



BROOKLINE COLLEGE

Nursing Department

Nursing Student Handbook

2019/2020

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INTRODUCTION

This handbook augments the Brookline College catalog and serves as a source of important information for students in the nursing program. It will inform you about important Nursing Department requirements and describe expectations of nursing students. It is a reference source for information about academic requirements, Nursing Department policies, and students' rights and responsibilities.

The information contained in the Nursing Student Handbook is subject to change at any time. Students will be notified of changes through classroom announcements, email, the Nursing Department communications board, and on the Nursing Department website.

Brookline College History

Brookline College was originally incorporated and licensed in Arizona on October 18, 1979 as Arizona Institute of Business and Technology (AIBT), a non-profit business and technical school. The institution was accredited in 1982 by the Association of Independent Colleges and Schools (now the Accrediting Council for Independent Colleges and Schools, ACICS). In 1999, ACICS awarded AIBT Junior College status and granted approval for the institution to offer the Associate degrees at all campus locations.

In 2001, AIBT was awarded Senior College status by ACICS and received approval to offer Bachelor of Arts degrees via online delivery. In 2002, Arizona Institute of Business and Technology became International Institute of Americas (IIA) and opened a campus in New Mexico.

The planning of the Nursing Department began in 2001 culminating in its provisional approval by the Arizona State Board of Nursing in 2004. In 2004, IIA also received formal approval from ACICS to award an Associate of Arts degree in Nursing. Subsequently in early 2005, IIA officially opened its Nursing Program at 43rd Avenue and Bethany Home Road as part of the Phoenix Campus. The School was initially named after Ms. Ethel Bauer because of her tireless work in education and her passion to provide opportunities for others to advance their careers. The Ethel Bauer School of Nursing is now known as the Brookline College Nursing Department.

In July 2007, the Hamilton White Group IIA, LLC (now Brookline College, LLC) purchased the assets of IIA, and changed the school's name to IIA College in March 2008. In June 2009, the institution was renamed Brookline College.

In June 2010, Brookline College received approval to offer baccalaureate degrees via residential and online delivery. In June 2011, Brookline College received approval to offer Master degrees via residential and online delivery. In 2018, the College was approved by ABHES to offer associate, baccalaureate and master's degree.

Accreditation and Approvals

Brookline College is accredited by the Accrediting Bureau of Health Education Schools (ABHES) to award certificates, diplomas, associate's degrees, bachelor's degrees, and master's degree. Brookline College is licensed and approved to offer the nursing programs by the following state agencies:

Arizona State Board of Nursing
Arizona State Board for Private Postsecondary Education
New Mexico Board of Nursing
New Mexico Higher Education Department

The baccalaureate degree program in nursing/master's degree program in nursing at Brookline College is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, (202) 887-6791.

Brookline College Mission Statement

Brookline College is an independent, accredited institution dedicated to meeting the educational needs of a developing multicultural society. The institution is committed to preparing students academically and professionally to meet the constantly changing employment requirements of business, industry, public service organizations, and medical support agencies functioning in a highly advanced and expanding technological community.

Brookline College Objectives

The objectives of Brookline College are to:

1. Provide comprehensive, concentrated, qualitative educational programs, which will guide students through the development of the competencies needed to meet the employment requirements in a highly technological environment.
2. Provide services that will support a diverse student body in their pursuit of postsecondary education on a variety of levels and eliminate the barriers to the completion of their educational objectives.
3. Provide innovative approaches and methodologies in a non-traditional educational environment emphasizing a multiplicity of skills to meet expanding needs of multicultural communities.
4. Recognize and integrate lifelong learning and academic experiences as they would apply to each student's program of study.
5. Provide students with access to faculty members whose academic qualifications and practical experience will provide the valuable leadership necessary to prepare students for successful, culturally-sensitive integration into the workplace.
6. Provide learners with the academic, cognitive, and professional skills necessary for career entrance and advancement.
7. Provide all students with an ongoing-working knowledge of current information technology procedures and applications.

Bachelor of Science in Nursing (BSN) Program Mission Statement

The mission of the Nursing Department is to prepare highly competent professional nurses to address complex human needs within a multicultural environment that will improve the health of individuals, families, and communities through the discovery and dissemination of nursing knowledge and the translation of science into practice. Faculty facilitate the education of students in the art and science of nursing to provide ethical, holistic, culturally competent, evidence-based care in collaboration with other members of the healthcare team in a variety of health care settings within a constantly evolving health care environment. Students, as members of the community in which they receive their education, are stakeholders in the health and welfare of the community they will serve.

BSN Outcomes

The Nursing Department has seven (7) student learning outcomes that are derived from the College-wide learning goals, Department mission and philosophy, and professional standards of practice. The graduate of the BSN program:

1. Utilizes the nursing process and critical thinking as tools to make culturally-sensitive patient-centered clinical decisions in all health care settings within systems-based environments.

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2. Collaborates with patients and other members of the healthcare team in the planning, coordination, and provision of competent care.
3. Integrates evidence-based findings into nursing and collaborative practice.
4. Promotes patient and staff safety utilizing the process of quality improvement based on available evidence.
5. Uses information and technology for communication, knowledge development, and clinical-decision making.
6. Demonstrates leadership behaviors and professionalism when providing care to patients across the lifespan in all health care settings.
7. Integrates legal, ethical, and professional standards into nursing practice.

The Nursing Department has established five (5) BSN program outcomes. These are:

1. NCLEX pass rates: Graduates will achieve a first-time NLCEX-RN pass rate above the national average. *
2. Program completion: 75% of students enrolled in the program will graduate within 150% of the published program length.
3. Program satisfaction: 85% of graduates will agree or strongly agree they are satisfied with the BSN program.
4. Employer program satisfaction: 80% of employers will agree or strongly agree they are satisfied with graduates' competencies.
5. Post-graduate activity: 80% of program graduates who pass the NCLEX examination will be employed as registered nurses within twelve months of graduating or will be enrolled in a graduate program in nursing.

*Students in the BSN/RN track are already licensed as registered nurses and therefore outcomes of NCLEX pass rates are not evaluated for this track.

Master of Science in Nursing (MSN) Program Mission Statement

The mission of the Brookline College graduate nursing program is to provide students with the knowledge and skills needed to build upon and advance their nursing practice. Students will learn to apply advanced philosophies, theories, concepts, research findings, and skills to advancing nursing practice. Graduates of the program will be equipped with the knowledge and competencies to assume roles as nursing leaders in multicultural healthcare and academic settings.

MSN Outcomes

The Nursing Department has identified six (6) graduate-level Student Learning outcomes that are derived from the College-wide learning objectives, Graduate Nursing mission, Department philosophy, and professional standards of practice. The graduate of the MSN program:

1. Synthesizes concepts from nursing and other disciplines to build upon and advance professional nursing practice.
2. Integrates evidence-based advanced knowledge and skills into advancing nursing roles.
3. Utilizes technologies that support advancing nursing practice through critical thinking, decision making, and interprofessional collaboration.
4. Demonstrates the use of leadership strategies that advance the design, implementation and evaluation of advancing nursing practice.
5. Functions effectively as a change agent, member and leader of interprofessional teams to influence healthcare and nursing practice for individuals, families, populations, and systems.

6. Analyzes the impact of social, political, economic, and technological trends in healthcare on nursing practice and healthcare delivery.

The Nursing Department has established five (5) MSN program outcomes. These are:

1. Program completion: 75% of students enrolled in the program will graduate within 150% of the published program length.
2. Graduate program satisfaction: 85% of graduates will express they are satisfied or highly satisfied with the MSN program.
3. Employer program satisfaction: 80% of graduates' employers will express they are satisfied or highly satisfied with graduates' competencies.
4. Job placement rates: 90% of program graduates will be employed in an advancing nursing role within 12 months post-graduation.
5. Professional achievement: 85% of program graduates will engage in continued professional growth through membership in professional organizations, continuing education, specialty certification, and/or doctoral study in nursing.

Nursing Department Philosophy

The Nursing Department philosophy is consistent with the mission statement of Brookline College and serves as a link between the Nursing Department and the college as it carries out the mission through the nursing curricula. Nursing Department faculty will regularly review and revise the nursing philosophy and program outcomes.

The Nursing Department believes nursing is a professional, scientific discipline with academic and practice dimensions. The discipline has as its primary focus the maintenance and promotion of health achieved through collaboration with individuals, families, groups, and the community in a manner that is consistent with society's expectations and needs. The Nursing Department believes the baccalaureate level to be the essential educational preparation for professional nursing practice. Nursing should achieve higher levels of education and practice to the full extent of their education and training.

The theoretical underpinnings of professional nursing practice derive from the related disciplines of the natural sciences, social sciences, and nursing. The profession of nursing builds its knowledge base through the rigorous scientific inquiry of theory and practice that continues the process of theory development and provides the foundation for evidence-based practice. The nursing process establishes the foundation for critical thinking and decision-making skills that allow complex independent judgments to be made based on available data and knowledge.

Nursing competencies are guided by professional standards and include psychomotor and interpersonal skills, collaboration, and leadership using the processes of critical thinking, problem solving, and decision-making. Advocacy and caring are cornerstones of the role of the professional nurse who acts on behalf of individuals, families, communities, and global populations.

Nurses work autonomously within a defined scope of practice and collaboratively with members of the health team. Regulations and standards, such as those defined by state Boards of Nursing, the Scope and Standards of Practice, and the Code of Ethics for Nurses guide nursing practice as nurses are accountable to the public they serve.

