that have more specified requirements for tablets or mobile devices:</p> <ul style="list-style-type: none"> • Skills Modules 3.0 (see below in Additional Notes for details) <p>Products not currently supported on tablets or mobile devices:</p> <ul style="list-style-type: none"> • Proctored Assessments • Civility Mentor (virtual interactions) • Communicator 2.0 (virtual interactions) • HealthAssess (virtual practice and virtual challenge simulations)
Android	Android 9.X or later	<p>If your default browser is not Google Chrome, please download Google Chrome for a better experience.</p> <p>Products not currently supported on tablets or mobile devices:</p> <ul style="list-style-type: none"> • Proctored Assessments • Civility Mentor (virtual interactions) • Communicator 2.0 (virtual interactions) • HealthAssess (virtual practice and virtual challenge simulations)
Webcam		Necessary if using Proctorio for remote testing

NOTES:

When using Proctorio for remote testing

- Students MUST have an Anna Maria College ID.
- Proctored Assessments are NOT supported on a tablet, smartphone, or other mobile device. Chrome is required for ATI remote proctored assessment exams.
- Mini Resolution 1024 X 600.
- Javascript and cookies must both be enabled within browser.
- Android's default browser is NOT supported, download Chrome for a better experience.
- Some browsers may require users to enable tabbing.
- Satellite ISP's: The ATI website functionality depends on direct connections to our website and databases in order to accurately display content. Because many ISP's cache webpages rather than allowing connection to the originating website, we are not able to guarantee performance of our website over a satellite connection.
- ATI internally tests their products using jaws and NVDA to promote WCAG 2.0 compliant operations for assistive reading.
- Video case studies are NOT recommended for use on a tablet, Smartphone, or other mobile device.
- Virtual practice and virtual challenge simulations for *Healthassess* are not compatible for use on a tablet, Smartphone or other mobile device.
- Virtual interactions for civility mentor and the communicator 2.0 are not compatible for use on a tablet, Smartphone, or other mobile device.

Appendix I

Student Dosage Medication Administration Competency Policy

Policy

A mathematics/dosage for medication competency exam calculation/math proficiency test will be administered in all of the following courses with a clinical component (NUS 300, NUS 325, NUS 401, and NUS 425). The test will be at the beginning of the nursing course or prior to the students' clinical experience of administering medications. This test will include previously learned knowledge and mathematical skills applied to the medication administration process and dosage calculation.

Students must pass the proficiency in mathematics for medication administration exam with achieving a grade of 84% or above.

Procedure

1. The proficiency in mathematics for medication administration exam will be given prior to the allowance to administer medications in the clinical setting and/or in the beginning of each semester for NUS 300, NUS 325, NUS 401, and NUS 425. The student who does not achieve the 84% or above shall complete remedial work, i.e., ATI Dosage and Calculations Tutorial in preparation for the next attempt; faculty instruction/academic enrichment.
2. **The student will receive the weighted grade for the initial attempt on the dosage calculation assessment competency in the course.**
3. The next attempt should be given after the remediation within one week of the first attempt. The student who does not achieve an 84% or above on the second attempt should continue remediation to improve their math/dosage calculation skills in preparation for the third and final examination. Students who do not achieve the successful exam grade is in jeopardy of not meeting the clinical outcomes for medication administration which can result in the withdrawal of the nursing program.
4. The third and final attempt will be given before the administration of medications in the clinical area or within 3 weeks before the clinical competence is required. If the student is unable to achieve the required score of 84% by week 4, the student will not be able to attend their clinical site and meet their clinical outcomes. Therefore, this inability to provide safe practice (NUS 300) or administer medications in the clinical setting (NUS 325, NUS 401, and NUS 425) can result in a clinical failure and may lead to dismissal from the nursing program (Refer to absent policy).

