

NURSING PROGRAM STUDENT HANDBOOK



Centerville
555 East Alex Bell Rd.
Centerville, Ohio 45459
937.433.3410
www.fortiscollege.edu
Effective for students beginning
July 2024

Table of Contents

Welcome	1
Eligibility for Licensure	2
Institutional Accreditation Information	2
Program and Policy Changes	2
Nursing Program Information	3
Nursing Mission and Philosophy	3
Nursing Curriculum	4
General Education	4
Nursing Education	5
Student Learning Outcomes	5
Student Participation in Program Governance	6
Curriculum Meetings	6
Student Affairs Committee	6
Professional and Academic Standards	7
Standards of Conduct and Ethics	7
Academic Integrity	7
Accommodation / Americans with Disabilities Act (ADA)	8
Grading	9
Key Graded Assessments	9
Out-of-Class Assignments and Homework	9
Grading Policy	10
Late Work Policy and Procedure	10
Grading Scale	11
Rounding for Grades	11
Incomplete Grades	11
Final Grade	11
Grade Challenges	11
Academic Progression	11
Satisfactory Academic Progress	12
Dismissal from the Nursing Program and Criteria for Readmission	12
Withdrawal From a Course	12
Leave of Absence and Brief Periods of Non-Enrollment	12
Course Repeat Policy	12
Examination Standards	12
ExamSoft	12
Identification	12
Testing Confidentiality	13
Testing Accommodations	13

Testing Procedures for In Person Courses	13
Proctoring Before the Session	14
Proctoring During the Session	14
Testing Procedures for Online Courses	15
Comprehensive Exit Examinations	16
HESI Exam and Remediation Guidelines	16
Late Testing Policy and Procedure	16
Program Policies, Requirements, and Expectations	17
Liability Insurance	17
Electronic Devices Policy	17
Student Health	17
Essential Skills and Functional Abilities Policy	18
Functional Abilities Change in Health Status	18
Pregnancy	18
Uniform and Personal Appearance Policy	18
Alcohol, Tobacco, Drug Abuse and Testing Policy	18
Smoking and Tobacco Use	19
Bloodborne Pathogens, Needlestick, and Infectious Disease Policy	19
Medication Administration Policy and Procedure	19
Attendance	19
Policies, Requirements, and Expectations Specific to Clinical, Lab, and Simulation	20
Clinical, Lab, and Simulation Attendance Policy	20
Clinical Assignments	20
Student Work Policy Related to Clinical Experiences	20
Clinical Requirements Policy	21
Clinical Math Competency Testing Policy	21
Simulation Guidelines for the Associate Degree in Nursing Program	21
Simulation Competency Preparation Policy for the Associate Degree in Nursing Program	21
Simulation Competency Evaluation: Grading Policy for the Associate Degree Nursing Program	21
Simulation Competency Policy for the Associate Degree in Nursing Program	21
Clinical Skills Lab Policy for the Associate Degree in Nursing Program	21
Clinical Skills Lab and Simulation Lab Evaluations Policy for the Associate Degree in Nursing Program	22
Online Classes	22
Canvas	22
Weekly Assignments	22
Virtual Classroom Expectations	23
Attendance and Participation	23
Appearance	23
Setting	23
Preparation for Class	24

Respect and Etiquette	24
Quizzes and Exams	24
Standards of Conduct, Ethics and Academic Integrity	24
Professional Business Hours	25
Tips for Success	25
Learning Resource Center	25
Confidentiality	25
Confidentiality Agreement and Consent to Video Release for Simulation and Lab	26
Statement of Confidentiality	26
HIPAA Confidentiality	26
HIPAA Posttest	26
Release of Information	26
Family Educational Rights and Privacy Act	26
Communication	26
Student, Faculty, and Campus Communication	26
Student Absence Notifications	27
Change in Student Contact Information	27
Student Advisement	27
Chain of Command	28
Letter of Recommendation and Reference Requests	28
Reporting Crimes and Emergencies	28
Student Handbook and Policies Acknowledgement	28
Appendices	30
Appendix A: Acknowledgement of Academic Integrity and Confidentiality Expectations	31
Appendix B: Electronic Devices Policy	33
Appendix C: Medical Expense, Background & Risk Waiver Acknowledgement & Agreement	36
Appendix D: Essential Skills and Functional Abilities Policy	37
Appendix E: Pregnancy Policy	40
Appendix F: Uniform and Personal Appearance Policy	41
Appendix G: Alcohol, Tobacco, Drug Abuse, and Testing Policy	44
Appendix H: Bloodborne Pathogens, Needlestick, and Infectious Disease Policy	47
Appendix I: Medication Administration Policy	50
Appendix J: Clinical, Lab, and Simulation Attendance Policy	52
Appendix K: Clinical Requirements Policy	56
Appendix L: Medical Clearance Acknowledgement Form	66
Appendix M: Clinical Math Competency and Testing Policy	67
Appendix N: Simulation Guidelines for the Associate Degree in Nursing Program	69
Appendix O: Simulation Competency Preparation Policy for the Associate Degree in Nursing Program	70
Appendix P: Simulation Competency Evaluation: Grading Policy for the Associate Degree Nursing Program	71
Appendix Q: Simulation Competency Policy for the Associate Degree in Nursing Program	72

Appendix R: Clinical Skills Lab Policy for the Associate Degree in Nursing Program	73
Appendix S: Clinical Skills Lab and Simulation Lab Evaluations Policy for the Associate Degree in Nursing Program	74
Appendix T: Library Resources Available from the LRC	75
Appendix U: Confidentiality Agreement and Consent to Video Release for Simulation and Lab	76
Appendix V: Statement of Confidentiality	77
Appendix W: HIPAA Confidentiality	78
Appendix X: The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule Posttest	79
Appendix Y: Release of Information	82
Appendix Z: Family Educational Rights and Privacy Act	83
Appendix AA: Personal Information Change Form	84
Appendix BB: Letter of Recommendation and Reference Request Form	85
Appendix CC: Receipt of Student Handbook Acknowledgement	86

This Student Handbook provides detailed information on many aspects of the nursing program and is meant to supplement the information presented in the School Catalog. As nursing and educational practices change, the Student Handbook will change as well. Accordingly, the school reserves the right to change, modify, or supplement this Student Handbook at any time.



Welcome to the Fortis College Nursing Program!

At Fortis College, we believe strong professional relationships that are student focused, and quality driven provide both positive educational outcomes and professional fulfillment. The Student Handbook supplements the Fortis College School Catalog and provides a guide to information on expectations, policies, procedures, community standards, services, and opportunities in the nursing program to help achieve these goals.

Each student is responsible for reading and understanding the information provided in the Student Handbook and the School Catalog. If you have any questions about policy or other information in either publication, please speak with your faculty advisor, the Dean of Nursing, or other school administrator.

To be successful in your professional life, it is crucial to demonstrate a strong commitment to putting in the required effort, dedication, and ongoing educational growth. Nursing is a satisfying and stimulating career. The faculty and administration wish you much success as you pursue your goal to become a valued member of the nursing profession.

Best wishes,

Karen Tieman Msn Ed, RN, CNE
Dean of Nursing

Robert Dillman
Campus President

Fortis College

This campus offers modern facilities specifically designed to maximize the learning experience of our students. The classrooms and laboratories are comfortable and well-lit, with teaching resources to facilitate learning, computer presentation equipment, and internet access. The skills lab is equipped with training simulators, equipment, and supplies that allow students to practice procedures and treatments common in acute and long-term care settings.

Eligibility for Licensure

Graduates of Fortis College's Practical Nursing Program and Associate Degree in Nursing Program have the educational credentials necessary to apply to take the National Council Licensing Examination (NCLEX); however, graduation from the nursing program does not guarantee eligibility to sit for state licensure examination in this, or any other state. Students must satisfy the Nurse Practice Act requirements including statutes, rules, and regulations that are independent of any college requirements for graduation. A student should contact the Board of Nursing in the state(s) in which licensure is desired to determine eligibility requirements.

Accreditations for the Fortis College Nursing Program(s)

Accrediting Commission for Education in Nursing (ACEN)

Institutional Accreditor

Accrediting Commission of Career Schools and Colleges (ACCSC)

Program and Policy Changes

Fortis College reserves the right to make changes in organizational structure, policies and procedures, equipment, and materials, and modify the curriculum as circumstances dictate. When size and curriculum permit, classes may be combined to provide meaningful instruction and training that contribute to the level of interaction among students. Students are expected to be familiar with the information presented in the Student Handbook and any applicable School Catalog.

Nursing Program Information

Mission

It is the mission of Fortis College Nursing to serve the needs of society by offering excellent nursing programs that exemplify the highest standards and educational outcomes. The nursing programs are based upon contemporary, educationally sound, conceptual frameworks, which include supporting concepts of critical thinking, nursing process, therapeutic interventions, therapeutic communication, and leadership to help students develop and expand their nursing roles. These programs emphasize the values of caring and advocacy, professional accountability, and professional ethics. Both faculty and students reflect these attributes when serving the needs of society in their respective roles.

Philosophy

The Nursing Department embraces the mission and philosophy of Education Affiliates, Inc. and incorporates them within the philosophy, student learning outcomes, and curricula of its nursing programs. Nursing is both an art and an applied science, delivered through human relationships, scientific knowledge, and an awareness of the patient, of self, and of others. Nursing takes place in the moment when one individual connects with another. The nurse, together with the patient, creates an environment of health promotion and healing. It is within this caring relationship that healing takes place, making human caring the central focus of the practice of nursing. Nurses, through caring relationships focused on the patient, work collaboratively with professional and non-professional colleagues and support systems to plan and manage care in a cost-effective environment. In the role of patient advocate, nurses use discernment and judgment to create a balance between promoting independence and supporting dependence. Nurses apply critical thinking skills within the nursing process to make nursing decisions based on patient needs. The caring relationship bridges the gap between a high-tech environment and the patient's needs for safety and physical and psychosocial integrity. Foundational to nursing practice are ethical principles that hold the nurse responsible and accountable for providing expert care based on nursing standards and ethics.

Nurses care for individuals, families, groups, and communities through relationships with the recipient of care, other health care providers, organizations, and support services. These relationships exist to promote physical and psychosocial integrity, wellness, and healing. The uniqueness of each patient evolves from his or her cultural, developmental, spiritual, intellectual, social, and economic life experiences. Patients have the right to direct their own health care. By focusing on caring rather than curing, the nurse-patient relationship allows the patient to be informed and to take responsibility for his or her own wellness and health.

Health is a state of unity and harmony within the mind, body, and spirit. It is dynamic and unique to each individual and allows for health within illness. Nursing is concerned with promoting and restoring health as well as preventing illness.

The environment provides the context for the interpersonal relationship between the nurse and the patient. A healing environment is one that promotes care, respect, and value for everyone involved.

Nursing recognizes the evolving needs of the practice environment whether at home, in the community, in a residential care setting, or in an acute care setting. Technological and cultural norms also enable relationships to occur over the phone or the internet. The complexity of the environment creates a need for collaboration among the nurse, the patient, the health care team, and supportive services.

The environment that leads to integrity, health, wellness, and satisfaction for patients is the same environment that promotes learning, outcome achievement, personal and professional integrity, and satisfaction for students. The process involved in acquiring knowledge and assuming new roles is a shared experience. The Nursing Department strives to develop and nurture a culture of learning, professionalism, mutual respect, and creative problem-solving. In this environment, faculty members serve as role models for a caring nursing practice. Education, both formal and informal, provides opportunities for students to develop intellectually, personally, and socially.

Each student comes to us as a unique individual with various life experiences and resources. These experiences form a foundation for new learning causing a gradual and consistent change in behavior. The adult learner is an active participant in setting and achieving learning goals within a predetermined structure and maintains primary responsibility and accountability for learning with expert guidance and feedback from faculty members. As role models, faculty members demonstrate effective, problem-solving, encourage the students to reason through complex clinical situations, and support creative approaches based on evidence and reason.

The graduates are prepared to provide direct client care to individuals within the context of family and community relationships in accordance with their level of preparation. Although the primary focus is on meeting identified health care needs of the adult, the graduate is prepared to promote health in clients throughout the life span in a variety of settings. Because individual students are unique and learning is a life-long endeavor, the Nursing Department offers programs with multiple entry and exit points that meet state specific board of nursing requirements for registered nursing education. All students are encouraged to embrace a lifetime of learning and to set personal and professional goals.

Nursing Curriculum

General Education

Fortis College strives to provide quality courses with educational outcomes that help to cultivate critical thinking, an awareness of cultural diversity, and develop intellectual, social, and ethical skills and behaviors in our students. General education courses provide a foundation for life-long learning and the skills necessary for success in the workplace. Due to the importance in the nursing field, general education knowledge is embedded in most nursing courses to allow students the opportunity to fully develop these essential capabilities. Students are also required to pass standalone general education courses within the program's curriculum plan.

This broad perspective is especially important in nursing when dealing with the diverse cultural and individual aspects of how human beings think and feel. General Education provides a framework for

dealing with the human aspects as well as helping students acquire the essential skills to assess information critically, to frame and deliver reasoned and persuasive arguments both written and oral, and to identify, acquire and use the knowledge necessary to solve problems.

Nursing Education

Please refer to the Fortis College Catalog for degree plans and course descriptions.

Student Learning Outcomes

Student learning outcomes (SLOs) are the specific measurable results expected after a learning experience. Student learning outcomes are written statements that represent student learning goals for each course.

Practical Nursing Program Student Learning Outcomes

1. Provide safe patient care with a focus on continuous quality improvement.
2. Demonstrate competency within the LPN scope of practice related to clinical decision making, patient safety, infection control, and pharmacological and parental therapies in the provision of care for individuals and families.
3. Establish and maintain effective interpersonal and therapeutic relationships and contribute to the plan of nursing care to promote and maximize individual health and wellness.
4. Demonstrate competence in the use of the nursing process to apply critical thinking and problem-solving skills in caring for the needs of the patient and families, including health promotion and maintenance, illness care, end-of-life care, restoration, and rehabilitation.
5. Communicate effectively using written, verbal, non-verbal and technological methods to provide patient-centered nursing care in collaboration with the health care team.
6. Promote health and wellness using principles of teaching-learning and leadership while collaborating with the client, family, and interdisciplinary health care team to achieve expected health outcomes.
7. Use knowledge from nursing science in collaboration with other health care providers to provide nursing care for individuals of various cultures and developmental stages in diverse health care environments.
8. Use self-evaluation, reflection, and ongoing learning to demonstrate personal and professional growth and continued competence.

Associate Degree in Nursing Program Student Learning Outcomes

1. Analyze relevant assessment data to provide holistic client-centered care.
2. Utilize the nursing process, critical thinking, evidence-based information, and knowledge from the arts and sciences to support sound clinical decisions.
3. Communicate effectively through verbal, nonverbal, written, and technological means with individuals, families, and health care team members.
4. Apply nursing process for clients in a safe, compassionate, culturally competent manner that promotes human dignity.

5. Manage the efficient, effective use of human, physical, financial, and technological resources in providing continuity of care within and across healthcare settings.
6. Collaborate with individuals, families, and healthcare team members in providing comprehensive, individualized patient care.
7. Demonstrate accountability in adhering to standards of professional practice within legal and ethical frameworks.
8. Participate in activities that promote professional development and personal growth.

Student Participation in Program Governance

The Nursing Department values input from students in developing and evaluating an effective nursing education program that is responsive to its students, clinical agencies, prospective employers, and the community, and meets professional standards and expectations. Students can provide input through completion of confidential surveys distributed at the end of each course and through participation as representatives to the student government organization and program committees.

A student representative can attend faculty meetings and be represented on ad hoc committees. Students will provide input through participation in individual and group classroom discussions, various forums, meet-and-greet events, focus groups, and other gatherings planned at the campus. Separate committees exist for the different program levels: Practical Nursing and Associate Degree in Nursing. Descriptions of nursing program committees follow.

Curriculum Meetings

The Curriculum Committee periodically reviews, monitors, and evaluates curriculum and assessments to assure achievement of program outcomes and to make recommendations for improvement. Committee membership consists of voting members and nursing leadership. One student representative from each nursing program may serve on selected committees as a non-voting member as specified in the nursing bylaws. Faculty membership will be representative of the school's academic programs and shall include faculty members from the nursing program as appropriate. The Dean of Nursing will serve as an ex-officio member, as needed. The general education faculty may be included among the voting members. The roles of the committee are to systematically evaluate the curriculum in the areas of professional accountability, standards of nursing practice, accreditation criteria, and achievement of outcomes. The committee also recommends curricular revisions based on these evaluations, reports discussion points and findings to the faculty, and presents recommendations for action during faculty meetings.

Student Affairs Committee

Fortis College nursing programs value student input to aid in planning policies and program operations to assure informed decisions are made that best serve students while achieving program outcomes and meeting accreditation standards. Many campuses offer a Student Affairs Committee to help achieve these goals. The committee is composed of nursing students, faculty, and ad hoc administrative representation and is chaired by a faculty member. Among the discussion topics are curricula, student services, events, program operations, and policies. The Student Affairs Committee provides:

- input on student orientation, resources, policies, procedures, and propose changes when necessary.
- discussion on the “student experience” and offers suggestions to maximize program effectiveness and student satisfaction.
- a place to discuss and promote involvement in special events such as student activities and graduation.
- reviews, at least annually, for program outcomes including retention, student satisfaction, NCLEX results, and graduate employment.
- suggestions for continuous enhancement of outcomes.

For those campuses with a Student Affairs Committee, meetings occur at least yearly, and periodically as needed. For campuses without a committee, please check with the Dean of Nursing for ways to offer student suggestions.