Scientific and technological advances and the increasing incorporation of nursing research into practice mandate involvement in lifelong learning. Commitments to continuous quality improvement, improved patient outcomes, enhanced patient safety, and active involvement within the profession are key elements in professional nursing.

Educational Philosophy

The faculty of the Nursing Department believes that teaching-learning is a continuous, dynamic, and reciprocal process that varies with learner-centered, student encounters according to individual student needs and differences. Nursing Department faculty embrace and subscribe to development of a spirit of inquiry and the ability to think critically in all students as these are essential attributes for all professional nurses. Faculty pride themselves in promoting and facilitating student-centered learning that leads to student self-actualization. This process of fostering and promoting student-centered learning is a foundational and fundamental responsibility of nursing faculty.

There is emphasis on the teaching-learning process as a component of the professional nurse role and students are encouraged and engaged throughout the nursing curriculum to move toward becoming contributing and accountable members of the nursing profession and of a global society. Evaluation is a strong thread of the Nursing Department and there is evidence of this thread at all levels of the program, focusing on continuous quality improvement of the program against professional nursing standards and national bench marks guiding nursing and healthcare delivery in a complex society. Systematic evaluation is conducted regularly by faculty, students, the community of interest and others involved in the learning process.

Educational Process

Nursing Department faculty believes the goal of the educational process is fourfold, to:

- Help a highly diverse student body become liberally educated professionals.
- Afford students an opportunity to explore and develop a personal philosophy of nursing that is built upon a sound theoretical foundation and incorporates practice elements into a seamless continuum of “embodied know-how”.
- Achieve a balance between theory and practice to achieve fully, dimensional learning.
- Teach students to value the research process as one that builds on and adds to the foundation of nursing and health care knowledge.

Academic Environment

Nursing Department faculty believe in a learner-centered, facilitative academic environment that delivers nursing education to a diverse student body based on four values:

- The educational process partners students and faculty in collaborative mentoring relationships that transcend traditional educational boundaries.
- The infrastructure aids flexible educational efforts rather than having the infrastructure dictate the education that may be offered.
- There is a synthesis of conceptual and theoretical information with the practical realities of the current healthcare environment.
- Higher education is made accessible to students who are adult learners, who may have families and who may choose to work.

Nursing Department Values

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The Nursing Department faculty believe in the following eight values on which all nursing education is based.

- Treat students as we treat each other, with genuine interest, egalitarian respect, and positive but realistic expectations, all based on honest and open communication.
- Be committed to changing people's lives and facilitating students' desire to achieve an education, with a focus on living, learning, growing, and achieving.
- Provide education with passion and inspiration in a way that instills a commitment to lifelong learning.
- Participate in out-of-class teaching and mentoring, whenever and wherever the teachable moment occurs.
- Be committed to doing whatever it takes to help a student, whether in class, in an office, on the telephone, or in e-mail.
- Provide contemporary experiential and theoretical knowledge engaging with students and bring a sense of fun and adventure to the hard work.
- Participate in continuing education activities to promote professional growth.
- Support evidence-based learning activities.

Professional Characteristics

As a profession, nursing places great reliance upon individual responsibility and accountability. Therefore, students are held responsible and accountable for their professional behavior.

Personal Characteristics

Students are expected to exhibit personal and emotional characteristics consistent with the professional nurse role. Students who do not manifest these characteristics may be referred to the Dean of Nursing or designee and advised or required to seek appropriate assistance. Students who refuse to obtain assistance and/or persist in exhibiting inappropriate behaviors will not be permitted to continue in the nursing program. Students whose behavior indicates issues related to professional ethics and a sound moral foundation place themselves at risk for course failure or dismissal from the program.

Any cell phone device within the classroom, lab, or clinical setting will ONLY be used for educational purposes to perform research related to patients or assignments at appropriate times. No personal photography is permitted in the Simulation or Clinical settings.

Students may be dismissed from the program for exhibiting improper behavior or professional misconduct. Such behaviors include but are not limited to: rude or inappropriate behavior, fighting on campus or institutional grounds, plagiarism, breaching patient/student confidentiality, compromising the safety of a patient, or unsafe nursing care. The Brookline College Student Code of Conduct policy may be found in the College Catalog. Instances of such behavior may be documented, and the student referred to the Dean. While Brookline College supports the faculty-student mentoring model, it is not permitted for faculty to engage outside of the learning environment within social media or non-school approved social events with a student.

Academic Integrity (Dishonesty), Plagiarism, and Copyright Infringement

Brookline College requires all students, faculty, and staff to conduct themselves and produce academic work in an ethical manner. Students are expected to conduct themselves always with the highest academic standards.

Plagiarism is typically defined as the use of another person's or a group's words or ideas without clearly acknowledging the source of that information, resulting in the false representation as one's own work. It is understood that plagiarism can be intentional and unintentional; therefore, the following descriptors provide the student with an understanding of how to avoid plagiarism. Plagiarism is also defined in other ways including the use of one's own previous written work without citing and/or resubmitting it for another course. In addition, plagiarism can occur when another's words are used without quotation marks and/or citation provided. More specifically, to avoid plagiarizing, a student or other writer must give credit when he/she uses:

- Another person's idea, opinion, or theory
- Any facts, statistics, graphs, drawing - any piece of information that are not common knowledge
- Quotations of another person's actual spoken or written words
- Paraphrases of another person's spoken or written words
- Another person's data, solutions, or calculations without permission and/or recognition of the source, including the act of accessing another person's computerized files without authorization
- One's own written ideas from the past or from another class (paper or discussion question) without providing proper citation. It is never acceptable to turn in a previous paper in its entirety or with changes as if it were a new paper. This is considered academic self-plagiarism.
- Group thoughts as if one's own paper created in Google Docs or another similar program

Plagiarism may be either deliberate or unwitting. Regardless; it is the responsibility of a college student to know what constitutes plagiarism, so they may avoid it. Ignorance is not a legitimate defense against a charge of plagiarism. Turnitin.com must show less than **24%** match. Cheating, falsifying work, or plagiarism will not be tolerated. The penalties for these offenses are as follows, but may not be linear in the event of an egregious act, requiring acceleration of the penalty process:

- First offense (in cases of lack of knowledge determined by leadership and faculty with investigation): Student receives a Student Nurse Action Plan Form, coaching and counseling, and completes the Code of Conduct Reflection form. Additionally, the student must correct the errors. The score is decided upon determining the what was plagiarized. For ex: if APA violation, then the student loses the points for APA in addition to any other grading infractions.
- First offense (in cases of knowledge, but error included copying another's work, using group effort for one's own work). Student receives a "0" on the assignment or test coaching and counseling from the course instructor and a Student Nurse Action Plan (SNAP) Form (located in Appendix 1) is completed and placed in the student file. The student can repeat the assignment to correct all areas of plagiarism. The repeat assignment is graded on a **30%** reduction of points. If paper was copied knowingly, a 0 is given.
- Second offense: Student fails the course in addition to coaching and counseling from the course instruction and a Student Nurse Action Plan (SNAP) Form (located in Appendix 1) is completed and placed in the student file. The student receives a grade of zero for the assignment.
- Third offense: Student receives coaching and counseling from the course instruction and a Student Nurse Action Plan (SNAP) Form (located in Appendix 1) and an "**F**" for the course
- Any further offense: Student receives coaching and counseling from the course instruction and a Student Nurse Action Plan (SNAP) Form (located in Appendix 1) an "**F**" for the course and may be expelled from the college

Copyright – Students, faculty, and staff must also be cognizant of and avoid copyright infringement. Copyright infringement is using someone else's ideas or material, which may include a song, a video, a

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movie clip, a piece of visual art, a photograph, and other creative works, without authorization or compensation, if compensation is appropriate. The use of copyright material without permission is against federal law, and penalties may include fines and/or imprisonment.

Because of expanded availability of digitized files and computing, peer-to-peer file sharing has become common place. However, making a copyrighted material available to others using file sharing networks (e.g., Google Docs, Shareaza, Kazaa, BitTorrent, eMule, or the like) is also prohibited by Brookline College and is considered copyright infringement. In addition to the potential for federal penalties, Brookline College reserves the right to revoke the Information Technology privileges of those using or contributing to the use of file sharing networks to either access or provide use of or access to copyright material.

Academic Integrity

Brookline College requires all students to conduct themselves and produce academic work in an ethical manner. Students are expected to conduct themselves at all times with the highest academic standards. Behaviors that constitute irregular behavior or misconduct include but are not limited to:

- Giving or receiving assistance of any kind on assignments or examinations.
- Using, accessing, or attempting to access any prohibited aids. Prohibited aids are any devices or materials that will be helpful in taking the exam. Examples of aids that are prohibited are electronic devices (e.g. cell phones, tablets, watches, etc.), conversion tables, dictionaries, etc.
- Attempting to take an examination for someone else.
- Bringing any exam study aids (textbooks, notebooks, classroom notes, etc.) to the testing room or accessing or attempting to access such study materials at any time after the start of the examination administration, including break times.
- Failing to follow testing regulations or the instructions of the test proctor.
- Creating a disturbance of any kind.
- Tampering with the operation of the computer or attempting to use it for any function other than taking the examination, i.e., going to another computer website or search engine after exam has begun.

ACADEMIC POLICIES

Policy Statement

1. Brookline College reserves the right to modify policies, course schedules, curricula or courses within reason due to exigent circumstances, program upgrades, and/or content changes.
2. Student interruptions in program schedules may result in a delay of graduation.
3. Brookline College credits are not automatically transferable to other schools (*see College Catalog*)
4. All programs may not be available at all locations (*see Brookline College Catalog Supplement – Tuition and Fees*).
5. Brookline College reserves the right to cancel programs of study, modes of delivery, or individual courses as it deems necessary.