Appendix J

Anna Maria College: Student Medication Error Policy

Performance Outcome

Medications are accurately dispensed in a safe and timely manner. Students will receive the appropriate didactic and clinical instructions according to course learning outcomes:

1. The nursing student will report all medication errors immediately to the clinical instructor (Appendix J).
2. The patient's condition will be assessed and the error will be reported to the appropriate nurse manager.
3. The student making the error or the one discovering the error will complete required documentation according to hospital policy with assistance from faculty.
4. Errors in documentation of medications will be documented as unsafe performance on the clinical evaluation criteria.
5. Examples of medication errors include, but are not limited to, the following:
 - a. not signing name according to the clinical site's Medication Administration Policy
 - b. failure to have co-signature on narcotic waste
 - c. failure to document a reason for omitting a medication
 - d. failure to obtain/record apical pulse, BP as indicated (i.e. apical pulse for digoxin dose)
 - e. not following the six rights of medication administration
 - f. administering a duplication of medication that has already be given
 - g. omitting an ordered medication
 - h. giving a medication that has been discontinued
 - i. leaving a medication at the bedside without an order, (vaginal creams, skin ointments, inhalers may be left at the bedside per hospital policy)
 - j. failing to check Healthcare providers' orders prior to administration of a medication
 - k. being unable to calculate correct dosages
 - l. failure to reassess effect of pain medication according to safe practice and facility guidelines
6. Students will be counseled after a medication error. A remediation plan will be developed by the clinical instructor and Course Coordinator or Lead Faculty member. Remediation may include college lab practice and return demonstration, additional medication passes in the clinical area, and/or written assignments.
7. Medication errors that endanger the patient's life or actually cause patient harm can be grounds for immediate termination from the program.
8. Documentation of medication errors will be maintained in the student's record.

Note: Students giving medications under the supervision of an instructor will still be held accountable for medication errors even if the instructor prevents the error from occurring.

Appendix J

Anna Maria College Medication Error Report Form

FACILITY _____
DATE _____
TIME _____

ASSIGNED NURSE _____
INSTRUCTOR _____
STUDENT _____
MEDICATION _____

SUMMARY OF INCIDENT:

NURSE MANAGER NOTIFIED _____
PATIENT'S HEALTHCARE PROVIDER _____
STUDENT SIGNATURE _____
FACULTY SIGNATURE _____

PLEASE EMAIL ANNA MARIA COLLEGE DEAN OF NURSING AND COURSE COORDINATOR IMMEDIATELY of incident.

Appendix K

Anna Maria College Department of Nursing Medication Check/Recheck Guidelines

A **Medication Check/Recheck Guidelines** will occur in the patient's room immediately before administering the medication(s). Using the following checklist, the nursing student will confirm all information on the checklist in the presence of the Anna Maria College nursing program faculty member before administering any medication(s) to their assigned patient:

1. Confirm the Following Information <u>Before</u> Medication Administration:	Yes	No
1.1: Check patient's medication administration record to see if this scheduled medication dose has already been given (<u>Yes</u> response indicates STOP process of medication administration)		
1.2: Medication Rights:		
1. Right Patient (Pt. is identified according to the policy and practices of the affiliated clinical institution)		
2. Right Medication		
3. Right Dose		
4. Right Time		
5. Right Route		
1.3: Contraindications to Medication Administration: (<u>Yes</u> response indicates CONFIRM appropriateness of medication administration)		
1. Allergies		
2. NPO		
3. Change in Patient's Condition		
4. Vital Signs, <u>Not</u> Within Parameters for Patient		
5. Evidence of Drug Reaction and/or Toxicity		
6. Drug-Drug Interactions		
7. Abnormal Lab Values		
8. Other:		
2. Clinical Instructor Present at All Times		
3. Confirm the Following Information <u>After</u> Medication Administration		
3.1: Right Response		
3.2: Right Documentation		

Any interruption during the process of administering medications to a client will require a new **Medication Check/Recheck**. The **Medication Check/Recheck** procedure will be restarted from the beginning.

Appendix K

IV Flow Rate Formula:

$$\frac{\text{volume (ml)} \times \text{drop factor (gtt/mL)}}{\text{Time (in minutes)}} = \text{gtt/minute}$$

Microdrop Factor = 60 gtt/mL

Macrodrop Factor (depends on manufacturer, read label)
10, 15, 20 gtt/mL

Methods of Calculation

To arrive at the correct answer, the units of measurement must be set up so that they cancel.