Professional and Academic Standards

Standards of Conduct and Ethics

Students accepted into an academic program of study at Fortis College have certain rights and responsibilities. Along with these rights and responsibilities, comes a code of professional and student conduct and ethics. Consistent with the Fortis philosophy, students are expected to behave in ways that exemplify professional behavior, both as a student and a future professional nurse. Students are expected to maintain accountability for their actions, communicate openly and with transparency, act with integrity, and show respect to fellow students, patients, faculty, and staff at the campus and at our clinical partners. Failure to meet these standards may result in administrative actions, up to and including dismissal from the program.

The Student Handbook, in tandem with the School Catalog, will outline specific expectations of our students.

Please refer to the Fortis College Catalog: Behavior and Student Accountability.

Academic Integrity

Fortis College believes that honesty and integrity are hallmarks of professionalism. The faculty and administration are dedicated to supporting the students’ goal of lifelong learning while maintaining consistency with these core values. Students are expected to aspire to the same high level of ethics and professionalism as licensed nursing professionals and will conduct themselves accordingly. Students will fully engage in the learning process by preparing for, and participating in, all course activities including classroom, online, lab, simulation, and clinical. Academic dishonesty is viewed as unprofessional and unethical conduct. ***All academic assignments are to be the work of the individual student.***

In the event of a suspected breach of academic integrity, the faculty member, Dean of Nursing, Campus President, or other assigned administrator will review the circumstances and determine what course of

action to take. Violations include, but are not limited to cheating, plagiarism, unauthorized use of notes or materials in exams, tests, and quizzes, forging or altering assignments, un-permitted collaboration on home exams or other academic assignments, allowing others to copy work, and providing answers from graded assignments to others. If the student is found to be at fault, results could include a range from a grade of zero (0) on the assignment to program removal for a first offense. The grievance process outlined in the School Catalog may be used to appeal such actions. Circumstances that may cause a suspected breach of academic integrity include, but are not limited to, statistically irregular examination results, found cheating notes, verified plagiarism, or other indicators which suggest academic irregularities. A second offence will result in course failure and removal from the program.

Additionally, there is zero tolerance for accessing or utilizing websites that could promote cheating, such as, but not limited to Studocu, Course Hero, ChatGPT, other artificial intelligence (AI) sites, and Stuvia. Any student found on these, or other similar sites will be placed on heightened monitoring for cheating behavior and academic integrity violations. Sites are reviewed regularly for student membership and participation. Membership, posting and downloading will put the student at great risk for program dismissal. Use of these sites for assignments, even through proper referencing, will result in a grade of zero (0) being given for the assignment, which may be enough for course failure. A second event will result in automatic course failure and dismissal from the program. Only sites included in the list of references within the course shell should be used.

Additional Fortis College policies and expectations on student integrity can be found in the School Catalog. Specific examples of dishonesty or unethical and unprofessional behavior are outlined in the Fortis College Catalog: Standards of Student Professional Conduct-Academic Integrity.

Students are responsible for reporting suspected cheating or acts of academic dishonesty to the instructor immediately. Please refer to the Fortis College Catalog: Disciplinary Action for further information on violations of academic integrity.

Students are expected to sign an Acknowledgement of Academic Integrity and Confidentiality Expectations attached as Appendix A.

Accommodation / Americans with Disabilities Act

Fortis College does not discriminate against qualified individuals with disabilities and follows the Americans with Disabilities Act (ADA). A qualified individual is defined as someone who has met all admission requirements and is able to demonstrate the essential functions of a nurse as defined by the state board of nursing, our clinical partners, and the Clinical Requirements Policy stated within this Handbook, with or without reasonable accommodation. Please note, the use of a trained assistant or mediator is not a permitted accommodation. The student nurse providing patient care could be influenced by the assistant's powers of observation and the information chosen to be communicated, clouding their judgement.

If a student needs special accommodation, they must make the request in writing to the Campus President with at least two weeks' notice. Please refer to the Fortis College Catalog: Applicants and Students with Disabilities. The accommodation request process will require review and approval of supporting documentation. Fortis College will work with the student to identify reasonable accommodation and adjustments necessary to enable the student to fully participate in the educational processes.

Accommodation for texts in alternate formats and accessible audio and video materials can take four (4) to six (6) weeks to complete, sometimes longer. If the student is seeking approval for any of these accommodations, the student should contact the Campus President at least six (6) weeks prior to the start of the course. This will help ensure there is enough time to complete any accommodation requests before the term starts.

Please note that reasonable accommodations do not require a substantial change in the curriculum or result in an alteration of any essential element, outcome, or function of a course, program, service, or activity. Accommodation is not guaranteed as it is based on the medical documentation presented. Questions about this process may be directed to the Vice President of Education.

Grading

Key Graded Assessments

Nursing courses are graded using Key Graded Assignments (KGA) and non-KGA grades. KGAs will be proctored and include quizzes, unit exams, final exams, and HESI exams. All KGAs are subject to the Late Testing Policy except for quizzes which cannot be made up. The Late Testing Policy is described in the Student Handbook.

Out-of-Class Assignments and Homework

Out-of-class work and homework refers to self-directed learning activities such as reading assignments, research activities and projects, case studies, quiz and exam preparation such as flashcards, projects (both group and individual), written assignments such as papers and essays, knowledge checks and self-assessments. These non-KGA assignments are designed to promote critical thinking and writing skills; an essential part of every nursing program of study that enables students to master course learning objectives while leading to the achievement of overall program objectives.

While out-of-class assignments are required components of every course and contribute to the overall course score, the course points assigned to non-KGA learning activities are not calculated into the overall course grade unless a student has achieved the minimum average test score of 78% on the KGAs.

Specific details for each course are presented in the course syllabi. Students should speak with the instructor(s) about any questions or concerns such as grading, course materials, or special needs.

Grading Policy

To successfully complete a nursing course, a student must complete the following three requirements. Failure to meet any one of these requirements will result in a failing grade for the course.

1. Achieve a minimum average test score of 78% on KGAs, **AND**
2. achieve a minimum overall course grade of 78%, which includes both KGAs and out-of-class work, **AND**
3. achieve a performance grade of “pass” (P) on experiential activities such as lab, clinical, and simulation performance components of the course (experiential activities are graded as “pass” or “fail”).

Each student’s work is to be evaluated individually. There are to be no comparison-based grades or grading on a curve. Evaluation of student achievement in all nursing and science courses is calculated using only measurable academic assignments identified in the syllabus and related to course objectives.

No points are assigned for non-academic or unplanned activities such as attendance, participation, bonus points, or extra credit.

Non-objective evaluation, or non-test assignments such as care plans, term papers, case studies and other non-KGA assignments are encouraged to promote writing and critical thinking skills. No more than 20% of the course grade is comprised of non-objective grades. These non-objective grades are NOT calculated into the overall course grade when a student has a composite test score of less than 78%.

For pre-licensure students, a minimum of 80% of the total course grade must be based solely on objective testing methods (KGAs) with specific correct/incorrect responses. These tests may be graded electronically. Grading of all objective assignments must use the Fortis College approved grading rubric presented in each course syllabus.

A student who receives a test score of less than 78% is encouraged to make an appointment with the faculty advisor or clinical course instructor to review their status, study habits, and to plan improvements to assure successful completion of the course. The clinical grade is based on achievement of clinical objectives demonstrated by performance at clinical sites or in the clinical simulation laboratory if allowed by state or accreditation regulations.

Late Work Policy and Procedure

The assignment due dates are identified in the course. If a course assignment is submitted late, the following policy will apply:

1. Late work will only be accepted with prior approval from the instructor. This includes students with excused absences.
2. “Pass”/“Fail” assignments will not be accepted late. If the assignment is late, it will be graded as a failure.
3. No late assignments will be accepted during the final week of the term.
4. Points will be deducted from a late assignment based on the following:

- Assignments submitted from one to seven (1 to 7) calendar days after the due date will have a 10% assignment grade reduction.
 - An assignment submitted eight (8) calendar days after the due date will not be accepted and will receive a zero (0) grade.
5. Students who require more than eight (8) days to complete their assignment, such as in the case of severe illness or injury, should speak with the instructor and Dean of Nursing for direction. It may be necessary to begin the process for a Leave of Absence (LOA) as described in the School Catalog.

Grading Scale

The Fortis College grading scale can be found in the Fortis College Catalog: Academic Achievement / Grading.

Rounding for Grades

There will be no rounding of grades except where required by state law. All grades, including the final grade, will be calculated to the 100th place value. Student achievement of all course objectives is measured by assessments such as tests, quizzes, clinical and laboratory evaluations, and other assignments as presented in the grading rubric.

Incomplete Grades

Please refer to Fortis College Catalog: Incomplete Grade Policy for procedures on requesting an incomplete "I" grade and the period for submission of work to replace the "I" with a final grade.

Final Grade

A student must achieve a score of 78% and a "P" (pass) in lab, clinical, AND simulation experiences (if all are applicable) to successfully complete the course. An exam average below 78% results in an unsatisfactory grade for the course regardless of clinical, simulation, or lab performance or other course requirements. Non-KGA grades are NOT calculated into the overall course grade when a student has less than a 78% objective test average.

An unsatisfactory clinical, simulation, or laboratory performance evaluation means the student receives an "F" (fail) and does not pass the nursing course regardless of the theory grade. All aspects of the course, theory, laboratory, simulation, and clinical, must be repeated at the next available opportunity, space permitting.

Grade Challenges

Please refer to the Fortis College Catalog: Academic Appeals.

Academic Progression

Please refer to the Fortis College Catalog: Academic Progression.

Satisfactory Academic Progress

Please refer to the Fortis College Catalog: Satisfactory Academic Progress (SAP).

Dismissal from the Nursing Program and Criteria for Readmission

Please refer to the Fortis College Catalog: Withdrawal and Readmission.

Withdrawal From a Course

Please refer to the Fortis College Catalog: Withdrawal section for the policy on deadlines for requesting to withdraw and receive a “W” grade for the course, as well as the number of withdrawals permitted prior to dismissal.

Leave of Absence and Brief Periods of Non-Enrollment

Please refer to the Fortis College Catalog: Leave of Absence and Brief Periods of Non-Enrollment or Standard Period of Non-Enrollment (SPN) sections for the policies on the instances in which a student may interrupt their studies.

Course Repeat Policy

Please refer to the Fortis College Catalog: Course Repeat Policy.

Examination Standards

ExamSoft

Students must register for an ExamSoft account. During the registration process, students are required to allow the ExamSoft system to take a photograph and show valid identification.

Identification

Upon arrival at the testing site, students must present a valid and acceptable form of identification for all ExamSoft testing. If the name on a student’s ID does not exactly match the name on the class roster or they arrive at the testing site without identification, they will not be admitted to the exam. Acceptable forms of identification are limited to these documents:

- a valid US driver’s license, with a photo, issued by a state agency such as the Department of Motor Vehicles. If expired, valid renewal documentation must be presented to be admitted.
- US state agency identification card
- US passport
- US military identification card
- Fortis College issued photo ID card

All identification must be valid, not expired (except as noted above in the case of renewal documents) and include a signature and a photograph. All verification must be in English and signed in English. A learner’s permit or any form of temporary identification is not accepted.

If the student’s legal name has changed, they must fill out the Personal Information Change Form found in the Student Handbook, complete with legal, name–change documents to the Registrar’s Office at least

14 days prior to taking any examinations. The documents must be reviewed and approved prior to testing. Acceptable forms of legal, name-change documentation include the following:

- marriage license
- divorce decree
- legal or court documents which demonstrate a legal name change

There may also be instances when students must prove their identity during regular academic testing, such as in the case of a substitute instructor and at clinical sites. Students should always carry proper identification.

Testing Confidentiality

Testing and examination details are strictly confidential and not to be shared with others. Specifically, and without limitation, students will not communicate or assist others in communicating, in any way, test information or details. See the Electronic Devices Policy for additional details.

Each student must immediately report any potential or actual breaches in the examination integrity to the proctor. The proctor will report the incident to the Dean of Nursing who then contacts the Regional Vice President and the Vice President of Nursing.

During new student orientation, academic integrity, confidentiality, and testing expectations will be reviewed as written in the School Catalog section entitled “Behavior and Student Accountability, Standards of Professional Conduct – Academics.” Students must read, understand, and sign the acknowledgment attached to this catalog policy, and as revised time to time. A copy of the acknowledgment will be provided to the student and a copy kept in the student’s academic file.

Testing Accommodations

If a student needs special accommodation to take an examination, they must make the request in writing to the Campus President at least two (2) weeks before the examination date. Please refer to the Fortis College Catalog: Applicants and Students with Disabilities section. The accommodation request process will require review and approval of supporting documentation. Fortis College will work with the student to identify reasonable accommodations and adjustments necessary to enable the student to fully participate in the educational processes. Please note that reasonable accommodations do not require a substantial change in the curriculum or result in an alteration of any essential element, outcome, or function of a course, program, service, or activity. Accommodation is not guaranteed as it is based on the medical documentation presented.

Testing Procedures for In Person Courses

To create a fair and unbiased testing experience for all students, several steps are taken to ensure honest academic achievement.

Proctoring Before the Session:

- Only a member of the national or campus-based nursing leadership team can determine the acceptable type of proctoring: in-person or virtual. The designated proctor will supervise exams and quizzes to ensure academic integrity.
- The proctor will observe necessary *security measures* to include, but not be limited to the following:
 - a. Calculators, computer tablets, cell phones, pens, mechanical pencils, books, bags, tissues, hats, caps, coats, food, drink, makeup, purses, candy, gum, and other personal belongings are not allowed on or near the computer or desk. The school will provide all necessary testing items including a whiteboard (or similar) for calculations and a dry erase marker. These are the only items that will be allowed on the desk during testing. At the end of the exam, the whiteboard will be wiped clean and returned to the proctor.
 - b. Cell phones must be turned off and put away during the examination. See the Electronic Devices Policy section of the Student Handbook for additional details.
 - c. Seating assignments will be made at the discretion of the proctor.
 - d. Students must present a valid, acceptable form of identification for all academic testing.
- The Proctor will review confidentiality expectations at the beginning of each examination.
 - a. Testing and examination details are strictly confidential and not to be shared with others. Specifically, and without limitation students will not speak about or post any test information or details on internet websites or apps and will not copy or distribute any test questions or answers to others or assist others in doing so.
 - b. Each student must immediately report any potential or actual breaches in the examination integrity to the proctor. The proctor will report the incident to the Dean of Nursing who will contact the National Curriculum Team and the Vice President of Nursing.

Proctoring During the Session:

- Examinations will be timed. Students arriving late, but before the exam has started will not be provided with extra time to complete the examination. Students arriving after the examination has started may not take the test on that date.
- Breaks will not be provided during the examination. Students will have ten (10) minutes to use the restroom prior to starting the examination.
- In the event of an emergency, such as sudden illness, the student must raise their hand for the proctor and wait to be dismissed. Upon return to the testing area, the student will re-access the exam under the proctor's supervision. If the student does not return, they will receive a score of zero (0) with the option to retest with a different exam within seven (7) days under the Late Testing Policy described in the Student Handbook.
- Students may not exit the exam for any reason other than as directed by the proctor in an emergency. Violations will result in a grade of zero (0) for the exam, and disciplinary action in accordance with the School Catalog and the Student Handbook.
- During testing, the proctor will circulate around the room to monitor the students. For computerized tests (not to be confused with online courses) the faculty access side of the examination will also be monitored to determine potential concerns related to breach of exam security. The monitoring will include, but not be limited to:

- a. frequent login by the proctor for read only access of computerized exams to look for suspicious behavior.
- b. watching for irregular, inappropriate, or disruptive behaviors including, but not limited to patterns between students' exams indicating copying or cheating, multiple episodes of throat clearing, pencil dropping or tapping, distracting noises, talking, signs or signals made with the students' hands or body, or shifting their seated position to share screens.
- c. suspicious behavior as determined by the proctor.

The student will raise their hand upon completion of the examination. When using computerized testing, the student will log off the computer only under the direct supervision of the proctor.

Testing Procedures for Online Courses

If the student is completing an exam for an online nursing course, the following expectations apply.

- The student should be at a table or desk that is clear of all personal belongings including, but not limited to calculators, electronic devices, writing utensils, books, bags, tissues, hats, caps, coats, food, drink, makeup, purses, candy, gum, and other personal belongings. The only exception is a clean whiteboard and a dry erase marker for calculations. At the end of the exam, the whiteboard will be wiped clean and shown to the proctor.
- The area should be free from distractions and disturbances, including people. No one else should be in the room. If the student is testing in a campus classroom, they are to be separated from others by at least a table or desk.
- Students will be monitored through a separate device, such as a cell phone, which will be logged in to the instructor's Zoom room. The camera must always be on and the student fully in the frame during the exam.
- The student must show a photo ID as outlined in the Identification section of the Student Handbook.
- The student must show a 360° view of their testing area to include the desktop, ceiling, surroundings, and floor.
- Any student late for testing may be refused entry and will be subject to the Late Testing Policy described in the Student Handbook.
- Students attempting to access the exam from their workplace or vehicle will be removed from the exam.
- Exams will be completed on the date and time scheduled. Failure to complete the exam at the scheduled time may result in the application of the Late Testing Policy described in the Student Handbook.

If the online student wants to take the exam at their homebase campus rather than in their home, they must:

- give their instructor at least 72 hours' notice.
- schedule the exam to take place within the same week based on the availability of a proctor and testing space at the campus.

- arrange their own proctor by asking campus faculty and staff. Once someone agrees, the proctor will email the online instructor from their campus email. The online instructor will verify the suitability of the proctor with the Dean of Nursing. Once the proctor has been vetted, the online instructor will send them the access code.
- check their school email account for the testing code that will be sent from the proctor.

Any student not following this process will be marked absent from the class and the Late Testing Policy will be applied as described in the Student Handbook.

Comprehensive Exit Examinations

Each student must pass the Comprehensive Exit Examination with a specific score as indicated in the course syllabus. This examination is administered in the final term of the program within the capstone course. Students who do not achieve a passing score will be required to complete remediation before being allowed to re-test. Students may re-test only once.