Students are responsible for reviewing and understanding academic policies as outlined in the Brookline College Catalog and the Nursing Student Handbook.

Teaching/Learning

The program will be delivered using a variety of instructional formats. On-campus instructional methods include: a variety of student-centered learning activities and/or classroom models, lectures, slide

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presentations, simulation scenarios, demonstration and return demonstration, role playing, interactive online instruction, and other critical thinking activities. Students will participate in individual and cooperative learning activities in the classroom, clinical lab environments, and online discussions. Computer labs, laptop carts, electronic devices, smart classrooms, virtual learning environments, simulation manikins, DVDs, and other multimedia equipment provide the technological support for various teaching methodologies. Online instructional methods may include one or more of the following: threaded discussion, case studies, skills demonstration, computer/technology exercises, problem solving, group activities and analytical projects.

Course Syllabi

Course syllabi are documents that guide students and provide structure for courses. *Course faculty reserve the right to alter the course syllabus at any point and will provide information to students about changes made.*

Attendance

Nursing education prepares students to develop professional and clinical competence and to assume professional accountability. Nursing practice is licensed, and nurses must adhere to the professional standards established by the American Nurses Association and other professional organizations. Therefore, attendance and professional behavior is expected in all classroom, laboratory, and clinical settings. Attendance and prompt arrival correspond to professionalism and professional accountability. Students are expected to attend every class and clinical experience and to arrive on time. **Attendance is essential for student learning and for the maintenance of Federal Financial Aid.** Students are expected to be prepared for all classroom, laboratory, or clinical settings prior to scheduled sessions and to be respectful of peers and faculty in these settings.

Attendance will be taken by the course instructor in all courses utilizing the CourseKey software. Students who fraudulently sign for another student are demonstrating a lack of academic honesty and integrity. Such students will be subject to sanctions up to and including dismissal from the program.

At the start of each course the student will receive a course syllabus in which attendance requirements are included. Attendance will be taken in every class and records maintained to comply with institutional requirements.

On-Campus Classroom/Laboratory Attendance:

As a demonstration of professionalism, students are expected to be on time for each class and laboratory, experience. Students are also expected to return on time from scheduled class breaks and to remain in class until dismissed by the instructor. When a student arrives late for class, returns from a scheduled break late, or leaves early, it is counted as **missed time**. Such missed time is recorded in 15- minute increments to determine the total time missed. Students who are absent **more than 10%** of the total hours for any course element (classroom or laboratory) will receive a Written Warning. Students who are absent **more than 15%** of the total hours for any course element (classroom or laboratory) will receive a failing grade for the course.

Students must be available for each week of the 16-week semester and should **not** make plans to be away prior to the official end of classes. Each course syllabus contains a class schedule for the semester that includes all required activities, including exams.

Online Attendance

Online students are encouraged to participate often in each course they are enrolled. Minimally, a student must submit a gradable item each week to be marked present for that week. A gradable item is defined as a threaded discussion, assignment, test or quiz.

After two consecutive weeks (Monday - Sunday) of absence in all classes a student will be withdrawn from the College. If a student is enrolled in multiple courses, attends in one course but fails to attend the others, they will be withdrawn from the courses for which excessive absences are noted (i.e., after two consecutive weeks) in accord with the College's procedures for course withdrawal. This policy applies to all continuing students and initiates at the point at which they attend during each term. This policy applies to new students at the point at which they have posted attendance in both Week 1 (i.e., the add/drop period) and Week 2. Any action taken due to excessive absences may affect financial aid and graduation dates.

Clinical/Simulation Attendance:

Missed clinical experiences are missed opportunities to meet course objectives. The total number of hours required for the clinical component of a course **must** be completed. Attendance and punctuality at all clinical experiences are required. Any student who arrives late to clinical, including simulation, will be documented as tardy (in 15-minute increments). Only mitigating circumstances will be excused if documentation is provided to and approved by the lead faculty member and Dean of Nursing. Mitigating circumstances are defined as court ordered appearances, jury duty, bereavement, military duty (not exceeding three days/course), hospitalization, or other serious condition that prevents attendance. Leaving clinical early is NEVER acceptable unless mitigating circumstances arise and it is approved by the clinical instructor, the lead course instructor and/or the Dean of Nursing prior to leaving the clinical setting.

Should a student need to miss a clinical day, the course lead must be notified **PRIOR** to start of the simulation or clinical shift with the student being informed that documentation is necessary to determine if it qualifies as a mitigating circumstance. Such issues as child care, traffic, flat tire, transportation issues (unless documented by a police report), oversleeping, Doctor's appointments, and other non-emergency issues are **NOT** considered mitigating circumstances.

Only one clinical make-up day is allowed per semester and it must be made-up on the scheduled make-up day during finals week, unless mitigating circumstances occur that result in two clinical days missed from two different areas (specialty and non-specialty); both clinical experiences must be made-up on the scheduled make-up days at the end of the term.

A SNAP form (Appendix 1) will be issued to provide proper documentation of the absence and to serve as a notification to the student that any further absences in clinical may result in failure of the clinical course, even if that second absence is a mitigating circumstance.

Any student who is 30 minutes or later to clinical or simulation will be sent home; this will count as a non-mitigating absence. All tardiness will be documented using the SNAP form (Appendix 1). Any student with more than 29 minutes of missed clinical time due to tardiness will be required to attend the clinical make-up day session during finals week.

Students who are absent **more than 15%** of the total hours for the clinical or simulation experience or **20%** of total hours for the specialty clinical or simulation experiences during the semester will receive a failing grade for the course.

For less serious illness (migraines, diarrhea, etc.) at the clinical site, the student may be dismissed to home at the discretion of the clinical faculty. For more serious illness, contagious illness or injury during clinical, the student must go to the facility emergency department for assessment. The student may refuse treatment at the point of care, but documentation must be received that the student was medically evaluated. Prior to return from surgery, childbirth, or hospitalization, the student must have the health verification form completed by a qualified provider (Appendix 2). Please refer to the Pregnancy policy under Required Health Information.

Albuquerque Inclement Weather Policy

In Albuquerque school closures will be announced on KOAT, channel 7. Clinical absences due to weather conditions when the college has not officially closed must be made up, consistent with the policy on clinical absence. Students are responsible for determining if classes have been cancelled due to inclement weather and for checking with the instructor if there is a question about class cancellation. Anyone can go to <http://www.kob.com/alerts/index.shtml> and setup to receive email or text message alerts about closures.

Satisfactory Academic Progress (SAP) Statement

Satisfactory academic progress (SAP) is necessary to maintain eligibility for financial aid programs and to become a Brookline College graduate. Please refer to the Brookline College Catalog for a comprehensive description of the Satisfactory Academic Progress (SAP) policy.

Student Nurse Action Plan

Student Nurse Action Plans (SNAP) (Refer to Appendix 1) serve many different purposes. They are utilized to provide notice to the student of actions that have occurred, and potential consequences should those actions repeat themselves. In some cases, the SNAP form provides a verbal or written warning for a student to discontinue certain actions or behaviors that are non-compliant with the policies and/or practices of Brookline College, the Nursing Code of Ethics, and the State Nurse Practice Act. In these cases, the student will be required to have a meeting with the Dean and other staff or faculty member. At this meeting, the student may receive disciplinary action up to and including possible probation, suspension, or dismissal from the course or program, which is consistent with the disciplinary action process of Brookline College.

STUDENTS RIGHTS AND RESPONSIBILITIES

The student role encompasses certain rights and responsibilities, as follows:

1. Students have the right to receive information on the course syllabus related to course objectives, expectations of students, grading criteria for the course, and guidelines for assignments.
2. Students have the right to practice clinical skills and receive feedback and suggestions for improvement prior to evaluation.
3. Students have the right to receive feedback related to class and clinical experiences, as well as guidance and suggestions to enhance learning.
4. Students have the right to learn in a professional environment where respect, responsibility, and accountability for all is maintained. These include but are not limited to:

- a. Ensuring all pre-clinical requirements have been met prior to beginning clinical experiences and ensuring these remain current during the program.
- b. Ensuring all financial requirements related to continued enrollments are met.
- c. Participating in all class and clinical experiences.
- d. Being punctual at all class and clinical experiences.
- e. Notifying others if anticipating being late or absent.
- f. Having appropriate preparation for class activities.
- g. Communicating honestly and openly with all faculty, staff, and peers.
- h. Submitting assignments by the due date.
- i. Demonstrating courtesy and respect in all interactions.
- j. Maintaining peers, faculty, staff, and clients' rights to dignity, privacy, and confidentiality.
- k. Wearing appropriate attire to class and clinical experiences.
- l. Using culturally sensitive, as well as educationally and developmentally appropriate language in all interactions.
- m. Treating peers and faculty with respect when the learning process includes new experiences and asking questions in class.

BLS by American Heart Association

Students must maintain current BLS certification and have a card on file which includes “one person and two persons” rescue and care of adults, children, infants, AED, and choking resuscitation. Students are required to carry and have a copy in their student file. Phoenix students will NOT be permitted to attend clinical without current BLS by AHA. New Mexico students are permitted to hold BLS CPR certification from AHA and ARC. Albuquerque students should check with the Dean of Nursing to determine if the CPR card held is eligible for clinical practice. It is the student’s responsibility to renew and pay for BLS certifications and to ensure that the certification is current.