- **Linear Ration & Proportion:**

$$5 \text{ mg} : 1 \text{ tab} :: 10 \text{ mg} : x \text{ tab}$$

- **Fractional Ratio & Proportion:**

$$\frac{5 \text{ mg}}{1 \text{ tab}} = \frac{10 \text{ mg}}{x \text{ tab}}$$

- **Dimensional Analysis:**

$$\frac{10 \text{ mg}}{1} \times \frac{1 \text{ tab}}{5 \text{ mg}} = x \text{ tab}$$

- **Formula (D/H x Q)**

$$\frac{10 \text{ mg}}{5 \text{ mg}} \times 1 \text{ tab} = x \text{ tab}$$

Weight-based Calculations

Weight (kg) x Dosage Ordered (per kg) = Required Dose.

Metric System Equivalents

1 gram (g) = 1000 milligrams (mg)
1000 grams = 1 kilogram (kg)
0.001 milligram = 1 microgram (mcg)
1 liter (L) = 1000 milliliters (mL)

Conversion Equivalents

Volume

5 mL = 1 teaspoon
15 mL = 1 tablespoon
30 mL = 1 ounce
1 cup = 8 ounces = 240 mL
500 mL = 1 pint
1000 mL = 1 Liter = 1 quart

Weight

1 kilogram = 2.2 pounds

Appendix L

Anna Maria College Nursing Programs CLINICAL/LAB/CLASS PERFORMANCE FORM

Evaluation is based upon the student's performance of stated clinical/laboratory objectives and outcomes. When the student is not successfully meeting performance criteria, the supervising faculty will discuss the situation with the student as soon as feasible from the time the faculty observes or becomes aware of the situation, e.g., patient safety, professional behavior.

Student Name: _____ Date of Occurrence(s): _____

Unsatisfactory clinical/laboratory performance applies when:

1. A nursing action is determined to be unprofessional, or unsafe in a way that places the student, client and/or other's well-being in jeopardy.
2. The student is not meeting the responsibilities related to Clinical/College course class/clinical/laboratory outcomes and experience.

Summary of incident and clinical/lab objective(s) not met: (use back of page, if needed)

--

PLAN

Objective/Plan:	Class/Clinical/Lab warning	Re-evaluation date:
		Met <input type="checkbox"/> *Unmet <input type="checkbox"/>

Faculty Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student's Comments

Re-evaluation (Date) _____

Corrective Action Plan: Met _____ Unmet _____

Note:

Faculty Signature: _____

Student Signature: _____

cc: Course Coordinator or Dean of Nursing

Appendix M

Anna Maria College Department of Nursing

Student and Faculty Communication/Discussion Topic Form

The purpose of the Student and Faculty Communication Sheet is to facilitate effective communication between students in the nursing program and the nursing faculty/administration.

The individual class student liaison should complete this form and submit it to the nursing department Administrative Assistant by 12 noon on or before the day of the monthly SPE meeting.

This form can also be used to communicate class questions or requests that require a response sooner than the next scheduled SPE meeting. In those instances, the form should be submitted by 12 noon or before on Monday, so that the topic can be addressed at the weekly faculty meeting.

Date: _____

Program: Pre-licensure BSN _____

RN to BSN _____

Class of: _____

Class Topics to Present to Nursing Faculty:

There are no class topics to submit to the nursing faculty this week: _____

Student Class Representative Signature: _____

Date: _____

Appendix N

Anna Maria College Department of Nursing Academic Success Risk Factor Assessment and Action Plan for Improvement

Name: _____ Date of Entry: _____ Expected Completion Date: _____

The purpose of documenting nursing student academic information is to:

1. Have the student take responsibility for learning and academic achievement.
2. Identify factors associated with academic success to allow for early correction.
3. Develop individualized goals for nursing program and NCLEX-RN success.
4. Have important nursing program academic information available for tracking nursing program progress.