If a student has achieved the required performance level in all grade components but fails to achieve the required Comprehensive Exit Examination score (in PNR207 and NUR 210) after two (2) attempts within the quarter, the student will fail the course and be required to repeat according to the Course Failure Policy.

HESI Exam and Remediation Guidelines

The recommended HESI Exam benchmark score (expected level of achievement) is 900. The HESI conversion score will be used to calculate the specified portion of the course grade. Based on the student’s performance on the HESI Exam, specific remediation assignments will be assigned. Students must submit remediation to obtain a course grade for the HESI exam. Students who do not submit the completed remediation assignments with documentation by the designated deadline will receive a zero (0) for the HESI score.

HESI Score	Required Hours of Remediation
Greater than 900	1 hour
850-899	2 hours
800-849	3 hours
750-799	4 hours
700-749	5 hours
650-699	6 hours
600-649	7 hours
550-599	8 hours
500-549	9 hours
< 500	12 hours

Late Testing Policy and Procedure

There are certain circumstances that will allow a student to take an examination after the originally scheduled time; students with an EXCUSED absence as defined by the Attendance Policy and those with connection or technology issues if taken by computer. In either instance, the student must immediately

alert the instructor or proctor to the situation. Arrangements for make-up will be made accordingly if proper notification is given. If not, the student will not be given a make-up opportunity. If a student does not inform the instructor or proctor in a timely manner, runs out of time, or submits the exam, the score received will be the recorded score. Students taking a test after the scheduled time **MUST** be given an alternative exam.

Exams may not be repeated to improve a grade.

If a Key Graded Assessment (KGA) is not completed at the scheduled time and date, the following policy will apply:

1. The student must notify and receive approval from the instructor to reschedule a time to complete the KGA.
2. If the KGA is submitted one to seven (1 to 7) calendar days after the due date, there will be a 10% grade reduction.
3. No assessments will be accepted eight (8) days after the due date.

Program Policies, Requirements, and Expectations

Liability Insurance

Please refer to the Fortis College Catalog: Professional Liability and Student Accident Insurance.

Electronic Devices Policy

The Electronic Devices Policy outlines the appropriate use of electronic devices in the classroom, laboratory, simulation, testing, and clinical site areas. Please see Appendix B for the Electronic Devices Policy.

Student Health

Students attending clinical will be exposed to injury and illness risks associated with the nursing profession. Students are responsible for their own personal healthcare expenses, including those incurred because of participation in the nursing education program. All students are strongly advised to carry their own health care insurance. In fact, many clinical agencies require proof of health insurance. The lack of insurance may cause a change to a student's schedule or a delayed graduation date due to the inability of the school to locate an acceptable clinical replacement without an insurance requirement.

Written acknowledgement of the risks and financial accountability and responsibility is a clinical requirement. The Medical Expense, Background, and Risk Waiver Acknowledgement and Agreement is attached as Appendix C.

If a student becomes ill or injured at clinical, the instructor or preceptor must assess the student's capacity to complete the clinical objectives, as well as any risk posed to patients, to determine whether it is safe for the student to remain on duty. If it is not safe, the student will be sent home or in search of medical care. If indicated, the instructor may call 9-1-1. The missed clinical hours will be an excused absence per

the Clinical, Lab, and Simulation Attendance Policy found in the Student Handbook. All clinical hours must be completed to graduate.

Essential Skills and Functional Abilities Policy

Nursing requires the ability to consistently perform essential skills and abilities in a safe and competent manner. Standard levels of physical and mental performance have been identified by state and federal regulatory agencies and national and international professional organizations. Fortis College's Essential Skills and Functional Abilities Policy, found in Appendix D, aligns with *Practical Analysis for RNs and LPNs* published by The National Council of State Boards of Nursing (NCSBN) (2013), and the *Standards of Clinical Practice* established by the American Nurses Association (ANA) and the National Student Nurses Association (NSNA). The policy follows the federal Americans with Disabilities Act (ADA).

Functional Abilities Change in Health Status

If a student is attempting to re-enter the nursing program after an injury, pregnancy, or illness, they must have their healthcare practitioner complete the *Functional Abilities Change in Health Status Form*. The school will use this information to help determine if the student meets the physical and mental demands of the program and is eligible for re-entry.

Pregnancy

It is Fortis College's intent to protect the mother and unborn child from harm while in the nursing program. However, to comply with obligations under federal and state laws, Fortis must work in a good-faith, cooperative manner with the student by engaging in an interactive process to understand what limitations she might have. The school must provide reasonable academic adjustments, accommodations, or related services during the pregnancy. Please refer to the Pregnancy Policy attached as Appendix E, for specific details.

Uniform and Personal Appearance Policy

Students are expected to always present a neat and clean professional appearance. A student's uniform helps to achieve this goal by identifying the person as a Fortis College student nurse, promoting the safety of both the patient and student nurse, and allowing for the development of trust by reducing barriers to the establishment of a therapeutic nurse-patient relationship. The Uniform and Personal Appearance Policy is included in the Student Handbook as Appendix F.

Alcohol, Tobacco, Drug Abuse and Testing Policy

Fortis College and our clinical partners are a drug, tobacco, vape, and alcohol-free environment. The use, possession, or distribution of mind-altering substances such as drugs, marijuana and edibles, medication without a prescription, drug paraphernalia, and other illegal substances and products is prohibited and will not be tolerated under any circumstances. The inappropriate use of legal substances, such as vaping, tobacco, marijuana and edibles (in tolerant states), alcohol and certain prescribed medications, as determined by the Dean of Nursing, is prohibited, and will not be tolerated under any circumstances. Additional details are provided in the Alcohol, Tobacco, Drug Abuse, and Testing Policy, attached as Appendix G.

Smoking and Tobacco Use

Students are forbidden from vaping, smoking, using tobacco products including oral tobacco, and using marijuana (in tolerant states) while in uniform, including after school activities and while in public. This projects a negative image of a healthcare program. Students are also forbidden from using these products while in their street clothes on campus, or at a clinical site. All tobacco, smoking, and vaping products must be secured in the student's car. A student's uniform or hair may not smell of vape fog, cigarette smoke, or marijuana at any time. Further details may be found in the Alcohol, Tobacco, Drug Abuse, and Testing Policy, attached as Appendix G.

Bloodborne Pathogens, Needlestick, and Infectious Disease Policy

Students must comply with current CDC and OSHA guidelines for infectious disease control. Post-exposure protocol for prophylaxis of HBV, HIV and other infectious diseases, initial response to exposure, documenting the incident, needlestick procedures, and student infection are discussed in the Bloodborne Pathogens, Needlestick, and Infectious Disease Policy in Appendix H.

Safety and infection control training must be successfully completed before students can attend clinical, lab, or simulation.

Medication Administration Policy and Procedure

Please refer to Appendix I for the Medication Administration Policy and procedure. A written acknowledgement of understanding and agreement is required for the student file.

Attendance

Students are expected to attend and participate in all scheduled course activities. Attendance is mandatory and recorded for all course components including theory, clinical, lab, simulation and online. The general Attendance Policy for the didactic classroom can be found in the Fortis College School Catalog: Attendance.

If a student cannot attend a course component, the instructor should be notified as soon as possible, and arrangements made with a fellow classmate to get notes from the missed class. Students are responsible for all announcements, handouts, and other material presented and for meeting all course requirements.

Clinical, simulation, and laboratory experiences have specific requirements in addition to the general Attendance Policy published in the School Catalog. The Clinical, Lab, and Simulation Attendance Policy can be found as Appendix J with details provided in the *Policies, Requirements, and Expectations Specific to Clinical, Lab, and Simulation* section of this Handbook.

Policies, Requirements, and Expectations Specific to Clinical, Lab, and Simulation

Clinical, Lab, and Simulation Attendance Policy

In addition to the general Attendance Policy published in the Fortis College School Catalog, students must also follow specific attendance requirements in their experiential courses. The Clinical, Lab, and Simulation Attendance Policy can be found as Appendix J in the Student Handbook.

All clinical, simulation, and laboratory hours must be made up due to accreditation and graduation requirements. A fee of up to \$200 may be charged for an **unexcused** missed clinical day and \$25 per hour for **unexcused** missed simulation or laboratory time.

Clinical Assignments

Specific expectations for clinical assignments are found in the course syllabi and will be provided by the clinical instructors. Assignments are made based on the learning objectives and scheduling availability offered by each clinical site. Clinical shifts may occur during day, afternoon, evening, night, or weekend shifts. Travel times vary but will be kept within a reasonable distance of the campus. The school will provide as much notice as possible for students to make necessary arrangements. Students should make scheduling, transportation, and childcare arrangements immediately after receiving their schedule. Students are not permitted to trade clinical assignments with fellow classmates.

Typically, Fortis College does not honor requests for specific agency assignments or schedules. Extenuating circumstances out of the student's control, such as court ordered custody arrangements, may require special requests. These requests must be submitted to the Dean of Nursing or Clinical Coordinator/Administrator at least six (6) weeks in advance of the term start to accommodate the scheduling requirements of the clinical partners. Work schedules do not qualify. In instances where students receive a change of circumstance after the six (6) week deadline, the information must be communicated to the campus as soon as possible. Requests cannot be guaranteed due to the limited availability of clinical assignments and instructors.

In rare instances, weather or other unforeseen circumstances can cause the campus to close. In these situations, clinical rotations will continue as scheduled unless otherwise communicated. Cancelled clinical rotations will be a separate announcement from the campus closure announcement. Students should look for announcements pertaining to their specific clinical location from the campus or their clinical instructor. All cancelled clinical, simulation, and lab hours must be made up due to accreditation and graduation requirements. Make-up dates will be communicated to students as soon as possible.

Student Work Policy Related to Clinical Experiences

Because patient safety and safe clinical performance requires appropriate mental and physical preparation, the number of hours a student spends in employment, or other commitments and activities should be balanced with the student's educational commitment. Students should receive at least six to eight (6-8) hours of sleep prior to a clinical experience. Students who demonstrate a lack of alertness may be removed from the clinical area to go to the library or skills laboratory. This will be considered an

unexcused clinical absence. See the Clinical, Lab, and Simulation Attendance Policy for further information.

Clinical Requirements Policy

The Clinical Requirements Policy, attached as Appendix K, explains the minimum requirements necessary for admission into the nursing program. As part of the contractual agreements with clinical agencies, all nursing students must fulfill health and immunization requirements to attend clinical. Failure to submit all appropriate documents may result in a delay or dismissal from the program. Students must sign the Medical Clearance Acknowledgement Form, Appendix L, before attending clinical. The form will be kept in the student file. Failure or refusal to sign will disqualify the student from attending clinical, resulting in clinical failure.

Some clinical partners may have requirements beyond Fortis College's minimum benchmark for admission. Students are expected to abide by the requirements set by the clinical site. The inability to complete program requirements may result in failure or dismissal. The campus will inform students of any additional requirements.

Clinical Math Competency and Testing Policy

Students must pass a dosage calculation test before administering medication in a clinical setting under the supervision of their instructor as stipulated by the Medication Administration Policy. The Clinical Math Competency and Testing Policy, attached as Appendix M, defines the testing process for all nursing students to ensure their math and dosage calculation proficiency is sufficient to pass medication properly and safely in a clinical setting.

If the student is unable to pass the dosage calculation test by the third attempt, they will fail the clinical component through their inability to demonstrate "mastery" of all clinical objectives. The student will fail and immediately be withdrawn from the course.

Simulation Guidelines for the Associate Degree in Nursing Program

The policy may be found in Appendix N of this Handbook.

Simulation Competency Preparation Policy for the Associate Degree in Nursing Program

The policy may be found in Appendix O of this Handbook.

Simulation Competency Evaluation: Grading Policy for the Associate Degree Nursing Program

The policy may be found in Appendix P of this Handbook.

Simulation Competency Policy for the Associate Degree in Nursing Program

The policy may be found in Appendix Q of this Handbook.

Clinical Skills Lab Policy for the Associate Degree in Nursing Program

The policy may be found in Appendix R of this Handbook.

Clinical Skills Lab and Simulation Lab Evaluations Policy for the Associate Degree in Nursing Program

The policy may be found in Appendix S of this Handbook.

Online Classes

This section applies to students in hybrid programs only.

Canvas

Fortis Online uses Canvas, a Learning Management System (LMS) that has been customized specifically for our nursing programs. During orientation, students will learn how to use Canvas and be given directions to find helpful resources for online classes. Technical support is available 24 hours a day, 7 days a week to answer any questions. The technical support representatives can answer general questions about computers and software and also questions specific to using Canvas. Technical support can be reached through your course by accessing *Student Support Resources*.

Weekly Assignments

Each week, students will receive reading assignments, lecture notes and activities, online discussions, and other assignments to complete.

- Reading assignments typically come from the textbook but may also include articles and other sources.
- Each week includes a mandatory live session which highlights key topics through lectures, small group assignments and short videos that help to deepen the students' understanding of the topic. Studying the lecture content and coming to class prepared will help master the material.
- There will be weekly questions posted to the discussion board, a highly interactive component of the course, which will complement the classroom topics. Students are expected to respond to the weekly discussion question by using the resources provided such as lectures, textbooks, and the virtual library. Students should read their fellow classmates' postings three (3) to four (4) times a week to deepen their own understanding of the topic. At least two (2) thoughtful responses are required to others' postings in a way that expands the conversation and critical thinking about the topic. The online classroom will define the specific requirements about how discussions are graded and the frequency with which responses should be posted.
- Throughout the term, there will be assignments such as NCLEX questions, patient care scenarios, case studies, research papers, and projects.
- The Course Café is where students can post questions to the instructor or other students and is viewable to everyone in the class. Students should check here often as others may have asked valuable questions.
- The instructor provides live support through office hours, tutoring, and live review sessions each week. Hours for these sessions are posted in the *Instructor Information* section of the course and in the syllabus. Students can ask the instructor questions and get one-on-one tutoring.
- Using the Course Café and live support is like raising your hand in a classroom. Students should freely use these forums to ask questions. Q&A is a vital component of learning in an online classroom setting.

- Instructors are here to help students succeed. Use the Course Café, live support, or email to ask about assignments, Canvas, or other class topics.

Virtual Classroom Expectations

A virtual classroom is still a classroom. Students are expected to actively participate and project a professional image, just as they would in person. This section provides an overview of requirements and expectations for virtual classes. The instructor may discuss additional expectations.

Attendance and Participation

- Attendance is taken by the instructor using the time stamp created when the student logs in and out with their full legal name.
- Tardiness or leaving early is recorded in 15-minute increments. For example, if a student signs in two (2) minutes late or out two (2) minutes early, it is counted as a 15-minute absence.
- Students are not to leave the classroom while class is in progress. Adequate breaks will be given.
- The camera must be on and the student fully in the frame during the entire session to be counted as full attendance.
- Regular attendance is a class requirement and vital for student success. If make-up time is required, it must be completed within one week, at the instructor's discretion, and with approval from the National Dean of Nursing. See the Attendance Policy in the School Catalog for complete details.

Appearance

- Students must be appropriately dressed and groomed, portraying a clean, professional appearance. No pajamas, see through, or revealing clothing.

Setting

- Students should set up their online classroom space in a quiet, secluded area free from distractions such as pets or people. No one else is permitted to be in the learning environment while class is in session. Classes are live so any interruption will distract the instructor and other students.
- Participation is not allowed while in a moving vehicle, whether driving, or as a passenger. It is considered distracted driving and unsafe for everyone involved.
- There will be no participation while at work.
- Students are expected to be in a classroom-like setting with full attention given to the material and discussion. Students should be seated at a desk or table, not sitting in bed.
- No background noise is permitted such as a tv, radio, cell phone, pets, or family.
- Be sure there is appropriate lighting so that your face can be clearly seen on camera. Be mindful of too much backlight, such as a bright window behind you, making it difficult for your face to be seen.

Preparation for Class

- Students are expected to prepare for the live session prior to class time. The weekly assignments can be found in Canvas. All assignments are to be completed on time and uploaded to the LMS under the appropriate assignment.
- Be ready to begin class on time. Log in to the session early enough to have the audio and camera set up and ready to begin working when class starts.
- Spelling and grammar count.

Respect and Etiquette

- Live sessions are not a passive experience. Students are expected to be engaged and ready to work. The online course requires full attention and commitment to learning. Students are expected to listen to the instructor and their classmates, offer feedback, and engage in the class environment.
- Online learning is a professional education environment, and to be treated as a regular, face-to-face class. Do not interrupt or talk over others, be polite, respectful, and fully engaged in the curriculum.
- Be considerate of others' viewpoints, experiences, feelings, and perspective.
- Ensure that all communication with classmates and the instructor is professional and appropriate. Use proper language and titles and do not use slang. Keep comments relevant to the discussion topic.
- State thoughts in a courteous, positive, and respectful manner.
- Be mindful of how you express humorous or emotional statements. These can sometimes be misinterpreted.
- Do not type messages in all caps. This gives the impression of yelling.

Quizzes and Exams

- All quizzes and exams will be delivered through the learning management system and linked to the appropriate quiz or exam within the assignments.
- All quizzes and exams will be timed and delivered in a proctored setting. Anyone not on camera or not being proctored in a classroom with an approved proctor will receive a zero (0) on the test. The quiz or exam cannot be repeated.
- Missed exams are subject to the Late Testing Policy as described in the Student Handbook. Quizzes cannot be made up.

Standards of Conduct, Ethics and Academic Integrity

- The Academic Integrity and Standards of Conduct and Ethics sections of the Student Handbook apply to the online program and are strictly enforced. All online work must contain the student's original thoughts or be appropriately cited.
- If a student is approached by another student who is interested in sharing answers to quizzes, exams or other assignments, the instructor should be contacted immediately. Refer to the Fortis College Catalog: Behavior and Student Accountability

Professional Business Hours

- Students should expect to receive a response to their emails within 24-36 hours. Non-emergent emails sent over a weekend will receive a response the following Monday.
- Answers to the discussion question should be posted no later than Wednesday at 11:59 pm Pacific Time.
- All other weekly work should be completed and submitted no later than Sunday at 11:59 pm Pacific Time.
- The online classroom week begins on Monday at 12:00 midnight Pacific Time and ends on Sunday at 11:59 pm Pacific Time.