Learning Resource Center

Within the Learning Resource Center (LRC) students will find a general assortment of textbooks covering diverse areas and a current selection of nursing journals. The LRC’s electronic resources are available online and access is provided to students in all programs and tracks. Computer labs are also available for students in the main campus area. All areas are quiet study areas; please be considerate of others. Please notify LRC personnel of any problems with material or equipment. Several guidelines apply to the use of the LRC.

1. No food or drink is allowed.
2. No children are allowed in class, lab, or on campus; their presence is not conducive to studying.
3. Students must present an ID card to obtain or checkout any learning materials from the LRC.
4. Removal of multimedia audiovisual materials from the LRC without permission will lead to disciplinary action which may result in dismissal from the program.

Nursing Laboratory

Clinical nursing courses provide a venue in which students may practice clinical skills. The Nursing Laboratory has materials designed to complement learning objectives and may be used for individual skills practice with approval from the Laboratory/Simulation Manager. Students are expected to practice with each other in a respectful and professional manner. Students’ clinical professors are available for lab instruction and supervision. Students are to participate in clean-up and be responsible for the equipment and materials in terms of safety, maintenance, and care. Students may only use equipment related to skills that have been taught in the classroom and lab. Students are responsible for reporting any equipment in

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need of repair to a faculty member. Only Brookline College nursing students are allowed in the lab. No food or drink is permitted in the lab setting.

Smoking

All Brookline College campuses are non-smoking. Students wishing to smoke may do so in the designated outdoor areas. When in the clinical site, smoking is prohibited due to the odor on the uniform that may be offensive to patients.

Drug-free Environment

Medical Marijuana: Arizona Revised Statute §15-108 states a person, including a cardholder, may not lawfully possess or use marijuana on the campus of any public university, college, community college or postsecondary institution. New Mexico Compassionate Care Act § 30-31C-1 states the distribution of medical cannabis to qualified patients or caregivers may not take place within three hundred feet of any school, and participation by a qualified patient or caregiver does not relieve the person from criminal prosecution or civil penalty for possession or use of cannabis on school property. Growing and using marijuana remains a crime under federal law, and federal legislation also prohibits any institution of higher education that receives federal funding from allowing the possession and use of marijuana.

It is understood that a student may require a prescription for narcotics or scheduled drugs that have the potential to impair behavior (i.e. Opioids, Benzodiazepines, CNS depressants, and some Over the Counter (OTC) drugs that impair judgment but have no prescription). It is not acceptable to be in the clinical setting while on these drugs, even when prescribed. The Nurse Practice Act supports that every clinician is safe and without impairment in their judgment while providing care. Using prescription drugs that impair judgment during the clinical setting will result in ‘for cause’ drug testing and removal from the clinical setting. Patient safety is always the priority.

Drug Screening “For Cause” Testing

This policy refers to the use/misuse of or being under the influence of: alcoholic beverages, illegal drugs or drugs which impair judgment while on duty in any healthcare facility, school, institution or other work location as a representative of Brookline College.

1. When an instructor perceives the odor of alcohol or observes behaviors such as, but not limited to, slurred speech, unsteady gait, or confusion, and these behaviors cause the faculty or clinical instructor to suspect the student may be impaired by alcohol or drugs, the following steps will be taken:

- a. The instructor will remove the student from the classroom, lab, patient care, or other assigned work area and speak with the Dean of Nursing.
- b. Upon the student’s oral consent, the instructor will arrange for transportation to take the student to a designated medical service facility for drug testing. The cost will be paid by Brookline College.
- c. The student is to have a picture ID in his/her possession.
- d. After testing, the student should call the transportation service for transport home; the cost will be paid by the College.
- e. Students who admit to alcohol or drug use may still require drug testing.
- f. The student will pay all costs associated with the for-cause drug testing.

2. If the results of the test(s) are *negative* for drugs, alcohol, non-prescribed legal substances, or illegal substances the student will meet with the Dean of Nursing within 24 hours of the test results to discuss the circumstances surrounding the impaired clinical behavior. It is acknowledged that there are cases where a

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student has prescriptions for narcotics or scheduled drugs that have the potential to impair behavior (i.e. Opioids, Benzodiazepines, CNS depressants, and some OTC drugs that impair judgment). It is not acceptable to be in the clinical setting while on these drugs, even when prescribed. The Nurse Practice Act supports that every clinician is safe and without impairment in their judgment while providing care. Using prescription drugs that impair judgment during the clinical setting will result in ‘for cause’ drug testing and removal from the clinical setting to ensure patient safety.

- a. If the indicator was the odor of alcohol or marijuana, the student will be mandated to discontinue the use of whatever substance may have caused the odor before being allowed to return to academic activities.
- b. If the indicator was behavioral, consideration must be given to a possible medical condition being responsible for the symptoms and a medical evaluation may be required before returning.
- c. If the result was negative but there is any indication, such as a Medical Review Officer warning of prescriptive drug levels that puts patient safety at risk, the student will not be allowed to enter the clinical setting until patient safety is no longer considered a risk. It is important to note that using prescription drugs that have the potential to impair judgment, while in the clinical setting, is not acceptable and will result in disciplinary action.
- d. Based on the information provided and further medical evaluation, if warranted, the Dean of Nursing will decide regarding return to academic activities.

3. If the results of the test(s) are positive for alcohol, non-prescribed legal substances, or other illegal substances, and the Dean of Nursing will withdraw the student until further such time when reentry can be considered.

4. The results of the positive drug test will be reported to the State Board of Nursing if the individual is licensed with a State Board (i.e., Nursing Assistant, LPN, etc.).

- a. If a student refuses “for cause” testing, the Dean of Nursing will be immediately notified of the situation.
- b. The instructor will remove the student from the clinical setting pending a full investigation.
- c. The instructor will arrange for transportation to take the student home. If the student refuses transportation, the student should be informed that security/law enforcement will be notified.
- d. Failure to comply with any aspect of this policy may result in dismissal from the program.

Readmission Guidelines Related to Substance Abuse

1. Students withdrawn for reasons related to substance abuse will

- a. Submit a letter requesting readmission with one of the following:
 - 1) Documentation from a therapist specializing in addictions indicating the status of abuse, addiction, or recovery and/or documented rehabilitation related to the alcohol/drug illness.
 - 2) Documentation of compliance with a treatment program including a statement that the student will be able to function effectively and provide safe and therapeutic care for patients.
 - 3) Readmission follows the Nursing Admission Guidelines/procedure.

4) Students who have had any license revoked from a Board of Nursing must have complied with all terms and be eligible for obtaining a license prior to re-enrollment or reentry.

Drug Screening

Students may be required to submit to drug testing **prior** to clinical experiences if required by the specific clinical agency. If required, testing costs will be covered by Brookline College. If results are positive, refer to Catalog for anticipated College action.

Student Dress Code

The Brookline College nursing identification badge is to be worn when the student is participating in classroom, laboratory, and clinical experiences. The identification name badge and/or insignia should only be worn during clinical experiences, classes, and activities sponsored by the Nursing Department. Wearing of the uniform, identification name badge and/or insignia should never be worn or displayed on a social media setting in an unprofessional or indecent manner.

Dress code for classroom:

The following is considered inappropriate and unacceptable attire: tank tops, short shorts, and miniskirts, halter tops, midriff tops, t-shirts, visual display of undergarments, caps (except as required by a student's religious belief), and clothing, piercings and body art that may be offensive, etc. Clothing should be free from offensive language or pictures. Jeans with rips, tears, or holes are unacceptable attire on campus.

Dress Code: BSN Clinical/Lab Setting

Students will be issued two sets of scrub uniforms by Brookline College at the start of NUR 202. If students would like additional uniforms or a garment requires replacement while in the program, the cost is the responsibility of the student. Uniforms may be purchased at <https://www.apparelprousa.com/brookline.html>.

Approved uniforms must be worn during all clinical and laboratory experiences unless otherwise stated. The following is the dress code for students while in uniform and during all laboratory and clinical experiences:

1. All students are required to wear the approved Brookline College Nursing Department student uniform.
2. Brookline College identification must always be worn on the uniform, on a lanyard, clipped or pinned at lapel level.
3. Uniforms are to be neat and clean.
 - a. Shoes must be white, gray, dark blue, or black, non-porous, closed-toed and closed-heeled; nursing shoes or sneakers.
 - b. Socks or nylons must be worn with uniforms and must be of a color consistent with the uniform (i.e. black, gray, dark blue, or white).
 - c. Students may wear a white, gray, dark blue, or black, plain short or long sleeve t-shirt under the uniform top.
 - d. Students may wear a plain black, gray, dark blue, or white buttoned or zippered sweater. Hoodies may not be worn in the lab or clinical area.
 - e. **Pants may not be longer than the top of the shoe.**
 - f. No hats, caps, hoods, or bandanas of any kind may be worn in the lab, simulation or clinical areas. Plain unadorned white, gray, dark blue, or black headbands are acceptable.
4. Personal adornment

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- a. **A wedding band and one other small ring** is the only jewelry allowed while in uniform. **No neck chains, pins, or bracelets are to be worn; small stud earrings may be worn with a limit of one per earlobe. Only neutral tone, solid earlobe gauges may be worn.**
 - b. **All visible body piercing jewelry** must be removed when in uniform.
 - c. **Tattoos** should not be visible and must be covered if revealed by the uniform.
5. Students must have a watch with a second hand and must bring their electronic devices and stethoscope to all laboratory and clinical experiences.
6. Personal hygiene
- a. **Fingernails are to be clean, short and smooth. Nail polish is not permitted.**
 - b. **False/enhanced nails are not permitted and will result in the student being sent home if they cannot be removed.**
 - c. Hair must be of neutral tones, clean, styled neatly, worn off the collar and pulled back from the face. Long hair must be secured so it does not fall over the shoulder.
 - d. Beards and mustaches must be neat and closely trimmed.
 - e. Make-up is to be minimal; no dark lipstick or heavy make-up is permitted.
 - f. **No offensive body odor, cigarette smell, or other heavy odors, such as cologne or perfume, are permitted. Students who have a discernible odor will be asked to change their uniforms. If they are unable to do so, they will be asked to leave the clinical area until the smell dissipates. The time missed will be counted as absent.**
 - g. Students may not chew gum while in uniform.
7. If the regulation uniform cannot be worn during pregnancy, faculty should be consulted regarding acceptable dress. Students who require adaptations to the uniform for cultural and/or religious reasons should consult with Dean of Nursing prior to the first day of class.