Academic Assessment Factor: (All grades/scores are from first attempt at course/exam)	Expected Minimum Benchmark for Success	Grade/Score Achieved	Date Action Plan for Improvement Developed and/or Revised	Date Action Plan for Improvement, Reviewed and Discussed with Nursing Faculty Member
Required Science Courses				
1. BIO 212 Anatomy and Physiology I Course Grade	B-			
2. BIO 213 Anatomy and Physiology II Course Grade	B-			
3. CHE 110 Introduction to Chemistry Course Grade	B-			
4. BIO 222 Microbiology for Health Professionals Course Grade	B-			
5. Science Course Failure	None			
Required Nursing Courses: Sophomore Year, Spring Semester				
1. NUS 211 Professionalism in Patient Centered Care: Course Exam/Quiz Average	80%			
2. NUS 211 Professionalism in Patient Centered Care: Final Exam	80%			
3. NUS 211 Professionalism in Patient Centered Care: Earned Course Grade	B-			
4. NUS 212 Pathophysiology for Nursing: Course Exam/Quiz Average	80%			
5. NUS 212 Pathophysiology for Nursing: Final Exam	80%			
6. NUS 212 Pathophysiology for Nursing: Earned Course Grade	B-			
Academic Success Risk Factor Subtotal, Page 1				

Appendix N

Academic Success Risk Factor Assessment	Expected Minimum Benchmark for Success	Grade/Score Achieved	Date Action Plan for Improvement Developed and/or Revised	Date Action Plan for Improvement, Reviewed and Discussed with Nursing Faculty Member
Required Nursing Courses: Junior Year, Fall Semester				
1. NUS 300 Fundamentals of Nursing: Course Exam/Quiz Average	80%			
2. NUS 300 Fundamentals of Nursing: Final Exam	80%			
3. NUS 300 Fundamentals of Nursing: Earned Course Grade	B-			
4. ATI RN Fundamentals Proctored Exam (taken in NUS 300)	Level 2			
5. ATI Dosage Calculation and Safe Medication Administration 3.0 Tutorial (completed in NUS 300)	80%			
6. NUS 305 Nursing Health Assessment: Course Exam/Quiz Average	80%			
7. NUS 305 Nursing Health Assessment: Final Exam	80%			
8. NUS 305 Nursing Health Assessment: Earned Course Grade	B-			
9. ATI Health Assess Tutorial (completed in NUS 305)	80%			
10. ATI RN Nutrition Proctored Exam	Level II			
11. NUS 309 Pharmacology for Nursing: Course Exam/Quiz Average	80%			
12. NUS 309 Pharmacology for Nursing: Final Exam	80%			
13. NUS 309 Pharmacology for Nursing: Earned Course Grade	B-			
14. ATI RN Pharmacology Proctored Exam (taken in NUS 309)	Level 2			
15. ATI Pharmacology Made Easy 4.0 Tutorial (completed in NUS 309)	80%			
Required Nursing Courses: Junior Year, Spring Semester				
16. NUS 325 Promoting Physiological & Psychological Health: Course Exam/Quiz Average	80%			
17. NUS 325 Promoting Physiological & Psychological Health: Final Exam	80%			
18. NUS 325 Promoting Physiological & Psychological Health: Earned Course Grade	B-			
19. ATI RN Mental Health Nursing Proctored Exam	Level 2			
20. ATI RN Nutrition Proctored Exam	Level 2			
21. ATI Targeted Medical Surgical Online Practice Exams (2 completed in NUS 325)	80%			
22. NUS 314 Scholarly Inquiry in Evidence-Based Nursing Practice Earned Course Grade	80%			
Academic Success Risk Factor Subtotal, Page 2				
Academic Success Risk Factor Subtotal, Page 1				
Total Number of Academic Success Risk Factors				