Tips for Success

- Students should practice time management by regularly reviewing their weekly calendar and planning their activities to include reading assignments, lectures and activities, discussion board postings, and any other assignments posted to the LMS.
- Do not procrastinate.
- To stay on top of assignments, consider starting early in the week and reading ahead so the week starts with the reading assignment completed.
- To promote self-discipline, set aside a particular place to work on assignments such as a corner of the kitchen table or a favorite spot in the living room. Let family members know that you are “going to class” and need to minimize interruptions. Focus and do what you can to shut out distractions like the phone and TV.

Learning Resource Center

The Learning Resources Center (LRC) provides students with resources, services, and staff that help with completing homework assignments, research projects, and clinical preparation. The LRC provides print journal subscriptions and access to electronic periodicals and resource indices that are full-text Library Information Resources Network databases. In addition, the LRC has NCLEX preparation materials that include review modules and supplemental materials to assist with nursing exams, medical terminology, pharmacology, dosage calculation, basic math with supplemental materials related to the skills required for dosage calculations, and the Elsevier/Evolve NCLEX remediation program. Many of the materials can be accessed from home. An outline of the LRC orientation is found in Appendix T.

Additionally, the LRC staff can typically assist with technological problems such as difficulty with software and on-line programs, computers, or equipment.

The Learning Resource Center website address is: <http://libguides.yourlrc.info>

Confidentiality

The nursing profession has many levels of confidentiality as stipulated by Fortis College policies and procedures, clinical partners, accreditors, and state and federal laws. As such, student nurses are bound to these same ethics requirements. This section of the Handbook provides information about the

maintenance of sensitive curriculum, and personal and health information for patients, students, the school, and our clinical partners. Students are asked to sign several forms signaling their understanding and willingness to abide by these practices. Failure to sign can result in the student being denied entrance into their theory and experiential courses, resulting in failure and potential dismissal.

Confidentiality Agreement and Consent to Video Release for Simulation and Lab

Students are recorded during their simulation and lab experiences to aid in the review and understanding of the course content and to allow the instructor to review the student's performance for grading purposes. These actions are confidential in nature and not to be shared with others. The Confidentiality Agreement and Consent to Video Release for Simulation and Lab, included as Appendix U, assures the confidential nature and grants Fortis College permission to record. A signed copy must be present in the student file before attending simulation or lab.

Statement of Confidentiality

Attached as Appendix V, the Statement of Confidentiality explains the proper usage of patient information in an educational setting.

HIPAA Confidentiality

Attached as Appendix W, the HIPAA Confidentiality form ensures understanding of the federal regulations pertaining to The Administration Simplification Subtitle of the Health Insurance Portability & Accountability Act of 1996 (HIPAA) and how it pertains to patients in the clinical setting.

HIPAA Posttest

As part of onboarding, students must complete HIPAA Training and successfully complete the posttest, included as Appendix X, for their file.

Release of Information

Personal student information must be communicated to many of our educational partners such as accreditors, the Board of Nursing, and our clinical partners. Students must approve this request to share information by signing the Release of Information form attached as Appendix Y.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974, also known as FERPA, is a federal law that protects the privacy of student educational records. The FERPA acknowledgment and waiver is attached as Appendix Z.

Communication

Student, Faculty, and Campus Communication

Students are encouraged to take clinical or classroom related questions and concerns to the appropriate faculty member. However, before and after class, instructors are often engaged in tasks related to the learning activities of the day and may not be able to provide sufficient attention to address individual academic concerns. Faculty phone numbers and office hours are included on the course syllabi and posted

outside office doors. Students should make appointments with faculty for individual academic issues to ensure appropriate attention can be provided to them.

Students are encouraged to review designated bulletin boards and to regularly check their email and other communication channels as stipulated by the campus. These channels will be the source of essential information about class, clinical, and campus announcements. It is the student's responsibility to stay up to date on important notifications.

Students are also expected to complete clinical and course evaluations and program satisfaction surveys to give feedback to faculty and administration. This communication is vital to improving program outcomes and meeting accreditation standards.

Student Absence Notifications

Students who will be late or unable to attend a scheduled campus class, online class, lab, simulation, or clinical activity must notify the instructor at least one (1) hour before the start. When a message is left, a contact number should be included in case the instructor needs to contact the student.

Change in Student Contact Information

All students must notify the Nursing Office or Registrar in writing if there is a change in their address, phone number, name, or e-mail. Personal Information Change Forms are available from the Nursing Office, the Registrar, or as Appendix AA to the Student Handbook. Notification should be provided within 48 hours of the change.

If there is a name change, please note the identification procedure outlined in the Testing section of this Handbook. A name change could complicate test taking and clinical attendance if the clinical site is not made aware of the change immediately. A new ID badge, proof of name change, or other requirements may be necessary to continue clinical rotations or complete exams.

Student Advisement

All students have access to mentoring and advising services. The nursing program provides its students with both informal and formal means of advisement provided by full-time and part-time faculty, staff, and administration. The advising program's main purpose is to achieve high licensure pass rates and student satisfaction with courses, instructors, the overall program, and the campus.

The advising goals are as follows:

- To assist students in assessing their interests and abilities, examining their educational goals, making decisions, and developing short-term and long-term plans to meet their career objectives.
- To clarify institutional policies and procedures.
- To evaluate and monitor student academic progress and the impact on the achievement of goals.
- To reinforce student self-direction, self-sufficiency, and accountability.
- To direct students with educational, career or personal concerns, or skill/learning deficiencies to other resources and programs on the campus when necessary.
- Provide ample assistance with graduation requirements and NCLEX preparation to promote a positive outcome for nursing licensure and success.

Chain of Command

Students are encouraged to resolve their disputes directly before minor problems become major by following the chain of command. Concerns that need to be addressed, whether formal or informal, should start with the person or office involved. Students who have a complaint relating to faculty members, class work, or any school related issues are asked to follow this procedure.

- Students should make an appointment to speak directly with the faculty or staff member, student, administrator, or a representative of the office involved. If needed, the Dean of Nursing may be asked to attend. If this issue concerns an online faculty member, the National Dean of Online Nursing Education should be involved.
- If the concern is not resolved, the student should make an appointment with the Dean of Nursing or the National Dean of Online Nursing Education if an online nursing course or faculty is involved.
- If the concern is not resolved after these attempts, the student can then file an appeal, a formal student complaint, or a grievance. For policies related to grievance procedures, refer to the Fortis College Catalog: Grievance Procedures.

Letter of Recommendation and Reference Requests

Students seeking a reference, or a letter or recommendation should fill out the Letter of Recommendation and Reference Request form attached as Appendix BB. Forms need to include a copy of the student's resume or curriculum vitae and should be submitted at least two (2) weeks prior to the date needed.

Reporting Crimes and Emergencies

A safe environment is the responsibility of everyone. Students are encouraged to be aware of their surroundings, lock car doors, and store belongings securely and out of sight. Students are responsible for securing their valuables if they choose to bring them to campus.

Fortis College requires all criminal acts and emergencies to be properly documented and reported to local authorities when applicable and as required by law. All criminal acts, suspicious activity, and emergencies should be reported immediately and may be done so confidentially. Victims or witnesses of a crime are encouraged to file a report of the incident.

The Federal Crime Awareness and Campus Security Act requires the school to publish and distribute an annual campus security report to all current students and employees.

In the event of fire, a medical emergency, or a dangerous situation requiring police protection, dial 9-1-1. Take further, appropriate emergency action as necessary and then notify nursing administration and the front office.

Student Handbook and Policies Acknowledgement

A Receipt of Student Handbook Acknowledgement form is attached as Appendix CC. The form indicates the student's understanding and acceptance of the policies, procedures and requirements presented in

the Student Handbook. The signed acknowledgement will be placed in the student file. If the student refuses to sign, they may not attend their scheduled courses, resulting in course failure. Any violation of policy will result in disciplinary action up to and including program dismissal.

APPENDICES

APPENDIX A

Acknowledgment of Academic Integrity and Confidentiality Expectations

I _____ (student name)
acknowledge the following:

1. I have read, understand, and agree to adhere to the standards of academic integrity and confidentiality set by Fortis College and as defined by the School Catalog, Student Handbook, course syllabi and all other Education Affiliates' publications.
2. I understand that academic dishonesty, as defined in the School Catalog and Student Handbook, is viewed as unprofessional and unethical conduct. All academic assignments are to be the work of the individual student. Any student found to be in violation will be immediately disciplined, up to and including failure of the course. Depending on the student's transcript record, the course failure could result in program dismissal.
3. I understand, acknowledge, and agree that all assignments including theory and experiential, testing, quizzes, and examination details are confidential, and are not to be shared with others. I agree that I will not speak of, distribute, or post any assignment, test, quiz, or exam information or details to any social media sites, internet sites, chat groups, apps, study sites or any other forum where information is shared.
4. I will not copy and/or distribute any test, quiz, or exam questions or answers to others through any method.
5. I will treat all assignments as confidential and do only my own work unless a group project has been assigned.
6. I will not take advantage of any opportunities to access assignments, tests, quizzes, or examinations prior to their administration or assignment in class or online. This includes accessing "studying" or "tutoring" sites such as Studocu, Course Hero, Stuvia or any other internet sites where course curriculum may be shared. I understand this is a zero-tolerance behavior and these, and other, sites are monitored by the school.
7. I will cooperate in good faith with Fortis College's investigation of any suspected cheating, or behavior in violation of the policies, including the surrender of any suspected test preparation or study materials.
8. I understand, acknowledge, and agree that sharing curriculum and course information, accessing Studocu and other sharing sites, using ChatGPT, or other artificial intelligence (AI) sites, plagiarism and any other form of cheating is unacceptable and will be reported to the Dean of Nursing and Campus President, which may result in formal disciplinary action or termination from the nursing program.

9. In the event Fortis College determines that I have engaged in irregular behavior, cheating, plagiarism, or other violation of this policy, my assignment may be invalidated, and other action may be taken pursuant to the School Catalog, Student Handbook, course syllabi or any other Education Affiliates' publication. Such actions may include legal action to recover all costs associated with the behavior in violation of this policy. Criminal charges as appropriate for theft of intellectual property and copyright laws may also be sought.

My signature indicates my understanding and acceptance of the expectations and requirements as explained above.

Student Signature

Date

APPENDIX B

Electronic Devices Policy

Purpose

The purpose of the Electronic Devices Policy is to outline the appropriate use of electronic devices in the classroom, laboratory, simulation, testing, and clinical site areas.

Policy

The Electronic Devices Policy prohibits the use of electronic devices and their accessories for personal use during clinical, lab, simulation, or classroom times. Personal use is defined as anything outside the scope of school or curriculum instruction, for example surfing the internet for entertainment, taking phone calls from friends or family, or texting friends or family. An electronic device is anything that connects to the internet, Bluetooth, or has other such sharing capabilities. Examples include, but are not limited to tablets, smart watches, AirPods, headphones, smart glasses, laptops, and cell phones.

Students who bring electronic devices to school are responsible for their storage and safety. Breach of policy is grounds for academic misconduct, non-academic misconduct, confiscation of the device, course failure, or dismissal from the nursing program (see the School Catalog for “Behavior and Student Accountability”).

Requirements

- All electronic devices must be silenced and put in the student’s school bag during class, simulation, and lab times. Electronic device use will be permitted in certain circumstances at the direction or permission of the instructor for tasks related to learning such as note taking, research, and eBook references. The instructor has discretion as to any additional allowed use.
- Students are not permitted to have electronic devices, including smart watches, smart glasses and AirPods in their possession during clinical rotations (refer to the Student Handbook about making or receiving personal phone calls or texts in the clinical setting).
- Electronic devices are not permitted to be in the student’s possession during tests in lab, simulation, clinical, or classroom settings. All electronic devices, including smart watches, will be turned off, put in the student’s bag and the bag placed in the designated area per the school’s instruction. Bags and devices may be retrieved at the end of the allotted testing time.
- Using any electronic device to text, upload, or download information, copy, audio record, video record, or take photos is prohibited during class, lab, and simulation.
- The use of social media and internet sites such as, but not limited to, YouTube, Facebook, Instagram, TikTok, Twitter, Quizlet, Studocu, Course Hero, Stuvia, and Snapchat, other information sharing websites, texting, messaging, video recording, audio recording, or any other method of sharing to take, copy, upload, download, or distribute any lab, course, simulation, or clinical curriculum, tests, quizzes, answers, answer keys, photos, audio recordings, or video recordings is prohibited.

- The use of social media sites such as, but not limited to YouTube, Facebook, Instagram, TikTok, Twitter, and Snapchat, other information sharing websites, texting, messaging, video recording, audio recording, or any other method of sharing to display negative comments about faculty, peers, staff, clinical partners, and patients is prohibited.
- Taking photos or making audio or video recordings of clinical patients, clinical site employees, faculty, peers, staff, or administration is never appropriate and may be subject to legal sanctions in addition to disciplinary action by the school.
- Using electronic devices to transmit, audio record, video record, or record images or conversations on campus or at a clinical site is prohibited.
- Under no circumstances will it be permitted to allow a third party to gain access to your electronic device when it is being used for anything related to class, simulation, lab, or clinical. There will be no screen sharing, mirroring, or allowing a third party to see or take control of your device at any time including during tests, research, assignments, homework, or classwork.
- If there is an emergency at home that needs to be monitored during class, lab, or simulation, the instructor or proctor may choose to allow the student to leave the electronic device in the open at the front of the room. The instructor or proctor may monitor the device for any incoming communication related to an emergent situation. For example, an ill child at home or an impending birth.
- Students may be reached in an emergency by:
 1. a phone call to the main campus number. The call will be routed to the person best able to reach the student. Family or friends should be directed to call the main campus at 937-433.3410.
 2. a call to the clinical instructor's phone using the number provided in the syllabus if the student is in clinical.
 3. a call to the student's phone that is being monitored by the clinical instructor if previous arrangements have been made for students in clinical.
- Clinical Sites may have different requirements. The stricter of the two policies between the school and the clinical site will be followed.
- If an electronic device is used to monitor a medical condition, such as insulin levels, the student may keep the phone in their possession with the instructor's knowledge. The student must follow the instructor's directions and prove the medical condition by showing the instructor the monitoring app in the student's name.
- All notification noises and ringers from electronic devices will be silenced as a courtesy to the instructor, other students, patients, families, and staff.
- If an electronic device is confiscated for any reason, the student may retrieve it from the instructor after class.

- Any violation of the Electronic Devices Policy will result in disciplinary action up to and including dismissal from the program.
- Education Affiliates reserves the right to change, modify, replace, or terminate this policy, at any time, upon notice to students, faculty, and staff.

APPENDIX C

Medical Expense, Background & Risk Waiver Acknowledgement & Agreement

By initialing each line, I, _____ (printed name),
acknowledge, understand, and agree to the following:

_____ As a nursing student, I will be exposed to infectious diseases, injury and the inherent risks associated with nursing activities. For this reason, it is strongly recommended that students enrolled in any program that involves clinical, practicum, or externship experiences have their own, personal health insurance. Policies and resources may be found online or on your campus. The school does not provide health insurance for students.

_____ Many clinical sites require students to have health insurance. Students will be responsible for submitting proof of their policy before attending clinical rotations with these partners. If a student is not covered by a health insurance policy in these instances, they will be refused entrance into clinicals at these locations. The campus cannot guarantee an alternative clinical placement. This may result in course failure and potential dismissal from the program.

_____ The school (and its corporate affiliates, employees and agents) and its affiliated clinical and externship sites are not responsible for medical or other expenses related to disease(s), accidents or injuries which occur, or are incurred, as a result of my participation in my nursing or educational program at the school, which includes any clinical assignments, and transportation to and from those assignments.

_____ I understand that I am responsible for all medical or other expenses related to disease(s), accidents, or injuries which occur, or are incurred, as a result of my participation in my nursing or educational program at the school, which includes any clinical assignments, and transportation to and from those assignments. This includes any treatments I receive from the clinical facility while attending a clinical rotation. The clinical facility will bill me as a regular patient without expectation of a cost reduction or write-off.

_____ I authorize the school to release my health and education records, per contractual and accreditation requirements, to any clinical facility utilized as part of my educational experience.

_____ I certify that I have not been debarred or excluded from participation in Medicare, Medicaid or any other federally funded health care programs. I also certify that I am not included in the Violent Sex Offender and Predator Registry Search, HHS/OIG List of Excluded Individuals, U.S. Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN), or any other applicable exclusionary list.

My signature below indicates that I have carefully read and understand all of the above, have had an opportunity to review it with my family or other advisor of my choice, have had an opportunity to ask any questions that I may have about this agreement, and that I agree to all terms.

Student Signature

Date

APPENDIX D

Essential Skills and Functional Abilities Policy

Purpose

Nursing requires the ability to consistently perform essential skills and abilities in a safe and competent manner. Standard levels of physical and mental performance have been identified by state and federal regulatory agencies and national and international professional organizations. Fortis College's Essential Skills and Functional Abilities Policy aligns with *Practical Analysis for RNs and LPNs* published by The National Council of State Boards of Nursing (NCSBN) (2013), and the *Standards of Clinical Practice* established by the American Nurses Association (ANA) and the National Student Nurses Association (NSNA). The policy follows the federal Americans with Disabilities Act (ADA).