***Dress code violations that may impact patient, staff and/or student safety are bolded.**

A student, who is non-compliant with the dress code, will receive one warning in the form of a Student Nursing Action Plan (SNAP) Form (located in Appendix 1). In addition, the student will be provided with appropriate school-owned attire, allowing the student to remain at school. The student will be responsible for returning the school-owned attire, cleaned and pressed within three days. **Any student found to have a dress code violation that may impact patient, staff and/or student safety is ineligible to remain in the clinical area and will receive an absence for the clinical day***. Violations that can be corrected immediately will not result in the student being sent home. Students who do not follow the dress code in the classroom will be asked to leave and time missed will be counted as tardiness or an absence.

Student Participation in Outside Service Projects While in Uniform

Brookline student nurses participate in health fairs, screening programs, and other public or private activities as authorized within the nursing program. During these activities students will identify themselves as students enrolled in the Brookline College nursing program, wear the school uniform, and conduct themselves in a professional manner according to the school policy.

Course/Faculty/Program Evaluations

Constructive student feedback is essential to improve the curriculum and instruction offered at Brookline College. Evaluations are taken seriously by the faculty and administration and are valuable in improving students' learning opportunities, enhancing courses, and guiding faculty development. Each semester, students are given the opportunity to provide anonymous online feedback on program elements. At the Revised Summer, 2019; JULY 28, 2019

end of each semester, students will provide their opinions about course content, course instructors, and clinical experiences.

Communication Strategies

Communication Boards are maintained throughout the campus for posting of relevant information and notices are posted. Students are responsible for checking the boards whenever they are on campus to be aware of information pertinent to the nursing program. Online announcements are provided to students who are enrolled in online courses to provide relevant information and notices. Town halls, newsletters, and other strategies increase communication. Information may also be provided through e-mail, certified letters, handouts, and class communication. Students are also encouraged to seek clarification of any information at any time from their course instructor or nursing dean.

Online Student Identity Authentication and Privacy

The Brookline College Learning Management System (LMS) for online students is a restricted access and password protected electronic environment. Prior to entering the LMS, an online student's identity must be verified by way of an assigned unique login and password that is provided to each student upon enrollment and class registration. Verification of student information is provided at no extra cost to the student. Student identity will be maintained in a private format by the College in accord with established institutional privacy and confidentiality policies with access provided only to agents of the College who require immediate and necessary use of the information to fulfill the various academic activities of the College.

It is the student's responsibility to strictly preserve the privacy of their login and password information.

Students are prohibited from sharing login and password information. Any such intentional compromise of the integrity of the privacy of a student's login and/or password (i.e., sharing of this information) will result in the student being subject to immediate dismissal from Brookline College. In the event a student believes the privacy associated with their login and password information has been comprised, they are required to contact school officials for an immediate reset of their information. This is done at no extra cost to the student.

Computer Requirements

All electronic communications will be transmitted to students via the Brookline College student issued e-mail account. **Students are expected to have access to a computer and are expected to access their email accounts daily** during the week for up-to-date communications. The **Brookline Student e-mail account** should be used for **all** communication with faculty and the school.

Online Computer Requirements

Students must have regular daily access to a computer that has the following (minimum requirements):

- A functioning e-mail account.
- Microsoft Office Word, Excel, and PowerPoint 2007 or Microsoft Office Professional 2007.
- A monitor capable of displaying 1024 x 768 at 16-bit color.
- Intel Pentium 4 Processor.
- 1 GB of RAM (More depending on Operating System requirements and recommendations).
- Access to hi-speed Internet service at a minimum speed of 256 Kbps (DSL).
- While dial-up may work, it is not suitable for many applications.
- Sound card and speakers.
- Supported web browsers: Internet Explorer (version 7.0 or above) or Mozilla Firefox (version 3.0 or above).

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- Adobe Reader and Flash Player (version 9.0 or above), Adobe Shockwave Player, Java, JavaScript, Windows Media Player, and QuickTime.

Resolution of Student Concerns: refer to College Catalog

Professional Organizations

Professional associations set standards for the professional and work for the practitioner in several ways including advocacy, lobby activities, continuing education, information, consultation, publications, grants, loans, and scholarships and the opportunity for professional growth and recognition.

Students are encouraged to join, at student rates, the organizations that represent and support the profession. Membership allows the student to vote on matters of importance to the profession and to become acquainted with other student members from other schools as well as practicing nurses and enhances the student's professional development.

Student Nurses Association

The Nursing Program encourages all students to become active members of the National Student Nurses Association (NSNA). Privileges of membership include: networking, access to informative programs and scholarships and opportunities to provide community services. This organization is made up of nursing students and goals include, but are not limited to, increasing student interaction, fund-raising for the organization, and for outside causes, increasing nursing knowledge and experiences, and increasing public relations within the school and in the community.

Nursing Student Ambassador Program

The student ambassadors serve as the voice of student governance for the Brookline College nursing student population. Ambassadors serve as liaisons between the nursing administration and faculty and the nursing student body (Appendix 3). Students interested in representing their respective cohort as a Student Ambassador should contact the Nursing Student Services Coordinator or Dean of Nursing.

Department Governance

Students' opinions and input are valued by the Nursing Department. Student input is solicited through and communication facilitated by:

1. Participation in nursing committees as deemed appropriate
2. Nursing Student Ambassador representatives
3. Comments through the anonymous student comment box
4. Postings on Nursing Communication Board and Online Announcements
5. Student participation in evaluation activities including surveys of courses, faculty, clinical agencies, and resources; graduate exit surveys; and the ad hoc formation of focus groups, and Town Hall meetings as needed.

Awards

The Nursing Department nominate, vote, and award graduates at the Pinning Ceremony who have demonstrated significant achievement and excellence on the following:

Nursing Excellence Award

The Nursing Department will present a Nursing Excellence Award to the graduating senior(s) to recognize excellence in nursing academics. The award will be made to the graduating senior(s) who, in

the opinion of the faculty, has/have demonstrated excellence in academic achievement, as demonstrated by cumulative GPA in all nursing courses, while maintain professionalism.

Clinical/Practicum Excellence Award

The Nursing Department will present a Clinical/Practicum Excellence Award to the graduating senior(s) to recognize excellence in clinical practice. The Award will be made to a graduating senior(s) who, in the opinion of the faculty, has/have demonstrated a high degree of expertise in critical thinking, assessment skills, and nursing interventions.

Service Excellence Award

The Nursing Department will present a Service Excellence Award to a graduating senior(s) in recognition of outstanding performance and commitment to community activities, and/or unique learning experiences which enhance the educational process. The award will be made to a graduating senior(s) who has/have attained at least a 3.0 or greater total GPA. Students eligible for the Award will be notified by the Dean of Nursing and asked to submit substantiating evidence of their involvement in professional, community, and/or other activities. Students may nomination a peer for this award or may self-nominate.

Nursing Leadership Award

The Nursing Department will present a Leadership Award to the graduating senior(s) who most clearly demonstrate(s) outstanding leadership ability. Such demonstration includes, but is not limited to, class, college, and community activities.

Perseverance Award

The Nursing Department will present a Perseverance Award to a graduating senior(s) who has demonstrated exceptional initiative and shown perseverance in overcoming one or more significant obstacles. The award recipient will have overcome adversity to prevail in achieving the goal of completing the nursing program.

Peer Recognition Award

Students will be asked to nominate a peer who exhibits excellence in scholarship, leadership, personality, and character.

STUDENT SAFETY

Students are required to be physically and mentally able to provide safe patient care in clinical practice settings. Students are expected to participate fully in all activities required by the nursing program. See Clinical Requirements document. This includes, but is not limited to, the following abilities

- Possessing hearing, visual acuity, and depth perception to perform nursing functions
- Lifting, moving, and operating equipment used in the care of patients
- Walking and standing for prolonged periods of eight to ten hours or more
- Hearing abilities sufficient to physically monitor and assess patient needs
- Visual abilities sufficient for accurate observation and performance of nursing care
- Psychological stability sufficient to perform nursing functions effectively in stressful situations and to exercise critical thinking, reasoning, and judgment in patient care situations

Liability and Health Insurance

While students are participating in assigned clinical experiences, students are covered related to liability in patient care under Brookline College's General Liability Policy. Students are covered only in assigned clinical activities. The policy **does not** cover students who are injured at the facility.

Students must carry healthcare insurance. Incoming students who do not currently have health insurance may obtain information about free or low-cost health care from the Campus Student Services Advisory if present. If a student is injured during a clinical experience, the student must immediately inform the clinical instructor and complete the appropriate agency incident report and the Brookline College Incident Report. Neither the clinical facility nor Brookline College is financially responsible for care provided to a student who becomes ill or injured during clinical experiences.