Appendix N

Academic Success Risk Factor Assessment	Expected Minimum Benchmark for Success	Grade/Score Achieved	Date Action Plan for Improvement Developed and/or Revised	Date Action Plan for Improvement, Reviewed and Discussed with Nursing Faculty Member
Required Nursing Courses: Senior Year, Fall Semester				
23. NUS 401 Family Health Nursing: Course Exam/Quiz Average	80%			
24. NUS 401 Family Health Nursing: Final Exam	80%			
25. NUS 401 Family Health Nursing: Earned Course Grade	B-			
26. ATI RN Maternal Newborn Proctored Exam	Level 2			
27. ATI RN Nursing Care of Children Proctored Exam	Level 2			
28. ATI Targeted Medical Surgical Online Practice Exams (2 completed in NUS 401)	80%			
29. ATI RN Adult Medical-Surgical Nursing Proctored Exam (taken in NUS 401)	Level 2			
30. NUS 402 Community Health Nursing: Course Exam/Quiz Average	80%			
31. NUS 402 Community Health Nursing: Final Exam	80%			
32. NUS 402 Community Health Nursing: Earned Course Grade	B-			
33. ATI RN Community Health Proctored Exam	Level 2			
Required Nursing Courses: Senior Year, Spring Semester				
34. NUS 425 Comprehensive Nursing Practice: Course Exam/Quiz Average	80%			
35. NUS 425 Comprehensive Nursing Practice: Final Exam	80%			
36. NUS 425 Comprehensive Nursing Practice: Earned Course Grade	B-			
37. ATI Targeted Medical Surgical Online Practice Exams (2 completed in NUS 425)	80%			
38. ATI RN Adult Medical-Surgical Nursing Proctored Exam (taken in NUS 425)	Level 2			
39. ATI RN Leadership Proctored Exam (taken in NUS 425)	Level 2			
40. ATI RN Pharmacology Proctored Exam (taken in NUS 425)	Level 2			
Academic Success Risk Factor Subtotal, Page 3				
Academic Success Risk Factor Subtotal, Page 2				
Academic Success Risk Factor Subtotal, Page 1				

Academic Success Risk Factor Assessment	Expected Minimum	Grade/	Date Action	Date Action Plan
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Appendix N

	Benchmark for Success	Score Achieved	Plan for Improvement Developed and/or Revised	for Improvement, Reviewed and Discussed with Nursing Faculty Member
Required Nursing Courses: Senior Year, Spring Semester (continued)				
41. NUS 490 Senior Seminar in Nursing: Earned Course Grade	B-			
42. ATI RN Fundamentals Proctored Exam (taken in NUS 490)	Level 2			
43. ATI RN Comprehensive Predictor#1 Proctored Exam: Predicted Probability of Passing the NCLEX-RN	94% or higher			
44. ATI RN Comprehensive Predictor#2 Proctored Exam: Predicted Probability of Passing the NCLEX-RN	94% or higher			
45. Additional Nursing Program Risk Factors				
46. Active employment working 20 or more hours per week during the academic semester	Working less than 20 hours per week.			
47. Nursing Course Failure	None			
48. Completed the Nursing Program in > 5 <u>Consecutive</u> Academic Semesters After Entering NUS 211 and NUS 212 for the first time.	Completed program in <u>5</u> consecutive semesters			
49. Takes the NCLEX-RN exam <u>without</u> adequate preparation time. At least one-month of active preparation post-program completion strongly suggested.	Takes NCLEX-RN within 1 to 3 months.			
50. Delay in Taking the NCLEX-RN (more than 3 months from date of program completion)	No Delay in taking NCLEX-RN			
Academic Success Risk Factor Subtotal, Page 4				
Academic Success Risk Factor Subtotal, Page 3				
Academic Success Risk Factor Subtotal, Page 2				
Academic Success Risk Factor Subtotal, Page 1				
Total Number of Academic Success Risk Factors				

See Action Plan for Improvement on the next page.

Appendix N

Anna Maria College Prelicensure Nursing Program
Prelicensure Bachelor of Science Degree Program
Academic Success Risk Factor Assessment Action Plan for Improvement

Student Name:

- ❖ The student should be adhering to the *Action Plan for Improvement* specific to the semester the student is enrolled, that is the most recently developed *Action Plan for Improvement*.
- ❖ All Academic Success Assessments and Action Plans should be kept in the student’s Academic Success Notebook.