Requirements

To protect the health and safety of clinical patients and employees, students are required to attest to their ability to perform certain essential skills, which allow for successful completion of the nursing education program. At a minimum, students will be required to lift patients, stand for several hours at a time, and perform bending activities to successfully complete the nursing education program. Students should also prepare for the mental and emotional stressors common to nursing practice. Students should contact the Board of Nursing in the state where licensure is desired to determine minimum physical and mental requirements for licensure.

Individuals with existing conditions are responsible for maintaining personal health at a level that meets the standards of the Essential Skills and Functional Abilities Policy, with or without reasonable accommodation. If an applicant believes that they cannot meet one or more of the standards listed below without accommodation, the applicant has the right to request reasonable accommodation in compliance with the ADA (Americans with Disabilities Act). Additionally, a change in health status during the program that affects the ability to meet essential functions, or that requires disability accommodations must be immediately reported to the nursing program administrator. See the "Accommodation / Americans with Disabilities Act" section of this Handbook.

Standards

1. Motor Abilities – Students must have physical abilities and mobility sufficient to execute gross motor skills, physical endurance, and strength to provide patient care.

Examples of Required Activities: Mobility sufficient to conduct patient care such as assisting with ambulation of clients, administering CPR, assisting with turning and lifting patients, and providing care in confined spaces such as treatment rooms, patient rooms, or operating suites.

2. Manual Dexterity – Students must demonstrate fine motor skills sufficient for providing safe nursing care.

Examples of Required Activities: Motor skills sufficient to manage small equipment such as an insulin syringe, administer medications by all routes, perform tracheotomy suctioning, and inserting a urinary catheter.

3. Perceptual and Auditory Ability – Students must have sensory and perceptual ability sufficient to monitor and assess clients.

Examples of Required Activities:

- a. Auditory abilities sufficient to hear alarms, auscultate sounds, and cries for help.
- b. Visual acuity to read calibrations on a 1 cc syringe and assess color for cyanosis and pallor.
- c. Tactile ability to feel pulses and temperature, and palpate veins.
- d. Olfactory ability to detect smoke or noxious odors.

4. Behavioral, Interpersonal, and Emotional Skills – Students must have:

- A. the ability to communicate fluently in English (verbally and in writing) to colleagues, staff and patients with honesty, integrity, and nondiscrimination within the appropriate boundaries to ensure safe patient care.
- B. the capacity for development of mature, sensitive, ethical, and effective therapeutic relationships.
- C. interpersonal abilities sufficient for interaction with individuals, families, and groups from various social, emotional, cultural, and intellectual backgrounds.
- D. the ability to work constructively in stressful and changing environments and modify their behavior in response to constructive criticism.
- E. the capacity to demonstrate ethical behavior, including adherence to professional nursing and student honor codes.

Examples of Required Activities:

- a. Establish rapport with patients, clients and colleagues.
- a. Work with teams and workgroups.
- b. Accept critique and feedback in a professional manner and integrates the feedback into practice.
- c. Emotional skills sufficient to remain calm in an emergency.
- d. Behavioral skills sufficient to demonstrate good judgment and prompt completion of all responsibilities related to the diagnosis and care of clients.
- e. Rapidly adapt to environmental changes, which require multiple tasks and demands at once.
- f. Maintain behavioral decorum in stressful situations.

5. Provide a Safe Environment for Patients, Families and Co-workers – Students must have the ability to:

- A. accurately identify patients.
- B. effectively communicate with other caregivers.
- C. administer medications safely and accurately.
- D. operate equipment safely in all areas including clinical, simulation, and lab.
- E. recognize and minimize hazards that could increase healthcare associated infections.
- F. recognize and minimize accident hazards in the clinical, simulation, and lab settings to include obstacles affecting patients, families, instructors, fellow students, and co-workers.

Examples of Required Activities:

- a. Prioritize tasks to ensure patient safety and standard of care.
- b. Maintains adequate concentration and attention in patient care settings.

- c. Seek assistance when a clinical situation requires a higher level of expertise and experience.
- d. Respond to monitor alarms, emergency signals, patient call lights, and orders quickly and effectively

APPENDIX E

Pregnancy Policy

Purpose

The Pregnancy Policy is meant to ensure the safety of the student, the pregnancy, and the patient. As a pregnancy progresses, students may encounter situations where normal responses and actions may be delayed or prohibitive, such as bending or lifting in a clinical setting, which could lead to injuries. Infectious disease may also become more relevant.

Policy

1. Students should inform the Dean of Nursing and her instructors of the pregnancy as early as possible.
2. It is the responsibility of the student to take charge of her own health and inform the school of any restrictions or precautions suggested by her health care practitioner. Not following the suggested course of action could result in injury to the patients being cared for during clinical, to the student, and to the pregnancy. Infectious disease that was previously benign may also pose a risk to the pregnancy.
3. Students should request medical clearance at each healthcare checkup, including clearance for regular clinical activity such as lifting 25 lbs. unassisted. The clearance documents should be submitted to the school for inclusion in the student file and a copy given to the clinical instructor(s) for any reasonable accommodation that may be necessary.
4. If at any time, a student becomes restricted, it is up to her to inform the school and ask for reasonable accommodation, if needed. Accommodation will be reviewed in accordance with the Applicants and Students with Disabilities/ADA Policy published in the School Catalog.
5. Readmission requests will not be based on pregnancy status unless the student's health care practitioner will not provide medical clearance. The student must thoughtfully consider how the pregnancy fits into the program timeline and her potential inability to successfully complete all theory, clinical, simulation, and lab requirements as the courses progress along with the pregnancy. The Functional Abilities Change in Health Status form must be completed by a health care provider providing medical clearance for class and clinical as of the date of reentry.
6. If it is decided that a leave of absence is necessary, the process can be found in the School Catalog.
7. Education Affiliates reserves the right to change, modify, replace, or terminate this policy, at any time, upon notice to students and staff.

APPENDIX F

Uniform and Personal Appearance Policy

Rationale

The rationale behind the uniform requirements comes from the belief that the patient/client is the central focus of the nurse-patient relationship. Therefore, it is expected the student nurse would be dressed plainly and simply in the clinical and classroom areas. The purpose of this professional attire and appearance is to:

1. Identify the person as a Fortis student nurse.
2. Promote the safety of both the patient/client and the student nurse.
3. Promote the development of trust by reducing barriers and establish a therapeutic nurse-patient relationship.

Policy

A professional appearance is important in the nursing profession and a requirement of caregivers. Students are expected to adhere to the uniform standards for all nursing classes, clinical, laboratory, and simulation experiences. If a student is sent home due to a violation of the Uniform and Personal Appearance Policy, a clinical make-up opportunity is not guaranteed and could result in dismissal from the course, a failing grade, or a delayed graduation date as outlined in the Attendance Policy. Clinical opportunities are dictated by the availability of clinical partners.

1. Photo Identification Badges
 - Each student is issued a photo identification badge.
 - Nursing students are to always wear their ID badge in an easily visible location, such as the chest, while on campus and at clinical sites.
 - Lost badges must be replaced immediately. There is a fee for replacement badges.
2. Uniform
 - Students are expected to present a professional appearance when representing the school in any setting, including, but not limited to all campus instruction, during clinical orientation, clinical rotations or while researching clinical assignments. Students are expected to wear:
 - a. uniforms provided by Fortis consisting of scrub/uniform pants and scrub/uniform top with the Fortis Nursing Program logo for all classroom, simulation, laboratory, and clinical experiences.
 - b. clean, solid colored, closed-toe shoes such as a uniform shoe with a heel or leather/leather type athletic shoes with minimal colored trim. Flip flops, Crocs/Croc type, mesh, open toed shoes, high-top gym shoes, sandals, etc. are not permitted. The campus will determine the appropriate color.
 - c. hosiery or socks that match the shoe color. Socks must cover the ankle if the uniform/scrub pants leave it exposed, such as in a jogger style pant. This will help avoid skin contact in case of bodily fluid exposure or a dropped sharp.
 - d. white or black tops may be worn under the scrub/uniform top. The color will be determined by the campus.
 - e. an approved lab coat or warm-up jacket with the Fortis Nursing Program logo attached, if permitted by the clinical agency and clinical instructor.

- Scrubs/uniforms must be neat, clean, ironed and free of stains, lint, pet fur, etc.
- Clean, plain, neutral colored underwear should be worn under the uniform.
- Scrub/surgical caps may only be worn at the request of the clinical agency.
- All students must have a watch with a second-hand stethoscope, and penlight. Items such as bandage scissors and pens may also be required from your clinical instructor and at the direction of your clinical site. Students are required to bring all items to every clinical, simulation, and lab experience.

3. Personal Appearance

- Students are to keep a clean, neat appearance, free from body, vape, tobacco, perfume, cologne or any other odor or scent. Scented hair or body products, such as scented lotions, perfume, or essential oils, are not to be worn in the clinical setting. Deodorant must be a part of your daily routine.
- Beards, mustaches, and sideburns must be neat, trimmed, and well groomed. Facial hair cannot be longer than one inch (1”) in length. Religious exemptions may be requested by completing the Student Request for Religious Exemption form.
- Hair must be clean and worn off the face. Hair longer than shoulder length must be tied back or pinned up. Extreme hairstyles and unnatural/exotic colors can be discussed with the Dean of Nursing. Approval must be given at the campus level before a student can attend a clinical with extreme hairstyles and unnatural/exotic colors.
- Headwear is limited to a plain headband in a solid color with no adornments. Religious exemptions may be requested.
- Jewelry should be minimal as it collects germs that may be transmitted to patients or to family members at home. No necklaces or bracelets. Only plain wedding bands with no stone(s) and one pair of small, post-style earrings in the center of the ear lobe will be allowed. No tongue or facial jewelry is allowed, including mouth and dental jewelry such as grills and tooth gems. Watches with a second-hand indicator are part of the uniform.
- Exposed tattoos will be discussed on a case-by-case basis. The Dean of Nursing, along with requirements from our clinical partners, will determine if a tattoo or multiple tattoos will need to be covered during clinical rotations.
- Ear lobe expanders must be covered with a neutral-colored cap.
- False eyelashes and eyelash extensions are not allowed during nursing classes, labs, simulation or clinical.
- Fingernails must be natural, short, clean, and unpolished. False nails of any type including acrylic overlay or dipped nails are not allowed during nursing classes, labs, simulation or clinical.
- Smoking, vaping, and the use of tobacco products are not permitted while in uniform or representing Fortis. Please refer to the Alcohol, Tobacco, Drug Abuse, and Testing Policy.
- Candy and gum are not permitted. Throat lozenges and nicotine gum may be approved by the instructor on a case-by-case basis.

- Conservative amounts of make-up may be worn in natural colors. Heavy make-up is not permitted.
 - Students who have religious obligations or restrictions may request a waiver to the related personal appearance policies. The Dean of Nursing will issue the waivers and a copy will be placed in the student file. The waiver is attached as Attachment B.
4. Clinical partners may have additional or different requirements. The clinical agency has the final say when there is a policy discrepancy.
 5. The instructor will determine the appropriateness of each student's appearance during class, lab, sim and clinical. If the instructor determines the student is violating the Uniform and Personal Appearance Policy, they will be written up using the attached violation form (Attachment A) and a copy placed in their student file. The student may be asked to leave the class, lab, sim or clinical depending on the severity of the violation, which could result in an unexcused absence. The Dean of Nursing or Assistant Dean of Nursing will have the final say in these situations. Any missed class, lab, SIM, or clinical time must be made-up as described in the Attendance Policy.
 6. Examples of an unprofessional appearance include, but are not limited to the following:
 - jeans, leggings, shorts, or sweatpants
 - visible undergarments (while in any position)
 - visible abdomen, cleavage, or buttock area (while in any position)
 - tank tops or spaghetti straps
 - denim
 - un-tucked polo-type shirt
 - dirty shoes
 - untrimmed hair on head or face
 - acrylic, false, long, or painted nails
 - false eyelashes or eyelash extensions
 - jewelry other than a plain wedding ring (Note: some areas in the clinical setting will not allow *any* jewelry)
 7. Education Affiliates reserves the right to change, modify, replace, or terminate this Policy, at any time, upon notice to students and staff.

APPENDIX G

Alcohol, Tobacco, Drug Abuse, and Testing Policy

Objective

Fortis College and our clinical partners are a drug, tobacco, vape, and alcohol-free environment. The use, possession, or distribution of mind-altering substances such as drugs, marijuana and edibles, medication without a prescription, drug paraphernalia, and other illegal substances and products is prohibited and will not be tolerated under any circumstances. The inappropriate use of legal substances, such as vaping, tobacco, marijuana and edibles (in tolerant states), alcohol and certain prescribed medications, as determined by the Dean, is prohibited, and will not be tolerated under any circumstances.

Procedure

Students must pass a drug screen upon enrollment into the nursing program, which will be valid while the student is in good standing with the program. If there is a lapse in enrollment due to circumstances such as withdraw, drop, failure, leave of absence, injury or illness, the student will be required to repeat the drug screen at their own expense at a collection center designated by the school to re-enter the program. There may be requirements from clinical partners throughout the program to perform additional testing before being allowed to attend clinical at the assigned location.

Inconclusive test results, including a dilute and/or insufficient sample, will require the applicant to be retested within 24 hours of the request, at their own expense, at a collection center designated by the school. A second inconclusive test result, to include a dilute and/or insufficient sample will be considered a positive result. The student applicant will not be granted admission or re-entry into the program with a positive, insufficient, dilute, or inconclusive test result. This includes attempted entry or re-entry to another school within the Education Affiliates' system.

Marijuana is a federally banned substance and will not be tolerated within the nursing program, including students in a tolerant state who have a prescription. In rare instances, the Dean of Nursing and the Vice President of Nursing may decide to allow a student to use a medical marijuana prescription in extenuating circumstances.

Upon enrollment, students must sign a statement indicating their acknowledgement, understanding, and intent to abide by the school's Alcohol, Tobacco, Drug Abuse, and Testing Policy.

Students are forbidden from vaping, smoking, using tobacco products including oral tobacco, and using marijuana and edibles (in tolerant states) while in uniform, including after school activities and while in public. This projects a negative image of a healthcare program. Students are also forbidden from using these products while in their street clothes on campus, or at a clinical site. All tobacco, smoking, and vaping products must be secured in the student's car. A student's uniform or hair may not smell of vape fog, cigarette smoke, or marijuana at any time.

Fortis College reserves the right to administer random drug and sobriety tests or require students to submit to a drug or sobriety test for “just cause” based on one or more of the following circumstances.

- Notification from a clinical site representative, fellow student, faculty member or administrator that a nursing student has violated the Alcohol, Tobacco, Drug Abuse, and Testing Policy.
- The student is observed with paraphernalia, possession, or use of a prohibited substance or item while on campus, at a clinical site or while in uniform by a faculty member, student, administrator, or clinical site representative.
- A faculty member, clinical site representative, fellow student, or administrator concludes that a student may be impaired or under the influence of a prohibited substance during school hours, on campus, at a clinical site or while in uniform.

Students who refuse to take a random drug test or a “just cause” drug test within one (1) hour of the request will be dismissed from the program. Students will NOT be allowed to drive and will be sent by Uber, Lyft, or other ride service to the testing location at the student’s expense. Inconclusive test results, including a dilute and/or insufficient sample, will require the student to be retested within 24 hours of the second request at their own expense at a collection center designated by the school. A second inconclusive test result, to include a dilute and/or insufficient sample will be considered a positive result. The student may be dropped from the program. All appeals will be considered by the nursing program administration and the Vice President of Nursing on a case-by-case basis.

Students who refuse to take an immediate sobriety test to determine their blood alcohol level for “just cause” or by random request will be dismissed from the program. Students will NOT be allowed to drive and will be sent by Uber, Lyft, or other ride service to the testing location at the student’s expense. All appeals will be considered by the nursing program administration and the Vice President of Nursing on a case-by-case basis.

Students are required to report any changes in medication to the nursing program director within 24 hours. Reporting must be done prior to participating in any clinical, lab, classroom, or simulation experience. It is the responsibility of the nursing program director to make the final decision as to the student's ability to participate in clinical, lab, classroom, or simulation activities. Failure to report a change in medication within 24 hours may result in the student being dropped from the nursing program.

Students may not attend clinical, sim, lab or class while taking any legal substance, including a prescribed medication or marijuana (in states where it is legal or where it may be obtained by prescription), which may alter their perception or their ability to provide safe patient care. It is the responsibility of the nursing program director to make the final decision as to the student's ability to participate in clinical, lab, classroom, or simulation activities.

Students who witness or suspect an impaired classmate or a classmate with drugs, alcohol, tobacco, marijuana or edibles, paraphernalia, or vapes must immediately report the incident to a faculty member

or nursing program administrator. Students who fail to report these instances are subject to removal from the program.

Impairment is defined by observed instances of euphoria, altered judgment, impaired motor coordination, inability to concentrate, memory loss, tremors, confusion, disorientation, anxiety, delusions, delirium, agitation, profuse diaphoresis, convulsions, slurred speech, emotional instability, hallucinations, paranoia, depression, hostility, hyperreflexia, lethargy, and pinpoint or dilate pupils when accompanied by another symptom.

Education Affiliates reserves the right to change, modify, replace, or terminate this policy, at any time, upon notice to students and staff.

APPENDIX H

Bloodborne Pathogens, Needlestick, and Infectious Disease Policy

Objective

The Bloodborne Pathogens, Needlestick, and Infectious Disease Policy defines procedures to help nursing students protect themselves and others from infectious disease. Exposure to blood and bodily fluids may occur while in clinical, which could pose a risk to student health. First steps, treatment, documentation, and follow-up in the event of exposure are defined in this policy.

Definitions

Prior to regular lab participation or contact with patients at a clinical site, students must provide their health history, documentation of a health examination signed by a licensed health care provider, documentation of immunizations, and a TB test before participating in any laboratory or clinical activities as defined in the Clinical Requirements Policy. Students must also receive training in infection control, including occupational exposure to bloodborne pathogens, universal precautions, and standard precautions in accordance with applicable guidelines issued by the Center for Disease Control (CDC) and the Occupational Safety and Health Administration (OSHA). These guidelines are reviewed regularly, and updated information is provided to students as it becomes available. Students must sign an acknowledgement for their file stating their completion and understanding of the training.