Students who do not have health insurance may not be able to attend clinical experiences when the clinical site requires proof of insurance as entry into that clinical experience.

Required Health Information

Students must complete a comprehensive health assessment and documentation of titers or immunizations as required by agencies prior to start of clinical experience. Deadline set by agency; upload into any clinical facility database by deadline, or My Clinical Exchange in AZ must be completed by deadline or removal from clinical and course will occur. Nursing students are required to have:

- Documentation of immunity to Measles, Mumps and Rubella
- Documentation of immunity to Varicella
- Documentation of 1 or 2-step Tuberculin testing, dependent on state requirements (PPD) or negative QuantiFERON or T-spot blood test with results < 3 months prior to the start of the program and annually thereafter. Repeat PPD, QuantiFERON or T-spot test are accepted **-OR-**
- Submission of a chest x-ray and TB Questionnaire for students known to be PPD positive
- Documentation of Hepatitis B vaccination or proof of immunity; if the student wishes to decline Hepatitis B vaccination, the student must sign the Hepatitis B Declination Form
- Td or Tdap within the past 10 years
- Documentation of seasonal flu vaccination as required by clinical facilities by deadline of facility
- Compliance with background check and drug screens as additional requirements are to be completed promptly.

Pregnancy

Pregnancies should be reported to the Dean of Nursing to prevent danger to the student's and fetus' health. To continue in the program, the student's physician must provide written approval specifically citing that there are no restrictions on activity or weight lifting. Following each prenatal visit, any new restrictions must be reported immediately to the student's Dean of Nursing and instructor.

Latex Allergy/Sensitivity

Latex is used in a variety of medical products including, but not limited to gloves, blood pressure cuffs tubing, equipment, tourniquets, or urinary catheters. Those individuals who have reactions to balloons, rubber bands, and foods such as nectarines, avocados, bananas, potatoes, tomatoes, kiwi fruit, papaya, or chestnuts are at risk. If symptoms of a reaction occur, the student must

- cease contact with the product and notify the faculty member.
- notify their health care provider as needed.

Should symptoms of a systemic reaction appear, the student should seek immediate emergency medical care at a hospital and/or call 911.

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Exposure Guidelines

Brookline College's Accidental Needle Stick Procedures establishes the policy and protocol for accidental needle sticks that occur at a Brookline College campus or at a clinical site. It is Brookline College's policy that students, faculty, or staff who are involved in an accidental needle stick receive immediate medical attention and are offered counseling, evaluation, and treatment, as necessary. Immediate washing of site, and identification of the client must occur. Notification of agency leadership and completion of facility forms are completed immediately. The Brookline College Incident Report is completed and kept on file. Support is provided by instructor, Course Lead, and the Dean. ***If injured by a contaminated needle stick in Arizona, the student is to be referred immediately to Maricopa Integrated Health Systems (MIHS) Emergency Department or University of New Mexico Emergency Department for evaluation of need for prophylaxis.***

The protocol calls for immediate action in providing medical evaluation, treatment and follow-up to students, faculty and staff involved in an exposure incident. In accordance with OSHA regulations, these procedures must be strictly followed.

Injury/Accidents

If a student is injured during on campus or at a clinical experience, it is his or her responsibility to inform the clinical instructor or preceptor immediately. Agreements with clinical facilities demand specific procedural steps that faculty and students are expected to follow. A copy of the Injury/Accident Report or written summary of the incident must be forwarded to the Dean of Nursing **within 24 hours** of the incident.

Students involved in an accident or who are injured while on campus are responsible for reporting the circumstances immediately to a faculty member and the Dean of Nursing. Failure to report an incident and to complete appropriate documentation may result in corrective action.

BACHELOR OF SCIENCE IN NURSING (BSN) PROGRAM

Admissions Requirements

Please refer to The Brookline College Admissions requirements found in the Catalog.

Bachelor of Science in Nursing Programs Grading System

The Bachelor's-level nursing programs (BSN) use different grading systems for nursing courses and for general education courses. Because of the critical nature of the work and employment standards, the BSN programs use the following grading system.

All final nursing course grades will be rounded to the nearest whole number (from the tenth place only) on final course grades ONLY (i.e. 76.5 or higher is rounded to 77%. 76.4 or lower is rounded to 76%. 76.49% = 76%).

NO grades will be rounded during the course, **ONLY** the final course grade is rounded.

Grade	Percentage	Rating	Grade Point Value
A	90-100%	Excellent	4.0

Grade	Percentage	Rating	Grade Point Value
B	80-89%	Good	3.0
C	77-79%	Average (Nursing Courses)	2.0
C	70-79%	Average (General Education Courses)	2.0
D	60-76%	Failing (Nursing Courses)	1.0
D*	60-69%	Failing (General Education Courses)	1.0
F	Below 60%	Failing	0.0
P	None	Passing	0.0
I	None	Incomplete	N/A
R	None	Repeated	N/A
CR	None	Test Out	N/A
W	None	Withdrawal	N/A
WF	None	Withdrawal/Failing	0.0
TC	None	Transfer Credit	N/A

In the BSN programs, a grade of less than “C” in any program concentration is considered unsatisfactory, and the course must be repeated.

Please refer to the College Catalog for comprehensive information on Incomplete “I”, Repeat “R”, Credit “CR”, Withdrawal “W”, and Transfer Credit “TC” grades.

Academic Progression

Students must achieve a grade of C or better in all general education courses to progress through the program. Students who receive a grade below a C (below 70%) may repeat the course, consistent with the policies in the Catalog.

To progress from semester to semester in the prelicensure BSN program, students must complete and pass all coursework in all prior semesters (unless approved by the Dean of Nursing due to mitigating circumstances). A grade of less than “C” (less than 77%) in any two or more nursing program concentration courses at any time in the curriculum will result in dismissal from the program.

To progress from semester to semester in the RN-BSN program, students must complete and pass all coursework in all prior semesters (unless approved by the Dean of Nursing due to mitigating circumstances). A grade of less than “C” (less than 77%) in any two or more nursing program concentration courses at any time in the curriculum will result in dismissal from the program.

In addition, students enrolled in a nursing program must meet all standards set forth in the College Catalog and Nursing Student Handbook.

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PRELICENSURE BSN POLICIES

Examinations/Assignments

Examinations (Tests and Quizzes) will provide the most common means of evaluation of student academic progress. Nursing Department examinations are delivered in a timed, computerized format designed to prepare student for the NCLEX licensure examination. Course faculty determine appropriate assignments for all courses and identify corresponding grading weights for those assignments.

Late Work- All Students, including Nursing, On-Ground Only:

Homework/Presentations: For each day and with approval of the nursing instructor, up to the 5th day, beyond the stated due date as indicated on the course syllabus, there will be a 5% reduction in the grade. On the 6th day past the due date and thereafter, zero credit will be awarded for the assignment and the assignment will not be accepted.

Interactivity activities: There is no make-up for missed in-class activities. The student must be present in class to participate and receive points.

Exams:

Examinations must be taken on the day scheduled. Should a student feel that he/she cannot take the exam for any reason, they must communicate with their instructor before sitting for the exam. No exam retakes are permitted. Mitigating circumstances only apply before the exam has been taken. Makeup exams will be scheduled based on **mitigating circumstances** supported by documentation provided within 24 hours to the faculty. All makeup exams must be completed within seven (7) days of the missed exam. Failure to make up the work within this time will result in a zero. When a student is late for an examination, he/she will be permitted to take the exam but will not be given additional time. Any activity related to recording or sharing of content on any examination will be considered academic dishonesty.

Quizzes: There is no make-up for missed quizzes.

Final/Mid-Term: Both the final and mid-term exams must be taken on the assigned day. A student may take an exam early, without penalty **only** if prior arrangements were made, with approval from the Program Director, Dean of Nursing and/or and Director of Education.

Exceptions: Under mitigating circumstances and with the approval from the Program Director, Dean of Nursing and/or and Director of Education, assignments may be made up for full credit.

Grade Dispute

Please refer to the Academic Catalog for all questions related to Informal and Formal Appeals for grade disputes.

Student Support for NCLEX Success

A complete Strategies for Success ATI program is integrated within the existing curriculum. All students enrolled in Concepts Synthesis course must attend the full ATI Live Review course as a course requirement. Students are enrolled in Virtual ATI while in Concepts Synthesis course. All students must complete the *Green Light* Virtual ATI designation and pass NCLEX on first attempt prior to sitting for the NCLEX exam to be eligible to receive reimbursement for the \$200 Pearson Vue sitting fee.

Clinical and Laboratory Competence

The nursing lab is used by faculty to explain, clarify, and demonstrate nursing procedures. It is used by students to practice these procedures in a supportive learning environment to further develop their skills and understanding of nursing care procedures. Assigned readings and learning activities are to be completed **prior** to lab/lecture so that the student can take full advantage of in-lab/lecture time to discuss and clarify assigned material and to practice and demonstrate skills.

Faculty evaluation of clinical skills competency will be conducted in all clinical courses. Students who fail a clinical skills evaluation will be provided an opportunity to remediate prior to retesting. Retesting will be conducted by clinical faculty members who were not part of the first skills evaluation. Students who fail the second attempt will receive a clinical failure and a failing grade for the course. *This policy does not apply to comprehensive health assessment in the NUR 302 Health Assessment course.*

Students are required to show continued competence in clinical skills throughout their program of study. Students may be required to participate in additional clinical skills assessment outside of regularly scheduled academic activities at the discretion of the faculty or administration. These assessments are intended to evaluate student competency on an ongoing basis and determine the need for additional practice. Students who are unable to demonstrate competence in skills will be required to complete remediation and retesting of the skill.