Date	<ul style="list-style-type: none"> ▪ Academic Success Risk Factor ▪ Goal(s) for Improvement ▪ Intended Outcome Following Completion of the Plan 	Detailed Plan for Improvement	Target Date for Factor Improvement	Status of Improvement at Target Date

The above plan template should be copied and used for updates and additions to the Action Plan for Improvement as you progress through the nursing program.

Appendix O

Anna Maria College Student Nurse Association (SNA) under SGA

The Anna Maria College Student Nurse Association is constructed of nursing students who are taking compassionate interest in developing their education in client care, based on the Anna Maria College nursing program's philosophy.

Constitution

Article I- Name

The Anna Maria College Student Nurse Association (SNA) formed at Anna Maria College will hereafter be referred to as the Student Nurse Association of Anna Maria College.

Article II- Purpose

Section I. The Student Nurse Association of Anna Maria College will serve as representatives of students in relation to nursing student initiatives. The association will promote the public image of nursing students through involvement with the student body and community. We will conduct ourselves according to the regulations on the Anna Maria College Handbook, College Nursing Student Handbook; and, the regulations according to the Anna Maria College nursing program's Student Nurse Handbook both on and off campus.

Section II. The Student Nurse Association of Anna Maria College will serve as a link between the nursing student body and the nursing program administration and faculty by providing the Anna Maria College Faculty (NFO) the SNA meeting minutes.

Section III. All nursing students will reserve the right to be a member of the Student Nurse Association (SNA) of Anna Maria College, providing they abide by the specific guidelines outlined by the President.

Section IV. The Association will sponsor or co-sponsor a minimum of two on-campus events per year, as well as participate in community service as determined by a majority vote of all members and in accordance to their nursing student parameters.

Article III- Power

The President and Officers, along with the Faculty Advisor, will exercise the right listed below and reserves the right to suspend all privileges.

Article IV- Membership

Section I. The Student Nurse Association of Anna Maria College shall be opened to all nursing students (freshman, sophomore, junior, and senior) on campus interested in membership. All students currently studying the AMC nursing curriculum are provided the opportunity to become a member of the National Student Nursing Association (NSNA) of Anna Maria College.

Section II. We encourage active participation from all SGA/SNA members to show active club participation.

Appendix O

SNA members are encouraged to become a National Student Nurse Association (NSNA) member. In order to become a chapter of the NSNA, 10 nursing students of the Anna Maria College SGA/SNA club must join the NSNA and pay the NSNA yearly fee to the SNA treasurer. Students who join the NSNA may be eligible to purchase a NSNA membership cord at graduation, if the following membership requirements are met:

1. The member must attend three meetings per semester, or,
2. The member attends two meetings and one event per semester; and,
3. The student must be a member of the NSNA.

For those NSNA members who do not meet the above requirements, an NSNA cord will not be awarded.

Article V- Officers (Executive “E” Board)

Section I. The members of the Student Nurse Association of Anna Maria College shall hold elections for officers every January at the beginning of the spring semester. New officers-elect will begin working with current officers in February and will assume their full positional role at the end of the spring semester. Nursing students from all classes are eligible to become officers and vote for Student Government Association (SGA) officers.

Officers elect will hold a National Student Nursing Association (NSNA) student membership.

Article VI- Duties of Officers

Section I. President:

- A. Shall attend all meetings held by the association
- B. Shall oversee participation of all members
- C. Shall oversee committee functions as well as other activities held by the association
- D. Shall attend, or designee, executive board meetings and provide report to Association
- E. Shall provide reports of Association status to members via E-mail when necessary.
- F. Shall announce the results of the nominated person(s) for Nurse Faculty Organization faculty election at subsequent meetings

Section II. Vice President:

- A. Shall attend all meetings held by the Association
- B. Shall carry out all activities assigned by the President

Section III. Treasurer:

- A. Shall act as Director of Funds, and shall keep accounts of the Association
- B. Shall propose a budget with advice from the President
- C. Shall pay the bills of the Association
- D. Shall make interim reports as to the financial status of the Association
- E. Shall carry out duties assigned by the President

Appendix O

Section IV. Secretary:

- A. Shall keep minutes of all meetings of the Association
- B. Shall be responsible of all correspondence of the Association.
- C. Shall supervise and record the counting of voting for nominated officers
- D. Shall carry out duties assigned by President
- E. Shall recruit members

Section V. SNA Representation/Ambassador (1 voting board member)

- A. Shall attend Student Government Association meetings for representation of club
- B. Shall attend all SNA board meetings and provide report(s) to SNA and SGA
- C. Shall recruit members for NSA and NSNA chapter, if warranted.