The CDC recommends that standard precautions apply to blood, bodily fluids containing visible blood, semen, vaginal secretions, tissue, and to cerebrospinal, synovial, pleural, peritoneal, pericardial, and amniotic fluids, nasal secretions, sputum, saliva, sweat, tears, urine, feces, and vomit. Exposure to these potential pathogens could pose a risk to student health. The CDC defines exposure as:

- A needle stick or cut caused by a needle, sharp, scalpel, or other such instruments that are actually or potentially contaminated with blood or bodily fluids, such as urine, saliva, sputum, vomitus, or feces.
- A splash to mucous membranes, such as the eyes, nose, or mouth, with blood or other bodily fluids.
- Skin contact with prolonged exposure to blood or bodily fluids, especially when the skin is chapped, abraded, or afflicted with dermatitis or somehow otherwise not intact.

Blood and certain bodily fluids are considered potentially infectious for Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), and other infectious diseases. The use of personal protective equipment (PPE) and proper work practices must be continually reinforced among faculty and students to prevent exposure incidents to blood or other potentially infectious materials (OPIM). However, if an incident occurs, faculty and students should report the incident as soon as possible and be thoroughly familiar with the procedures for testing, evaluation, and treatment.

Nursing students and faculty are professionally and ethically obligated to provide client care with compassion and respect for human dignity. No nursing student or faculty member may refuse to treat a patient solely because the patient has, or is at an elevated risk for contracting HIV, HBV, or any other infectious disease. Transmission-Based Precautions are used in addition to standard precautions and universal precautions for patients with known or suspected infections.

Procedures

In the event of a possible or confirmed exposure, the following steps should be taken.

First Steps

1. Immediately apply first aid.
 - For smaller wounds, allow it to bleed freely. For large wounds with significant blood loss, control bleeding as needed.
 - Wash thoroughly with soap and water or a skin disinfectant if available.
 - Mucous membranes should be flushed copiously with water.
 - Eyes should be irrigated and flushed copiously with water.
 - For a needle stick or puncture injury, clean with 70% alcohol. Ice should be applied to the wound if the needle contained a vesicant chemotherapeutic agent.
2. Identify the route and source of the exposure. If exposure is caused by a sharp or a needlestick, determine if the instrument is used or unused.
3. Students will immediately inform the instructor or preceptor of exposure.
 - The clinical instructor or preceptor will inform the Dean of Nursing and the appropriate clinical site staff of the incident.

Treatment

4. Once first-aid has been rendered, the clinical agency processes for treatment of exposure should be followed.
 - If treatment is not available at the clinical facility, the student should immediately go to the nearest emergency department, to their personal physician, or to another healthcare agency that provides urgent care. The clinical instructor can help make these arrangements.
5. The designated health care provider will evaluate risk and initiate treatment, education, and counseling. If the source person is known to be HIV positive, or at high risk for being HIV positive, an evaluation must be conducted within three hours of exposure. The source person must volunteer their HIV status; it is illegal to ask if they are infected.
6. Tetanus prophylaxis should be individualized based on the student's history.
7. The student is responsible for their own health care costs. See the Dean of Nursing with any concerns over coverage or cost.

Documentation

8. Immediately document the incident using the *Accident-Incident Report* form with help from the clinical instructor. It should include:
 - the route of exposure.
 - how and when the exposure occurred.
 - the identity of the source individual, if known.
 - the student's detailed interpretation of the incident.
 - third-party remarks if pertinent.
9. Additional write-up procedures may be needed as deemed appropriate and required by the clinical partner.

Follow-Up

10. An exposed individual must make the required follow-up appointments with the designated health care provider. It is their responsibility to make and attend all necessary appointments based on the health care provider's recommendations.
11. Once treatment is complete, the exposed individual will provide medical evaluation and release forms to the Dean of Nursing. The Dean will file the release forms in the student's file.
12. The student may return to laboratory, simulation, and clinical activities upon release by the medical professional and the school.
13. Follow-up could be six (6) months or more. Based on the diagnosis and risk of infectious disease transmission, a student may be required to take a medical leave of absence.

Student Infection

Because of potential exposure to infection, all students must adhere to CDC and OSHA guidelines. Students must successfully complete bloodborne pathogens and infection control as part of the curriculum prior to attending clinical rotations. Acknowledgements of the training and understanding of this policy must be signed and in the student file.

Students with exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment.

Students are not to participate in clinical or campus experiences when they have a contagious condition. If there is doubt about patient safety, symptoms or diagnosis should be discussed with the instructor *prior* to attending clinical or campus-based classes. When cases of reportable communicable diseases are known to exist on the campus, the school will review matters on a case-by-case basis to decide what actions, if any, need to be taken to protect against the threat of harm to others.

In reference to HIV, current evidence indicates that HIV infected individuals do not infect communal living space, study areas, libraries, classrooms, and theaters, and is not a public health threat to the campus community. Therefore, exclusion of infected individuals is not necessary or appropriate. Qualified individuals will not be denied admission or participation to the nursing program based on HIV status.

Students who identify themselves as being at risk for HIV or other communicable disease infections are urged to consult their healthcare providers to assess the significance of clinical risks to their own health and to the health and safety of the patients they treat. With the help of medical professionals and nursing program administration, students will identify appropriate behaviors to prevent disease transmission. All students are urged to practice precautions in both personal and professional aspects of their life.

Education Affiliates reserves the right to change, modify, replace, or terminate this policy, at any time, upon notice to students and staff.

APPENDIX I

Medication Administration Policy

1. No student shall administer any medication to any patient unless that student is directly supervised by Fortis's clinical instructor throughout the entire process, including, but not limited to:

- Consulting the Medication Administration Record (MAR) to determine that the appropriate medications are ordered and due to be administered to the patient;
- Pouring the medications or removing the medications from the packaging;
- Administering the medications to the patient; AND
- Documentation.

2. Prior to attending clinical, every student must take and pass a dosage calculation test with a score of 100% (see the Clinical Math Competency and Testing Policy).

3. The student is responsible for learning and understanding the pharmacology of each medication before it is administered. The clinical instructor is responsible for verifying the student's answers and for making sure the nine (9) "rights" are being followed as listed below. If any of the information is unknown by the student, without additional resources, they may not administer the medication.

4. The instructor must be physically present with the student during the entire process to personally verify that these nine (9) "rights" of medication administration are being followed.

- The right patient – Use at least two identifiers.
- The right drug – Check the drug label at least three times.
- The right dose – Make sure that you use the right amount of the drug; double-check the dose.
- The right route – Never change the route of administration without an order.
- The right time – Make sure that the drug has not been given recently or should be given at a different time of day.
- The right reason – Does this make sense for this patient? Know your patient and the drug.
- The right documentation – Document after you have given the drug, never before.
- The right response – How is the patient responding to the drug? Does it work?
- The right to refuse – Patients have the right to refuse; make sure to ask the patient to clarify their reason, provide good patient teaching, and document.

The processes described in #3 and #4 must be followed every time for every medication.

5. A representative/employee of the clinical facility is NOT eligible to supervise a Fortis student during medication administration. ONLY A FORTIS INSTRUCTOR may supervise a medication pass by a Fortis student. The only exception is during a preceptor clinical experience by a qualified nurse who has been approved by Fortis. The preceptor must have completed the Fortis preceptor orientation program and proof of such included in a preceptor credential file on campus.

6. Under no circumstances are students allowed to administer IV PUSH medications. This does not include the administration of IV piggyback medication or the administration of continuous or intermittent IV fluid solutions such as flushing an IV with normal saline.

7. Additionally, Students are NOT allowed to:

- hang any blood product,
- administer TPN,
- administer conscious sedation,
- administer chemotherapy medication,
- administer epidural medication,
- initiate drips for cardiovascular medications or insulin,
- perform titration of medicated IVs, OR
- change PCA.

8. No student shall administer medicated topical creams/ointments or perform a sterile dressing change with a topical that may be found in a Treatment Administration Record (TAR) without the presence of the clinical instructor. A medicated topical cream/ointment is defined as any topical application requiring a prescription or physician/NP/PA order to obtain. "House" topical barrier creams that are part of facility standing orders and do not require a prescription/order do not meet the "medicated" definition.

9. Students are not to perform treatments found in the TAR unless given direct permission from the clinical instructor. Facility guidelines must be followed.

10. Failure by the student to abide by the outlined policy may result in clinical failure and/or immediate dismissal from the program.

11. Guidelines outlined in the clinical agreement shall take precedence when a conflict between facility policy and EA policy arises.

12. Education Affiliates reserves the right to change, modify, replace, or terminate this Policy, at any time, upon notice to students and staff.

APPENDIX J

Clinical, Lab, and Simulation Attendance Policy

Objective

To define the attendance requirements for clinical, simulation, and laboratory time for all Fortis College nursing students.

Policy

In accordance with the Fortis program philosophy, regular lab, simulation, and clinical are considered necessary to meet course expectations in a satisfactory manner. In order to satisfactorily complete the course, a student must complete one hundred percent (100%) of the required clinical, simulation, and laboratory hours presented in the syllabus.

All clinical and simulation hours must be completed at the clinical site or in the simulation lab as defined by the syllabus. All laboratory hours must be completed in the nursing skills lab. Failure to complete one hundred percent (100%) of clinical time, simulation, or lab hours for any reason, will result in failure of the course.

Section 1 - Excused vs. Unexcused Absences

An absence will be considered “excused” only for mitigating circumstances such as illness, hospitalization, military duty, death of a family member, unavoidable “last minute” car problems such as a wreck, court appearances, incidents related to natural disasters, or jury duty. Students must submit their request in writing to the Dean of Nursing for an excused absence along with supporting documentation describing the circumstances within 48 hours of returning to campus. Failure to submit the request within 48 hours to the Dean will result in the \$200/\$25 per hour fee being charged for the privilege of scheduling a make-up day. If the written request is submitted within 48 hours, the Dean will render a decision in writing. After the decision is made, the student may follow grievance procedures published in the School Catalog as necessary. Absences are “unexcused” until proper documentation is provided to prove otherwise such as a letter requesting jury duty, tow bill, hospital bill, or accident report.

A fee of up to \$200 may be charged for an “*unexcused*” absence in a clinical experience. A fee of \$25 per hour may be assessed for an “*unexcused*” absence in lab or simulation. There will be no partial credit given to a student who is late to lab or simulation per the regulations stated below in Section 2 (Tardiness and Absences). For example, if a student is scheduled for four (4) hours of simulation and they arrive late based on the conditions stated below in Section 2, a fee of \$25 x 4 hours = \$100 will be assessed if the absence was found to be “unexcused.” Arrangements for payment of the fee(s) should be made with the Business Office.

Section 2 – Tardiness and Absences

Clinical experiences simulate employment. As such, tardiness, absences, or leaving early from a clinical, lab or simulation experience may result in failure of the course. Students are expected to be present for lab and simulation, prepared for patient care, and appropriately dressed at the time set by the instructor. Students are expected to be ten (10) minutes early to clinical, prepared for patient care, and appropriately dressed. Students arriving late will be counted as tardy.

Tardiness is defined as:

- a student who reports to the clinical unit, simulation lab, or skills lab one to five (1-5) minutes after the start time. Any student with two (2) incidents of tardiness during the same course's clinical, simulation, or skills lab will be assigned an absence.
- a student who reports to the clinical unit, simulation lab, or skills lab six (6) minutes after the start time will be asked to leave the area and an absence will be assigned for that day unless extenuating circumstances are present.
- If a tardy student arrives within 30 minutes of the start time to clinical, lab, or simulation under extenuating circumstances such as severe weather, natural disaster, or a car wreck, nursing administration will decide if the student can stay based on campus policy. If the student is allowed to stay, they will have an absence counted against them as well as being assessed the \$200/\$25 per hour fee until the proper documentation to justify and "excused" absence is presented. The same guidelines for presenting documentation are in effect here as outlined in the "Excused vs. Unexcused Absences" heading above.

Absence is defined as:

- a student who has two (2) incidents of tardiness as defined above.
- a student who reports to the clinical unit, simulation, or skills lab six (6) minutes or more after the start time.
- a student who does not report to the clinical unit, simulation lab, or skills lab on an assigned day.
- a student who leaves the clinical unit, simulation lab, or skills lab before the end of the shift or class and before the instructor's dismissal.

A pattern of tardiness, absences, or leaving the educational experiences early will be considered a professional conduct concern. Those students will be referred to the Dean of Nursing.

Section 3 – The "20% Rule"

When taking into consideration "unexcused" absences, a student's total time out of lab, clinical or simulation must not exceed 20% of the total lab, clinical or simulation time. Every minute that a student is in class is recorded. If a student exceeds 20% of "unexcused" absence time in any one area (lab, clinical, or simulation), the student will be dismissed from the class. NOTE: The instructor will take official attendance, however the student is responsible for keeping up with their own attendance percentage.

For lab and simulation, attendance is to be turned into the Registrar or designated person by the end of the day. For clinicals, attendance is to be sent to the Registrar or designated person within 24 hours of the offsite clinical.

Section 4 – Notification of the Clinical, Lab, or Simulation Instructor

1. In the event of an unavoidable clinical, lab, or simulation absence, students must notify the instructor via telephone at least one (1) hour prior to the beginning of the assigned shift. If the instructor cannot be reached, the student must call the Nursing Office and leave a voice mail message **AND** leave a voice mail message on the instructor's personal voice mail or send a text or e-mail to the instructor.

2. Failure to notify the clinical, lab, or simulation instructor or the Nursing Office in the absence of extraordinary and verifiable circumstances will result in an absence for that day and is considered a “no call - no show.”
3. One “no call - no show” will result in course failure unless the absence is documented, and the extenuating circumstances are validated with proper paperwork and presented to the Dean of Nursing within 48 hours of the student returning to campus.

Section 5 – Clinical, Lab, and Simulation Make-Up Opportunities

1. All missed hours in lab, clinical, and simulation must be successfully completed to earn course credit. This includes all excused absences. Documentation is required for every absence. When an absence is “**unexcused**”, a fee of up to \$200/\$25 per hour may be charged as described in the “Excused vs. Unexcused Absences” section above.
2. The nursing program will attempt to provide an opportunity for clinical, lab, and simulation make-up time during the current term. Due to scheduling conflicts, a limited number of instructors, limited clinical site availability, and other unforeseeable obstacles, make-up time is not guaranteed during the current term even if the absence was deemed excused or the fee paid for an unexcused absence. If the student did not complete one hundred percent (100%) of clinical, lab, or simulation time, for any reason, it will result in an incomplete grade for the course. Make-up time may be completed after the end of the current term; however, the student cannot progress to the next course until the missed time is made-up. See the School Catalog: Incomplete Grade Policy for full details. If the missed clinical, lab, or simulation time is not completed within the confines of the Incomplete Grade Policy, the student will fail the course.
3. If missed hours cannot be completed before the end of the current term due to scheduling conflicts concerning ONLY the school such as the lack of an instructor or the lack of a clinical facility, *arrangements* must be made for make-up hours by the end of the term in which the absence occurred or the student will fail the course. It is the student’s responsibility to contact the instructor and Clinical Coordinator/Administrator to arrange make-up time. The make-up hours must be completed before the student can progress to the next course.
4. The student is required to provide proof of payment from the Business Office before the make-up time is scheduled.
5. Refunds of the \$200/\$25 per hour fee will not be given unless the student voluntarily quits the nursing program before the make-up time is completed.
6. A student who misses a lab, clinical, or simulation make-up day is subject to course failure and may result in further disciplinary action at the discretion of the Dean of Nursing.
7. Clinical, lab, and simulation make-up time is not guaranteed to adhere to the student’s current schedule, nor is it guaranteed to be at the same clinical location or unit. Clinical make-up will be scheduled to meet the course objective and may be scheduled for any available shift including day, evening, nights, holidays or weekends.

Note: All clinical, lab, and simulation absences must be made up, no matter the reason.

Section 6 - Criteria for Attending Clinical and Simulation Experiences

1. Clinical orientation is mandatory. Failure to attend or complete a facility specific orientation or failure to meet any clinical site requirement as outlined in the Clinical Requirements Policy will result in the student being ineligible to continue at the assigned clinical site. Withdrawal from the course is required if an alternative clinical placement is not available. This will result in a delayed program completion.
2. Students are expected to be at clinical and simulation prepared for patient care and appropriately dressed at the time designated by the instructor. A student in violation of any policy relating to student conduct will be asked to leave the area and assigned an unexcused absence for that day. Please see the School Catalog and Student Handbook for conduct code details.
3. As stated in the Clinical Requirements Policy, students must have all clinical requirements submitted and approved prior to the start of a clinical experience for each course. If a student allows any clinical requirement to expire, the student will not be allowed to attend clinical rotations until updated documentation is received by the school. The missed day(s) will be unexcused unless noncompliance is unavoidable, such as a doctor's appointment that is cancelled at the last minute by the doctor's office. In these cases, proper documentation of the renewed requirement must be provided within 48 hours for the absence to be excused. These extenuating circumstances will be decided on a case-by-case basis by the Dean of Nursing.
4. A Functional Abilities Change in Health Status form from a health care provider is required for pregnancy as described in the Pregnancy Policy and following any major injury, illness, hospitalization, surgery, or extended absence. The student must meet all Essential Skills and Functional Abilities to make a safe return to clinical and simulation. This also applies to illnesses or surgeries which occur during breaks between academic terms.

Education Affiliates reserves the right to change, modify, replace, or terminate this policy, at any time, upon notice to students and staff.