Students are required to demonstrate competency in designated nursing procedures as determined by faculty assessment. Students cannot perform designated skills in the clinical setting until the skills have been satisfactorily performed in the nursing lab. The completed skills list is attached to the student's ID badge worn in clinical settings.

Students are required to demonstrate competency in the clinical setting. For courses with a clinical component, students must pass the clinical component of the course as well as the lecture portion of the course to receive a passing grade. Students who fail the clinical component will automatically receive an "F" for the entire course.

Medication Calculation Competency

Medication calculation exams will be required for all nursing students each semester. The purpose of medication calculation competency examinations given throughout the curriculum is to assess ability to safely calculate medication dosages.

Six medication calculation exams will be given in each of the following clinical courses: Fundamentals, Adult Health I and II, Nursing Concept Synthesis, Obstetrical Nursing, and Pediatric Nursing. Each of these courses has a clinical component where medication administration may be performed. If clinical begins before the students complete their medication math competency at 100%, students will not be permitted to perform medication administration at the clinical setting.

Passing the exam is required to pass the course. No acceptable margin of error exists within nursing practice when doing dosage calculation for patient medication administration. Students are required to pass the medication calculation exam with a **100% competency**. Students will have **four (4)** attempts to pass this exam with a score of **100%**. Students who do not achieve the 100% score on any of the exams (except for the fourth exam) must meet with the course lead instructor and establish a remediation plan.

The remediation plan may include the development of individualized learning objectives and completion of the ATI online dose calculation learning module.

Students who **fail to achieve** the *minimum* required **100% score** on or by the fourth attempt at the medication calculation exam will **receive a failing grade** for the course. The student may repeat the course.

Clinical Experiences/Student Assignments

Students are assigned randomly to clinical groups and clinical sites. The Nursing Department reserves the right to assign students to sites that best facilitate learning opportunities. Every effort will be made to assign students to sites that are geographically convenient and to facilitate requests based on child care, elder care, or other needs. Please be advised this may not always be possible based on availability of learning experiences and clinical agency affiliation contracts. Clinical hours vary and may include evenings, nights, weekends, and varied hours per shift based on the course. Students may be required to drive up to 3 hours each way to the clinical site.

Clinical experiences are based on clinical affiliation agreements between Brookline College and the facility. Students are required to adhere to all agency policies and procedures during the clinical rotation. Compliance and MyClinicalExchange (mCE) for Arizona students only, must be completed at least **2 weeks** prior to start of semester. Agency staff, patients, and family members have the right to refuse care provided by nursing students. Faculty reserve the right to change student assignments as deemed appropriate to provide optimal learning experiences. Clinical units are assigned by the agency; no attempt to use other units or floors can be done.

Students must arrive at the clinical setting on time and in professional appearance per dress code with ID badge. Students are expected to remain on their assigned unit in the clinical setting for the entire shift unless otherwise relocated by the instructor. Students who wish to leave the unit for a break or to accompany a patient to another area must obtain permission from the instructor to do so. Students will be assigned a meal break and will return at the time identified by the instructor. Students who violate facility policies or scope of practice will be referred to the Dean with potential for disciplinary action up to and including dismissal. Clinical experiences in selected courses may require field experiences or preceptorships where direct teaching is by the agency preceptor, with an assigned instructor for oversight.

Safe Practice

Patient and staff safety are of primary importance in the clinical setting. Students

- may not care for patients unless the clinical instructor or a staff nurse is in attendance
- will be supervised and assessed by a RN on procedures performed by a nurse
- may not take verbal or telephone orders, sign off or note orders
- must be supervised for all medication administration procedures

Nursing students in any clinical rotation or experience:

- Will **not** witness consents for procedures or other legal documentation
- Will **not** prepare medication administration (i.e., open med packs, bubble packs) without RN present at side to witness.
- Will **not** carry keys to medication cabinet or cart
- Will **not** administer or verify blood products (may assist with VS and assessments with RN)
- Will **not** be the witness signatory for wasting of narcotics
- Will **not** sign as verification of insulin dosage

- Will **not** care for any patient that requires a N95 mask
- Will **not** care for a patient in a negative pressure isolation room
- Will **not** remove any femoral sheaths, pulmonary artery catheters, epidural catheters, PICC line catheters
- Will **not** perform cardioversion
- Will **not** apply or remove a fetal scalp electrode or intrauterine pressure catheter in obstetric patient
- Will **not** be left alone on a unit without an assigned RN present.

N95 MASKS

Students are NOT to be in the proximity or provide care of any patient that requires a N95 mask. Students are not fit-tested for the mask. If the student has a mask due to employment at the agency, it does not permit this guideline to be changed. In the case of an error that a student is exposed to a patient with diagnosed TB or other airborne illness, a Brookline College incident report, and the agency incident report are completed. The charge nurse is notified. The clinical instructor notifies the Course Lead and the Dean, and the Clinical Coordinator. The student is referred to their healthcare provider for follow up care. Refer to CDC guidelines. A copy of the incident report is sent to the Dean for filing in Incident log and in student's clinical file.

A student may be excluded from the clinical area when his or her performance is deemed to be unsafe or unprofessional. Unsafe or unprofessional practice is any situation arising from a student's contact with a patient that places the patient, student, staff, healthcare facility, and/or college at risk. Examples of unsafe practice include lack of preparation, breach of confidentiality, failure to communicate an identified change in patient status, leaving a patient unattended, undertaking tasks with insufficient supervision or permission, inappropriate use of cell phone or cell phone camera, or leaving the unit without permission. The student may be asked to leave the clinical setting to meet with the Dean and course faculty prior to return to coursework with possible dismissal from the program. Completion of the Student Nurse Action Plan is completed. Refer to College Catalog.

Caring for patients without an adequate rest period after working at an outside employment (8 hours from time shift ends to beginning of clinical rotation) is not permitted and may lead to progressive disciplinary action due to violation of agency policies and putting patient's safety at risk.

The Code of Ethics for Nurses with Interpretive Statements communicates a standard of professional behavior expected throughout the nursing program. The Nursing Department reserves the right to dismiss a student for unprofessional, unethical, dishonest, or illegal conduct that is inconsistent with the Code of Ethics.

Clinical Preparation

Any student who is not prepared to safely fulfill his/her clinical assignment will not be allowed to participate in clinical experiences. The clinical instructor will determine if a student is unprepared. Failure to complete the clinical experience due to lack of preparation constitutes an absence. Failure to have ID badge present constitutes an absence if badge cannot be retrieved immediately.

Clinical Evaluation

Students will receive ongoing feedback related to clinical performance and will receive a final evaluation at the end of the clinical rotation. Clinical feedback is provided after each day with signature to validate

that the student has read the feedback. Students at risk of failing clinical must meet with the course lead and Dean for a remediation plan to address clinical deficiencies or behaviors prior to the next clinical day.

Medication Administration

Students may not administer medications or treatments unless designated to do so by the course lead collaborating with the clinical instructor based on successful passing of the medication administration examination prior to clinical. Once assessed competent in the lab setting and under the supervision of the instructor or staff nurse, the student may administer: (and based on agency policy)

- oral, rectal, topical, subcutaneous, intradermal, otic, ophthalmic, and intramuscular medications
- pre-mixed continuous intravenous solutions
- IV piggyback and IV push medications

Medication Errors

A medication error is defined as any situation in which one or more of the seven rights of medication administration are violated. If an error occurs, the patient's safety is of utmost importance. In all cases of a med error, the clinical faculty, staff nurse, and charge nurse are made aware. Incident report documentation is facilitated by the clinical faculty with the patient's nurse. The nursing incident report is completed and filed at the campus for an understanding of processes for future prevention.

Electronic Devices:

When students are in class or lab, cellular telephones and all other personal electronic devices must be turned off or put on silent or vibration mode. Text messaging and emailing is not permitted during class; electronic entertainment devices must be turned off and headphones removed. Students will be asked to leave the learning environment if they do not adhere to the policy as it is disruptive to faculty, staff, and other students. Cell phones are to be on vibrate in the clinical setting and used for learning resources outside of the direct sight of patients and families. No use of camera on any facility property is to occur.

Recording Lectures

Students may record lectures for personal use **with faculty consent**. No posting of audio recordings obtained in a classroom, lab, or simulation is to occur.

Social Media: refer to College Catalog.

MASTER OF SCIENCE IN NURSING (MSN) PROGRAM

Admissions Requirements

Please refer to The Brookline College Admissions requirements found in the Catalog.

Grading System

Graduate Level Programs Grading System Brookline College graduate-level programs use a different grading system to stay in conjunction with academic standards such as Satisfactory Academic Progress (CGPA) requirements:

Grade	Percentage	Rating	Grade Point Value
A	90-100%	Excellent	4.0
B	80-89%	Good	3.0
C	70-79%	Average	2.0
F	Below 70%	Fail	0.0
R	None	Repeated	N/A
WF	None	Withdrawal/Failing	0.0
W	None	Withdrawal	N/A
TC	None	Transfer Credit	N/A
CR	None	Test Out	N/A
I	None	Incomplete	N/A

*A grade of “B” or higher (3.0) as a passing standard for each course is required by all nursing students enrolled in the graduate program.