Article VII- Advisor

Section I. The Advisor shall serve as a link between the members of the Association and the administrators of the college and nursing program.

Article VIII- Meetings

Section I. Meetings shall be held bi-monthly as scheduled by the board. The executive board shall meet followed by meeting of all members.

Section II. The meeting shall serve as time for the members to promote student nursing student government initiatives. When not all members are present to vote on an issue, a two-thirds vote shall be taken by members present that day.

Section III. Subcommittees:

- A. Subcommittees shall be created as needed by executive board
- B. All subcommittees shall have an appointed chair member
- C. The chair of subcommittees must report to the executive board
- D. All approved motions of subcommittees motions must be ultimately approved by the executive board
- E. Subcommittees may be, but not limited to:
 1. NCLEX review committee:
 - b. Shall foster and evaluate an NCLEX review program
 2. Fundraising committee:
 - c. Shall raise funds for Association/club
 3. Academic Events committee:
 - d. Shall foster activities that enhance development of AMC community
 4. Community service committee:
 - e. Shall organize events that engage Association/club members in community service

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Article VIII- Amendments

Section I. Amendments to this constitution shall be submitted in writing to all members. The amendments must pass a majority vote of the SNA elected board.

Article IX- Fundraising

Section I. Members will organize one fundraiser each semester. Members will decide on the fundraiser by a majority vote.

Section II. All members of the Anna Maria College Student Nurse Association shall be expected to participate in all fundraising.

Section III. Proceeds from all fundraising shall be collected from elected treasurer and distributed to the Anna Maria College Student Activities Director.

Article X- Dues and Budgets

Section I. The treasurer will manage all accounts and will bring budget issues to the meetings.

Section II. Members of the SGA/SNA will pay Anna Maria College \$10.00 for a cord fee senior year.

Section III. Members joining the NSNA will register, by application, with a payment of NSNA for NSNA membership through the Anna Maria College SNA Treasurer. Refer to nsna.org for NSNA membership benefits.

Section IV. SGA funds will not be used towards the annual NSNA conference attendances. Monies maybe used for a speaker on a topic that all SGA members could benefit from.

Section V. At the end of the spring semester, funds received from clothing sales and fundraisers will be used for the senior class. Any other remaining funds will be used by the subsequent senior class.

Article XI- Vacancies

Section I. If an officer shall resign during the semester, their position will be open for re-nomination for Nursing Faculty Organization election.

R: 12/2/2018, 4/05/2019

Appendix P

Anna Maria College Acknowledgement Contract for Nursing Student Handbook 2024 Fall Semester

I understand the rules, regulations, policies, courses of study and academic requirements that appear in the Anna Maria College Nursing Student Handbook are subject to change with, or without, prior notice. I have read and understand the contents of the Anna Maria College Nursing Student Handbook, including the Latex Allergy Policy, and agree to abide by the rules, regulations, and policies of the program.

Acknowledgment of this nursing student handbook is included in your CastleBranch tracker account.

Date _____

Print Full Legal Name _____

Signature _____

Mailing Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Mobile Phone _____

Anna Maria College E-mail Address _____

Anna Maria College Student ID # _____

Print and upload this completed form to the student record storage system within the first week of Fall and Spring semester to CastleBranch.

Grades are calculated in Engage but there occasionally can be errors with technology. It is the student's responsibility to monitor his/ her own grades and bring any discrepancies to the attention of the professor. A weighted calculator can be found at: <http://www.rapidtables.com/calc/grade/grade-calculator.htm>. If a grade in Engage is calculated incorrectly, the actual correct grade will stand.