APPENDIX K

Clinical Requirements Policy

Purpose

This policy is meant to provide an explanation of the minimum requirements necessary for admission into the nursing program. As part of the contractual agreements with clinical agencies, all nursing students must fulfill health and immunization requirements to attend clinical. Failure to submit all appropriate documents may result in a delay or dismissal from the program.

Some clinical partners may have requirements beyond Fortis College's minimum benchmark for admission. Students are expected to abide by the requirements set by the clinical site. The inability to complete program requirements may result in failure or dismissal. The campus will inform students of any additional requirements.

Requirements must always remain current. The contracted clinical agency agreements are not negotiable in their requirements. Students who do not have documentation to show acceptable criminal background history, a negative drug screen, required immunizations, Basic Life Support (BLS) CPR certification, and health clearance, as examples, may not be accepted at the clinical site. All students re-entering a nursing program after a withdrawal, failure, dismissal, injury, illness, leave of absence (LOA), or other gap in their curriculum must be up to date on all requirements in this policy before final re-entry approval is granted.

Students are responsible for all immunization costs, certifications, and medical clearance requirements throughout the duration of the program. In addition, students are responsible for all costs that may be associated with injury or illness while on campus, in lab, simulation, clinicals, or performing other campus and program related activities during enrollment in the nursing program. Students are not covered by worker's compensation insurance unless the nursing program is in a state where student coverage is required by law. It is important to note that students are not employees of Fortis College or their clinical partners while attending assigned campus courses and clinical rotations and are not afforded the same rights and privileges as an employee.

Requirements

1. CastleBranch Electronic Screening and Data Collection System

CastleBranch (CB) is an electronic screening and data collection system, used to streamline the collection, review and maintenance of student files and clinical requirement documentation. The Clinical Requirements Policy details many of the necessary CastleBranch files such as immunization records, CPR cards, physical exams, drug screens and background checks. The campus will provide an exhaustive list of all requirements to the students upon entry into the nursing program.

Students are required to maintain a CastleBranch account throughout their enrollment and upload all necessary documents as defined by the campus and their clinical partners. CB will communicate with the student when items are missing, expiring, or denied. The student is responsible for maintaining all

clearance documents in good standing. Failure to do so will result in the student being ineligible to attend clinical and receiving an unexcused absence until the required documents have been cleared (see the Attendance Policy for unexcused absence procedures and fees). All students must sign the Medical Clearance Acknowledgement Form.

Students must submit, and be cleared, of all clinical requirements at least 21 days before the start of the term in which the clinical rotations occur. Once the campus clearance has been granted, students may not allow any requirement to expire or become outdated during the upcoming term. (NOTE: Some clinical partners may require additional clearance time. Those requirements will be communicated to the students by the campus.) It is the responsibility of the student to submit all documentation *prior* to the deadline to allow time for CastleBranch to review and approve the documents. A typical turnaround is three (3) days but cannot be guaranteed.

On occasion, there may be circumstances which require a campus to use a different or an additional electronic database. In these instances, students are required to follow the appropriate procedures as stipulated by the campus to maintain clinical compliance.

2. Cleared Background Check

The applicant must pass a criminal background check upon enrollment consisting of federal, state and specialty agencies per school policy, State Board of Nursing rules and regulations, various accrediting body requirements and the terms of the clinical affiliation agreements. Students must maintain a clear criminal background while enrolled in the nursing program.

If there is a change to the criminal background status, it must be reported to the Dean, in writing, within 24 hours of the occurrence. This includes new citations and charges regardless of the pending or final adjudication. Anyone who fails to report a new citation or charge may be dismissed from the nursing program. The conviction of certain criminal offences may prevent an applicant from participating in clinical experiences and bar eligibility for students to acquire the professional licensure required to work in the nursing field. Any positive results will be reviewed by the administration to determine future eligibility for NCLEX testing and professional employment while abiding by the compliance and accreditation standards of the program.

Students must submit to a background check upon entry into the nursing program, at any point as requested by a clinical facility, and as part of the NCLEX registration process at the end of the program. If there is a lapse in enrollment due to circumstances such as withdrawal, drop, failure, leave of absence, injury, or illness, the student will be required to repeat the background check at their own expense to be considered for re-entry.

3. Negative Drug Screen

The student applicant must pass a drug screen upon enrollment, which will be valid while the student is in good standing with the program. If there is a lapse in enrollment due to circumstances such as withdrawal, drop, failure, leave of absence, injury, or illness, the student will be required to repeat the drug screen at

their own expense at a collection center designated by the school to re-enter the program. There may be requirements from clinical partners throughout the program to perform additional testing before being allowed to attend clinical at their location.

Inconclusive test results, including a dilute and/or insufficient sample, will require the applicant to be retested within 24 hours at their own expense at a collection center designated by the school. A second inconclusive test result, to include a dilute and/or insufficient sample will be considered a positive result. The student applicant will not be granted admission or re-entry into the program with a positive, insufficient, diluted, or inconclusive test result.

Random drug and alcohol testing may be done throughout the program. Failure to comply, or the inability to provide an immediate alcohol sobriety test or a sample within one (1) hour of the requested random drug test may result in dismissal. The student may be dropped from the program.

See the Alcohol, Tobacco, Drug Abuse, and Testing Policy for additional details and processes.

4. Current AHA BLS CPR Card

Basic Life Support (BLS) for Healthcare Providers CPR certification by the American Heart Association (AHA) must always remain current for students. The student file must always contain a current, signed copy of the AHA BLS CPR card. Students are required to always have their CPR card with them during class, laboratory, simulation, and clinical activities. If the CPR card is allowed to expire, the student may not participate in any clinical activities until the card is renewed. Per the Attendance Policy, missed clinical experiences will be considered an unexcused absence and the student could be charged for make-ups or dropped from the class(es). All AHA BLS CPR certification classes must contain an in-person skills component that is completed at a local AHA approved training center. No fully online certifications will be accepted. Other types of CPR certifications or curriculum outside of American Heart Association will not be accepted.

5. Current Physical Exam

Nursing students must be able to perform a number of physical and cognitive activities in the classroom, clinicals, simulation and lab. All students must submit a current physical exam, less than 365 days old at the time of enrollment, signed by a valid healthcare practitioner, demonstrating that they are free from any communicable disease or health impairment that could be a potential risk to patients or impede their ability to perform regular clinical duties. Each individual will be cleared based on the information provided. Physicals may need to be updated periodically to maintain compliance standards set by the clinical partners.

Students must report any changes in medication, physical or mental health to the nursing program director within 24 hours. Reporting must be done prior to participating in any class, clinical, lab or simulation experience. Students may not attend clinical while taking any medication or undergoing any medical treatment which may alter their perception or ability to provide safe patient care. It is the responsibility of the nursing program director to make the final decision as to the student's ability to

participate in class, clinical, lab or simulation activities. Failure to report a change in medication, medical or mental health conditions may result in the student being dropped from the nursing program (see the Alcohol, Tobacco, Drug Abuse, and Testing Policy for additional details).

An *Immunization and Health Clearance Form* may be provided by the campus as a courtesy to the student since some healthcare practitioners require an official form to fill out. Physicals and medical documentation will be accepted in the format chosen by the healthcare practitioner if they chose not to use the form. Please note, however, that some clinical partners require their own paperwork to be filled out.

Physicals must be performed in person. No online or telehealth exams will be accepted.

6. Health Insurance

Anyone entering a nursing program must be aware that they may be exposed to infectious diseases, injury and the inherent risks associated with clinical activities. It is strongly suggested that students maintain a personal health insurance policy throughout the duration of their program to cover emergency care and the associated risks of the nursing program. Education Affiliates (EA), its subsidiaries, and their affiliated clinical sites are not responsible for expenses related to student illness or injury incurred during the nursing program except in states where worker's compensation insurance for students is required by law. All students must sign the Medical Expense, Background and Risk Waiver Acknowledgement and Agreement acknowledging that they are responsible for any charges related to illness or injury, no matter if they carry insurance.

Clinical sites may require that students show proof of health insurance to participate in clinical experiences at their facility. Students will not be allowed to participate in clinicals at such facilities and may be dropped from the program if equivalent experiences cannot be arranged. Per the Attendance Policy, missed clinical experiences may be considered an unexcused absence and the student could be charged for make-ups or dropped from the program.

7. Immunizations

Immunization requirements are generally based on the current recommendations from the Center for Disease Control (CDC) for health-care workers and the Advisory Committee on Immunization Practices (ACIP). Clinical agencies may have additional health clearance and immunization requirements beyond the current recommendations outlined by the CDC, ACIP, or EA's policy. EA's standardized immunization policy reserves the right to require additional healthcare clearance assessments, documentation, immunizations, and serology testing at any point throughout enrollment in the nursing program.

In addition, immunizations and health requirements may change without notice. Students may be required to provide verifiable documentation of their ability to meet new requirements. Individuals will be responsible for the cost of any additional requirements. Failure to meet these requirements may result in the inability to progress in the nursing program. Students are not permitted to participate in any clinical experiences if their immunizations, health clearances and requirements do not meet the standards

outlined in this policy or those required by specific clinical partners, accreditors, or government agencies. When there is a discrepancy between EA's policy and the clinical site's policy, the stricter of the two requirements will prevail.

The immunization requirements are meant to protect students, employees of the clinical site and their patients. While EA has set minimum standards based on the requirements of our clinical partners, it is up to the student and instructor to monitor their own health risks and make their own decisions to increase their protection if they are not sure of their level of protection. For example, receiving a booster immunization (as approved by a healthcare practitioner) or having titers performed rather than relying on dated immunizations from childhood can ensure immunity to many communicable diseases.

An *Immunization and Health Clearance Form* may be provided by the campus as a courtesy to the student since some healthcare practitioners require an official form to fill out. Physicals and medical documentation will be accepted in the format chosen by the healthcare practitioner if they chose not to use the form. Please note, however, that some clinical partners require their own paperwork to be filled out.

A. Hep B/HBV (Hepatitis B)

- A series of three (3) Hep B vaccines must be completed with documentation from a healthcare provider. If the HEPLISAV-B vaccine is used, documentation of two (2) doses must be provided. The series is relevant if completed during adolescence.
- For students who have not previously completed the immunization series, proof of receiving the first vaccination within the first 14 days of admission is required to stay on schedule for future clinical rotations. The second vaccination is to be given one (1) month after receiving the first dose. The third vaccination is to be given approximately five (5) months after the second dose.
- If the HEPLISAV-B vaccine is used, two (2) doses, four (4) weeks apart, must be documented.
- Students may also submit positive serologic titer results if previous immunization records are not available. If titer results are "negative" or "equivocal," indicating deficient immunity, the series will need to be completed as outlined above or as directed by the healthcare provider.
- For non-responders or for those who have not yet fully completed the series of Hep B vaccinations, the individual should be considered susceptible to HBV and should be counseled regarding precautions and prevention methods to reduce exposure. Individuals may need to obtain HBIG prophylaxis for any known or probable exposure to hepatitis B (HBsAg) surface antigen positive blood.
- For all non-responders, individuals exempt from Hep B vaccination based on a valid healthcare provider's recommendation, or any student or clinical instructor who has not yet

completed the series, a vaccination waiver provided by the school must be on file in the student or faculty records. Students assume all risk and expenses associated with potential exposure during a clinical experience. Expense may also include testing of the source patient in the event of exposure.

B. MMR (Measles, Mumps, and Rubella)

- Students are required to submit proof of a two (2) dose MMR vaccination series, traditionally given on or after the first birthday, separated by at least 28 days.
- Individuals may also submit proof of immunity against measles, mumps, and rubella through serologic titer testing.
- If serology results indicate that the student is not immune or indicate "indeterminate" or "equivocal," an MMR booster with documentation is required.

C. Varicella (Chickenpox)

- Student must submit proof of a two (2) dose varicella vaccine series at least 28 days apart.
- Individuals may also provide documentation of a diagnosis or verified history from a healthcare provider.
- Immunity against varicella may also be shown through a serologic titer and proper documentation.
- If serology results indicate the individual is not immune, "indeterminate," or "equivocal," a varicella booster with documentation is required.

D. Tdap (Tetanus, Diphtheria, Pertussis)

- Students must provide proof of vaccination for tetanus, diphtheria, and pertussis by way of a Tdap vaccine within the past ten (10) years. A one-time dose of Tdap is required for all individuals who have not previously received a Tdap or who's vaccination was more than ten (10) years ago. A Tdap booster should be documented every ten (10) years thereafter.
- A Td vaccine will not be accepted as it does not protect against pertussis.

E. Seasonal Influenza (Flu)

- Students must provide evidence of one (1) dose of the current season influenza vaccine, received annually during the August-March flu season.
- FluMist is not accepted.

F. Tuberculosis (TB)

- Students are not permitted to practice in any clinical, laboratory, simulation, or classroom activities with active or suspected tuberculosis (TB) disease. All students are required to undergo annual TB screening by way of a PPD TST (Purified Protein Derivative Tuberculin Skin Test).
- For students with no history of previous tuberculin skin testing (TST) or a prior test was more than 365 days ago, an initial, negative PPD two-step TST is required.

Initial PPD two-step TST

1. Step #1 – The first TST is placed and then read within 48-72 hours. Results must be “negative.”
 2. Step #2 - A second TST is placed 7 to 21 days after the first test, and then read within 48-72 hours. Results must be “negative.”
 3. An annual one-step (see below) TST is needed thereafter.
- For students with a negative, annual TST that was performed between 91 and 364 days ago, a negative PPD one-step TST is required to enter the program.

PPD One-step TST

2. Step #1 – The TST is placed and then read within 48-72 hours. Results must be “negative.”
 3. An annual one-step TST is needed thereafter.
- Students with a current, annual, negative TST that was performed within the last 90 days and who provide evidence by documentation are permitted to enter the program with no further TB testing requirements.
 - If an annual TST is read as a new positive, documentation of a negative chest x-ray stating, "no evidence of active pulmonary disease" AND a TB screening report stating “negative for signs or symptoms of TB” must be provided. The student will not be permitted to participate in clinical, class, simulation or lab experiences until this requirement is satisfied and health clearance has been provided by an appropriately credentialed healthcare provider in the management of pulmonary and/or tuberculosis disease.
 - For individuals with a history of a positive TST, a chest x-ray that is less than five (5) years old showing “no evidence of active pulmonary disease” must be submitted. A repeat or annual chest x-ray is not required unless a screening report or symptoms suggest further evaluation. An annual TST is not required for previously TB positive individuals.
 - Individuals with history of a Bacilli Calmette-Guerin (BCG) vaccination must provide documented evidence of a negative chest x-ray not more than five (5) years old that shows "no evidence of active pulmonary disease."
 - A negative QuantiFERON-TB Gold test (QFT-G), T-SPOT TB Test or other Food and Drug Administration (FDA) approved TB blood test (IGRAs) may be accepted in place of a TST or chest x-ray. Negative results must be within 90 days prior to enrollment in the nursing program. All IGRA tests must be updated annually.
 - Students who have a positive TST, a positive or indeterminate QuantiFERON-TB Gold test (QFT-G), a positive or indeterminate T-SPOT TB Test, or other FDA approved blood test (IGRA), or show pulmonary disease on a chest x-ray will not be permitted to participate in clinical, classroom,

simulation or lab experiences until cleared by an appropriately credentialed healthcare provider in the management of pulmonary and/or tuberculosis disease.

8. Pregnancy

It is EA's intent to protect the mother and unborn child from harm while in the nursing program. However, to comply with obligations under federal and state laws, EA must work in a good-faith, cooperative manner with the student by engaging in an interactive process to understand what limitations she might have. The school must provide reasonable academic adjustments, accommodations, or related services during the pregnancy. Please refer to the Pregnancy Policy for additional details.

9. Illness, Injury and Medical Conditions

Students and clinical instructors are not to enter any clinical or school facility with contagious illnesses or medical conditions that could jeopardize the health and wellbeing of those around them. A student must consult with the clinical instructor if an illness, medical condition, or an injury is present *prior* to entering the clinical or school facility.

Failure to follow these regulations may result in disciplinary action up to and including dismissal from the program.

10. Medical Release

The school and its clinical agencies reserve the right to request a medical release from a health care provider if an identified condition, illness and/or injury may cause a potential health or safety risk to the student, clinical patient, faculty member, or others. Additional health clearance documentation may be required at the individual's expense, including the *Functional Abilities Change in Health Status* form.

Students may be asked to have a healthcare practitioner complete the *Functional Abilities Change in Health Status* form on their behalf if they are currently enrolled or are re-entering the program after an injury, an illness, or a medical condition.

Examples of medical issues include, but are not limited to:

- limitations required after surgery or an accident,
- illness,
- immunosuppression,
- back injury,
- behavioral health,
- change in medication.

11. Compliance and Violations

Students are required to always maintain compliance with the *Clinical Requirements Policy*. Failure to complete the required vaccinations and serology testing and provide documentation in a timely manner will result in unexcused absences. An unexcused absence as defined by the *Attendance Policy* and could incur significant fees for make-up opportunities. Students are not guaranteed make-up hours as clinical

availability depends on the clinical partners. Failure to successfully complete all clinical hours will result in failure of the course, potentially leading to program dismissal.

Failure to follow all rules and regulations may result in course failure or program dismissal for students.

12. Waivers

A *Student Immunization Waiver* provided by the school is permitted with documentation from a healthcare provider explaining the medical reason the individual cannot tolerate a specific immunization. The clinical site will make the final determination if the medical waiver is accepted.

A *Student Request for a Religious Exemption* form will be reviewed on a case-by-case basis by the appropriate individual or group of people. These could be individuals from the school, the clinical site, or both. The clinical site will make the final decision to accept or deny the student based on the information provided in the waiver.

The campus will make a reasonable attempt to reassign the student to a new clinical location, but clinical placement is not guaranteed for students who are denied a religious or medical exemption. If a new clinical assignment cannot be made, the student will fail the course and cannot progress in the program until all requirements are met.

No other waivers or exemptions will be accepted.