Academic Progression

A grade of “B” or higher (3.0) as a passing standard for each course is required by all nursing students enrolled in the graduate program. A cumulative grade point average (CGPA) of 3.0 is required for graduation and must be maintained throughout the program. Any student who earns a “C” or lower in a course, regardless of their current CGPA, must repeat that course to earn a higher grade (“B” or higher). Any student whose CGPA falls below 3.0 will be placed on Academic Probation and must meet with their Director of Nursing for an Academic Recovery Plan. Any student who, after repeating a course, is unable to bring their CGPA to the 3.0 standard or above, may be dismissed from the program. A student may repeat a course within their program only once. A graduate student may only repeat two courses within their curriculum of study.

Direct Care Experience

MSN-Education track requires a minimum of thirty (30) hours in the direct care role. This experience is housed in the MSN 640 (*The Nurse Educator: Roles and Responsibilities*) and is designed for the student to choose his/her choice of direct-care domain ((i.e. wound care, current area of specialization, or an area in which the student aspires to expand their nursing knowledge with the plan to teach in that area post-graduation).

Students complete targeted journaling exercises that address the American Association of Colleges of Nursing Master’s Essentials, 2011) and evaluation of how the direct care experiences explored and addressed these Essentials.

Practicum Experience

The final course in each of the MSN program tracks (MSN and MSN/Health Systems Administration) is the practicum experience. Students will complete a minimum of 90 hours with a preceptor that is approved by the Brookline College faculty. The practicum courses are designed to facilitate synthesis and application of all previous graduate course work in the curriculum. The practicum project is a deliverable that addresses a leadership or educational issue in the healthcare or educational arena.

Appendix 1

STUDENT NURSE ACTION PLAN

Student Name: _____ Date of Occurrence: _____

Nature of Occurrence:

- Dress Code
- Absence
- Tardiness
- Policy Violation
- Harassment
- Academic Performance/Clinical Performance
- Other:

Action Taken:

- Notice
- Verbal Warning
- Written Warning
- Other:

Previous counseling form? (# / Reason) _____

Summary of violation / occurrence (attach any additional documentation):

The student listed above is in jeopardy of academic failure for the following reasons: (Mark an "X" for all that apply.)

- | | |
|--|--|
| <input type="checkbox"/> Poor Attendance (Tardiness/Absence) | <input type="checkbox"/> Does not turn in homework |
| <input type="checkbox"/> Low quiz grades/Low Test Grades | <input type="checkbox"/> Submits incomplete assignments |
| <input type="checkbox"/> Unprofessional Behavior (Dress/Conduct) | <input type="checkbox"/> Needs to improve note-taking skills |
| <input type="checkbox"/> Does not apply his/her self in class | <input type="checkbox"/> Needs to improve study skills |
| <input type="checkbox"/> Does not utilize extra assistance | <input type="checkbox"/> Clinical Performance Below Expectations |
| <input type="checkbox"/> Other _____ | |

Summary of corrective plan of action (attach any additional documentation):

- Instructor Tutoring
- Remediation
- Peer Tutoring
- Other _____

Student Signature (*Student notice does not require student signature.) _____
Date

Your signature is intended to acknowledge receipt of the notice; it does not imply agreement or disagreement with the notice itself. If you refuse to sign, someone in a supervisory position within the agency will be asked to initial the form indicating that you received a copy of the form.

Staff/Faculty/Administration Name _____
Staff/Faculty/Administration Signature _____
Date

Appendix 2

HEALTH VERIFICATION FORM

This health form must be completed by students upon notification to school of pregnancy or returning to school after: surgery, childbirth, hospitalization, or recovery from an infectious disease (i.e.: Chicken pox, RSV, Measles, etc.). Students may not continue clinical experiences until the form is complete and on file. Students are encouraged to retain a photocopy of all forms for their personal records.

Students must see a health care provider who may be a physician (MD or DO), Nurse Practitioner (ARNP) or Physician Assistant (PA) for the physical examination who must complete and sign the attached form. **Students are responsible for the cost of the physical examination.**

**Falsification or altering the Health Forms or supporting documents in any manner will result in immediate dismissal from the program.*

Print student Name _____ Date _____

TO BE COMPLETED BY PHYSICIAN (MD or DO), NURSE PRACTITIONER, OR PHYSICIAN'S ASSISTANT

It is essential that nursing students be able to perform physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time, and perform bending activities. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions.

I believe the applicant **WILL** or **WILL NOT (please circle one)** be able to function as a nursing student as described above.

The student is able to/has (please initial the appropriate boxes):

Skill	Yes	No
Lift, push or pull 40 or more pounds		
Exercise critical thinking, reasoning and judgment in client care situations		
Perform psychomotor skills necessary for carrying out nursing procedures		
Hearing and visual acuity and depth perception necessary to perform nursing functions		
Lift, Move and operate equipment used in care of patients		
Walk and stand for prolonged periods of eight hours or more		
Psychological stability to perform nursing functions effectively in stressful situations		

For any "No" answers, please outline required accommodations:

Licensed Healthcare Examiner (M.D., D.O., N.P., P.A.)

Date : _____ Printed

Name: _____

Signature: _____ Title: _____

Appendix 3

Brookline College Nursing Student Ambassador Program

Purpose:

The Ambassadors are representatives serve as the voice of Student Governance for the Brookline College Nursing Student population while supporting peers in the academic experience.

Nursing Ambassador Application Procedure:

- Complete your application
- Schedule interview with leadership team member
- Reapply to continue each semester
- File reviewed for lack of violations or counseling, 3.0 GPA, no SNAP forms or disciplinary action.
- Photo with email contact information on Ambassador Board
- Reapplication process each semester. Call for applications done in Week 10 of each semester.

Responsibilities:

- Ensure communications between peers and leadership are accurate; bring rumors to leadership
- Promote positive communications ensuring chain of command occurs
- Speak positively about peers, and program
- Provide input into improvements for the best quality education possible
- Offer tutoring and support to others leading study groups, encouraging positive study environments or reviews.
- Attend at least 2 meetings per semester when student representation is required
- Assist with NSO and Pinning each semester
- Respond to Ambassador role messages within 24 hours
- Will meet with the Dean each semester to discuss general student concerns, maintaining FERPA at all times, and will assist in the resolution of student issues.

Removal from Nursing Ambassador Role:

- Initiated from Leadership
 - Violation of integrity
 - Unprofessionalism documented by peers, faculty, or leadership.
 - Lack of being a role model
 - Lack of follow thru with responsibilities (not attending meetings, communication, tutoring sessions not posted)
- Student will receive notification and may schedule a meeting with leadership for further discussion.

Appendix 3 (continued)

NURSING STUDENT AMBASSADOR APPLICATION

Applicant Information:

Name: _____
Last First M.I.

Semester: _____
Program of Study: _____
Graduation Date: _____
Email Address: _____
Scrub Size/Polo Size: _____

Cell Phone: _____
Attendance %: _____
G.P.A: _____
Estimated Clinical Date: _____

Availability:

Do you attend day or evening course? _____
What times and days are you available? _____

Interests: Please check those activities below that you would be interested in participating.

- Marketing for events (Flyers, Promos, Etc.)
- Award Ceremonies
- Orientations
- Graduations
- Student Welcoming Committee
- Administration (Folders, Stuffing Envelopes, etc.)
- Fundraising Events
- Community Events
- Peer Mentoring
- Welcome Tours

Required Application Supplements:

Students must also complete a questionnaire (Provided in this packet) and provide a minimum of two letters of reference. Applications will not be processed until **ALL** items are received.

Agreement and Signature:

By submitting this application, I affirm that all information contained herein is honest and true to the best of my knowledge. I understand if I am accepted as a Student Ambassador that any false statements, omissions, or other misrepresentation of any kind will result in immediate dismissal.

Signature: _____

Date: _____

Appendix 4

Brookline College of Nursing Department Examination Guidelines

Personal Items

- All personal items must be placed in designated storage areas as instructed
- Brookline College is not responsible for lost, stolen, damaged or misplaced items

The following personal items **may not be accessed at all** during your examination appointment **(including breaks)**:

- Any educational, test preparation or study materials
- Cell phones, tablets, cameras, pagers, jump drives or other electronic devices
- Cell phones are not allowed to be used as calculators
- Bags/purses/wallets/watches
- Coats/hats/scarves/gloves
- Food or drink, gum/candy
- Lip balm

Confidentiality

- You may not reconstruct and/or share exam items with anyone who has not taken the test with the intent of facilitating someone else's success in the test.
- You may not disclose or discuss with anyone information about the items or answers in your exam (this includes posting or discussing questions on the Internet and social media websites).
- You may not seek help from any other party in answering items (in person, by phone, text or by email) during your exam (including breaks).
- You may not remove exam items and/or responses (in any format) or notes about the examination from the testing room.
- You may not copy or reconstruct exam items during or following your exam for any reason.

Test Administration

- You may not take the exam for someone else.
- You may be asked to document the laptop ID number on the attendance sheet.
- You are not to use any other student's ID or password to access a program (i.e., ATI, ExamSoft)
- You may not tamper with the computer or use it for any function other than taking the exam.
- You may not engage in disruptive behavior at any time during the exam.
- When applicable, you will be provided with scratch paper after entering the testing room. Writing on any materials other than the scratch paper is prohibited. Submit your scratch paper with your name on it to the faculty at the end of the exam.
- If you experience hardware or software problems during the exam, notify the faculty immediately by raising your hand.
- Earplugs are allowed.
- Please refrain from asking the proctor about exam content and/or results.

Break Procedures

- You will be given the opportunity to take a 'scheduled' break after two hours, and again after three and a half hours of exam testing time.
- To request a break, or to exit the testing room for any other reason, raise your hand for the proctor and wait for the proctor approval.
- The exam clock will **not** stop while you are on a scheduled or unscheduled break.