13. Reserved Rights

Education Affiliates reserves the right to change, modify, replace, or terminate this policy at any time, upon notice to students, staff, and clinical partners.

Vaccination/Screening	Requirement Summaries
<p>Hep B/HBV (Hepatitis B)</p>	<ol style="list-style-type: none"> 1. Proof of a 3-dose series (doses at 0, 1, and 6 months) OR 2. Proof of the HEPLISAV-B vaccine 2-dose series (4 weeks apart) OR 3. Serologic proof of immunity OR 4. Proof of a booster if the titer is negative, indeterminate, or equivocal OR 5. Documentation as a non-responder OR 6. Documentation that the series is underway and on track as described above OR 7. Waiver provided by the school with medical documentation attached from a healthcare provider describing why the individual cannot complete the series
<p>MMR (Measles, Mumps, Rubella)</p>	<ol style="list-style-type: none"> 1. Proof of 2-dose series given at least 28 days apart OR 2. Serologic proof of immunity OR 3. Proof of a booster if the titer is negative, indeterminate, or equivocal OR 4. Waiver provided by the school with medical documentation attached from a healthcare provider describing why the individual cannot complete the series
<p>Varicella (Chickenpox)</p>	<ol style="list-style-type: none"> 1. Serologic proof of immunity OR 2. Laboratory confirmation of disease OR 3. Documentation of a diagnosis or verified history of varicella from a healthcare provider OR 4. Proof of 2-dose series given at least 28 days apart OR 5. Proof of a booster if the titer is negative, indeterminate, or equivocal OR 6. Waiver provided by the school with medical documentation attached from a healthcare provider describing why the individual cannot complete the series
<p>Tdap (Tetanus, Diphtheria, Pertussis)</p>	<ol style="list-style-type: none"> 1. Tdap within the last 10 years OR 2. Waiver provided by the school with medical documentation attached from a healthcare provider describing why the individual cannot complete the vaccine
<p>Flu (Influenza)</p>	<ol style="list-style-type: none"> 1. Seasonal vaccine required annually during the September-March flu season OR 2. Waiver provided by the school with medical documentation attached from a healthcare provider describing why the individual cannot complete the vaccine
<p>PPD TST (Tuberculosis) (Purified Protein Derivative Tuberculin Skin Testing)</p>	<ol style="list-style-type: none"> 1. If no history of previous annual TB testing, an initial 2-step PPD skin test OR 2. If previous annual tests AND current testing documentation can be provided, only a 1-step within the last 90 days is required for new students OR 3. Annual PPD skin test for all previously enrolled students OR 4. An annual, negative QuantiFERON-TB Gold test (QFT-G), T-SPOT TB Test, or other Food and Drug Administration (FDA) approved TB blood test (IGRA) <p>For students with a positive TB skin test or IGRA test:</p> <ol style="list-style-type: none"> 5. A negative chest x-ray AND a negative TB screening report from a healthcare provider if it is a "new" positive TST or IGRA OR 6. A negative chest x-ray within the last 5 years for those with a history of a BCG vaccination or a positive TST or IGRA
<p>CPR</p>	<ol style="list-style-type: none"> 1. Valid AHA BLS CPR card (American Heart Association Basic Life Support for Healthcare Providers Cardiopulmonary Resuscitation card)
<p>Physical</p>	<ol style="list-style-type: none"> 1. Annually, in person, performed by a healthcare provider stating the student is fit for practice
<p>Background</p>	<ol style="list-style-type: none"> 1. Cleared check performed at enrollment - must remain clear throughout the program
<p>Drug Screen</p>	<ol style="list-style-type: none"> 1. Negative screening performed at enrollment and randomly throughout the program

APPENDIX L

Medical Clearance Acknowledgement Form

Indicate your understanding and acceptance by initialing each of the following statements.

_____ CastleBranch, or a similar database, is used to maintain my student health file. These files are used by our clinical partners to issue clinical clearances. Accreditation standards for the school and for the clinical site dictate the need for medical files and clearances prior to my participation in a clinical setting.

_____ It is my responsibility to upload all medical documents to CastleBranch, or a similar database, and to always maintain clinical compliance.

_____ Castlebranch will notify me of expiring and/or missing documentation by email. It is my responsibility to submit the required documentation to CB immediately to avoid unexcused clinical absences and their associated make-up fees.

_____ Castlebranch, or a similar database, has a minimum of a three (3) day turnaround to review and potentially approve a new document. If my document has not been approved by the start of the next clinical day, I will be removed from the clinical roster until I regain compliance.

_____ The *Immunization and Health Clearance Form* is provided as a courtesy. The use of this specific document is not a requirement if all information requested is provided in an alternate format approved by the campus, and all requirements are met as stated in the Clinical Requirements Policy.

_____ The *Immunization and Health Clearance Form*, or the equivalent information, needs to be completed with information from me and from my healthcare provider and submitted by the deadline required by the program. If the information is not submitted by the stated deadline, or required information is missing, I will not be eligible to attend clinical rotations. Failure to attend clinical will result in course failure and potential dismissal from the program.

_____ Clinical make-up time is not guaranteed and could incur significant fees to schedule as outlined in the Attendance Policy. This could result in a failing grade and/or dismissal from the program.

Signature

Printed Name

Date

APPENDIX M

Clinical Math Competency and Testing Policy

Objective

The Clinical Math Competency and Testing Policy defines the testing process for all nursing students to ensure their math and dosage calculation proficiency is sufficient to pass medication properly and safely in a clinical setting.

Students must pass a dosage calculation test before administering medication in a clinical setting under the supervision of their instructor as stipulated by the Medication Administration Policy. If the student is unable to pass the dosage calculation test by the third attempt or the third week of term, whichever comes first, they will fail the clinical component through their inability to demonstrate “mastery” of all clinical objectives. The student will fail the course and immediately be withdrawn from all course components to avoid early exposure to its content. This will count as a course failure.

Procedure

Students are required to take a dosage calculation test for every course where a clinical component is present. If there are multiple courses with a clinical component during the same term, each course requires a successful dosage calculation test. The rationale for dosage calculation tests in every term is to facilitate the students' retention of the mathematical concepts.

1. Dosage calculation tests will:
 - have ten (10) questions.
 - cover all routes of medication administration applicable to the course including oral (tablet, capsule, liquid), parenteral, IV (drip and flow rates), and weight-based calculations.
 - be appropriate to the course level and content.
 - allow students a maximum of twenty (20) minutes to complete the test.
 - be the work of the individual student without assistance from any outside resource. Students are subject to the academic integrity standards as outlined in the Student Handbook. Cheating will result in disciplinary action and an automatic test failure.
2. The dosage calculation test will be administered in person at the campus with a proctor within the first week of the term. The campus will determine the best opportunity for each cohort to take the test including students in online courses. It may be during lab, clinical orientation, didactic or a time set up specifically for dosage calculation testing. Because of this flexibility, the campus may decide who proctors the test.
3. The dosage calculation test must be passed within the first three (3) weeks of the term.
4. Students must achieve 100% on each course test. In the case of failure, students may be given up to two (2) additional attempts to pass, for three (3) attempts total. A different test version will be given with each attempt.

5. The test is not a recorded grade, but rather a “pass/fail” assignment.
6. Students will be given an individualized remediation plan that targets their weak area(s) and will include remediation for all missed answers. The plan may also include similar math questions from an approved student resource such as a textbook, and/or requirements to attend skills lab or math tutoring with an assigned faculty or staff member. The remediation plan must be successfully completed prior to the next testing opportunity.
7. The campus will select a person or people to be responsible for coordinating the remediation process, such as the Academic Success Coach, the Lab Manager, the didactic course lead, or other faculty or staff. This will include tracking and documenting the remediation process, assigning remediation mentors to students, and communicating with clinical and didactic faculty regarding the student’s dosage calculation test status. The coordinator may assign the specific remediation duties to any faculty or staff that volunteers or is chosen by the campus. The student and remediation mentor are responsible for setting up their own meeting times and scheduling and completing all dosage calculation tests within the first three (3) weeks of the term.
8. Students who do not show proficiency in dosage calculation by their third (3rd) testing attempt or by the end of the third (3rd) week of the term, whichever comes first, will be unable to pass medications thereby failing the clinical component of the course. The student will receive an overall course grade of “F” and immediately withdrawn from the course to avoid early exposure to course content. This will count as a course failure.
9. The campus will provide adequate and reasonable testing opportunities within the first three (3) weeks. It is up to the student to make time and accommodations to take the test.
10. Students may attend their scheduled clinical rotations until the dosage calculation test is passed, but they may NOT pass medication.
11. Students who meet the maximum course failure limit due to the failure of all three (3) dosage calculation exam attempts will be granted the opportunity for readmission into a successive term only after they have completed the remediation plan. Readmission will be decided based on standard reentry requirements as noted in the Nursing Appeal for Reentry After Program Dismissal Policy.
12. Education Affiliates reserves the right to change, modify, replace, or terminate this Policy, at any time, upon notice to students and staff.

APPENDIX N

Simulation Guidelines for the Associate Degree in Nursing Program

Rationale

Simulation-based learning experiences (SBE) are an integral part of the nursing curriculum. Simulation provides an opportunity for students to test their knowledge and practice skills in a safe and risk-free environment. Simulation-based learning experiences enhance student learning outcomes by narrowing the gap between knowing and doing.

Policy

Fortis College's nursing program incorporates the *Healthcare Simulation Standards of Best Practice* in all simulation-based learning experiences. The Fortis Nursing Simulation program also aligns with the *NLN/Jefferies Simulation Theory*, the *NCSBN Simulation Guidelines for Prelicensure Nursing Programs*, and the State Board of Nursing guidelines on the use of simulation. All SBE's will align with the nursing program, course objectives, and student learning outcomes.

Courses that may include simulation are: NUR104 Foundations of Nursing, NUR201 Medical-Surgical I, NUR202 Maternal-Newborn, NUR203 Pediatrics, NUR208 Mental Health, NUR209 Medical-Surgical II, and NUR210 Transition to Practice-Capstone. Refer to the Nursing Program Curriculum for required hours per course.

Procedure

The Simulation coordinator will manage, oversee, and implement Simulation-based learning experiences across the nursing curriculum. Incorporating the *Healthcare Simulation Standards of Best Practice*, most SBE's are three hours in length. The simulated experience will include a pre-brief and briefing, the simulated clinical experience, and a debriefing.

The simulated clinical experience will consist of a high-fidelity and/or mid-fidelity manikin using standard simulation scenarios. Refer to the Simulation Manual and Course Curriculum for scheduling and scenario selection per course.

Students must adhere to the dress code policy in its entirety during simulation lab. Students will be held accountable for following the rules including punctuality, attendance, professional behavior, proper uniform, and the use of electronic devices as indicated in the Student Handbook.

Purpose

To ensure that the nursing program provides quality and meaningful SBE's in all courses as outlined in the curriculum. The objective of simulation is to improve future performance.

APPENDIX O

Simulation Competency Preparation Policy for the Associate Degree in Nursing Program

Purpose

To prepare students for successful completion of the simulation competency. Preparation includes scheduled simulation-based learning experiences (SBE's), open simulation practice, individual instructor feedback, and additional learning resources to enhance their skills and knowledge.

Policy

NUR210 Transition to Practice consists of required hours of SBE's as indicated in the Program Curriculum to prepare the student for the final simulation competency. Only scenarios used during the scheduled SBE's will be used in the competency.

Procedure

Students will complete the required SBE's prior to the competency check off. The simulation coordinator will randomly select from those scenarios for the competency.

Students will receive the grading rubric the first week of simulation. Additional resources may include power point presentations specific to the competency and recorded videos demonstrating sterile procedures, head to toe physical assessment, medication administration, and critical thinking.

Open simulation hours should be posted with a sign in sheet. The Simulation Coordinator or designated faculty member will keep track of student practice hours. It is the responsibility of each student to take advantage of practice time and to self-identify areas of weakness.

Competency checkoffs will be scheduled after the required simulation hours have been met. Refer to Program Curriculum and Simulation Competency Manual for scheduling competencies.

Rationale

To ensure that Fortis nursing students receive the resources and opportunities to practice with instructor feedback to successfully demonstrate safe and competent nursing practice via successful completion of the simulation competency.

APPENDIX P

Simulation Competency Evaluation: Grading Policy for the Associate Degree Nursing Program

Purpose

Simulation Competency Evaluation Guidelines are intended to ensure fair and accurate evaluations of simulation competencies according to the rubric.

Policy

Simulation competency is included in NUR210 Transitions to Practice. Students will have two attempts to successfully complete the simulation competency. Failure to successfully complete the competency will result in failure of the course.

Procedure

Students who do not achieve a minimum score of 78% or who have an automatic failure in the first attempt must repeat the entire competency. Students who received an automatic failure for breaking sterile field and achieved a score of 78% or higher may only have to repeat the sterile procedure. This only applies to first attempts. Repeating the sterile procedure will be considered their second attempt. If a student broke sterile field and did not achieve a score of 78% on the first attempt, they must redo the entire competency.

If a student is not successful on the second attempt, they will fail the course.

Each student will be evaluated by two faculty members, which may include the simulation coordinator. Should there be a discrepancy between evaluations, a third faculty member will complete an evaluation. The Simulation Coordinator and/or the Dean of Nursing will make a final decision if necessary. All simulation competency encounters will be recorded.

Rationale

To ensure that Fortis nursing graduates are competent and safe to practice nursing in a variety of healthcare settings.

APPENDIX Q

Simulation Competency Policy for the Associate Degree in Nursing Program

Purpose

Evaluate students for basic competency in the areas of patient safety, medication administration, assessment skills, sterile procedures, and critical thinking.

Policy

NUR210 Transition to Practice students must demonstrate competency in patient care to successfully pass the course. Students will have two attempts.

Procedure

Phase 1- The student will be given a simulated patient chart to review and receive orientation to the environment. Prior to beginning the simulated encounter, the student will be given a written SBAR patient report.

Phase 2-The student will have sixty minutes to complete the simulation. If a student is in the middle of a procedure, they will be granted up to an additional 5 minutes to complete the task.

Phase 3- The student will complete their documentation to include the physical assessment, medication administration record, and written provider orders. After the documentation is completed, the simulation coordinator will debrief with the student if they have any questions. A final grade determination will not be given at this time. The simulation coordinator can inform the student of an obvious automatic failure during the first attempt. Competency simulations will be recorded.

The evaluation process must be completed within three business days. Each student will be evaluated by two faculty members. Faculty can complete the evaluation live or by viewing the recorded encounter.

Rationale

To ensure that Fortis nursing graduates are competent and safe to practice nursing in a variety of healthcare settings.

APPENDIX R

Clinical Skills Lab Policy for the Associate Degree in Nursing Program

Purpose

The clinical skills lab will provide nursing students with hands-on instruction and opportunities for practice of individual skills to gain basic competencies appropriate to student level of learning.

Policy

Students must meet the requirements for Skills Lab as outlined in the course syllabus and program curriculum. The following courses include a skills lab component: ADN Program-NUR101 Health Assessment, NUR104 Foundations of Nursing, and NUR201 Medical-Surgical I. The faculty to student ratio should not exceed 1:10.

Procedure

Students will meet weekly to complete the required hours as outlined in the Nursing Program Curriculum. Students will receive a schedule prior to the beginning of the quarter. One hundred percent of the required hours must be met to successfully complete the course. Refer to the Student Handbook for requirements of make-up time.

Students must adhere to the dress code policy in its entirety during skills lab. Students will be held accountable for following the rules of Skills Lab including punctuality, attendance, professional behavior, proper uniform, and the use of electronic devices.

A course outline will be posted in Canvas under the course Experiential shell. Required resources will also be available under Student Resources. Students will receive instruction in individual skills and the opportunity to practice in a controlled environment. Pre-identified skills will require a final check-off.

Open skills lab practice time should be posted every quarter. Equipment and supplies will be available to students.

Students will check off individually on the required skills as outlined in the syllabus. They will have two attempts to demonstrate basic competency in that skill. Failure to do so may result in failure of the course.

Rationale

Provide students with hands-on instruction in nursing skills to enhance their knowledge and performance while promoting safe nursing practice.

APPENDIX S

Clinical Skills Lab and Simulation Lab Evaluations Policy for the Associate Degree in Nursing Program

Purpose

To assess and evaluate students' progress towards achieving the desired outcomes related to individual nursing skills and patient interaction in simulation and clinical skills lab across the curriculum. The evaluation process allows instructors to identify and close gaps in knowledge, skills, and attitudes to improve future performance.

Policy

Multiple evaluation modalities will be used throughout the program curriculum that are appropriate to the learning level of the students and skills in all clinical skills lab and simulation-based experiences. Formative, summative, and high-stakes evaluations are used at various times throughout the curriculum to evaluate student learning and competency as indicated in each course syllabus.

Procedure

Formative evaluation is used in each simulation encounter during the debriefing process. Fortis nursing program will adhere to the Healthcare Simulation Standards of Best Practice: Debriefing with all Simulation-based experiences (SBE). The faculty will complete daily evaluations of the students' ongoing progress and improvement in performance. Faculty will meet with students at mid-term and end of term to review evaluations.

Summative evaluations are used in Skills Lab as students demonstrate competency with identified skills using a skills rubric as outlined in the course syllabus. Failure to demonstrate competency after two attempts may result in failure of the course.

High-stakes evaluations are used in the NUR210 Transition to Practice - Capstone course. Students must complete a Simulation competency and achieve the desired score based on a grading rubric. Failure to demonstrate competency after two attempts will result in failure of the course.

Rationale

Effective and reliable evaluation tools ensure students can demonstrate basic competency in the desired skill, simulation encounter, and simulation competency. Student demonstration of competency in skills prepares them to enter the clinical setting.

APPENDIX T

Library Resources Available from the LRC

The LRC is a library that serves all programs and has a variety of resources and services to help with papers and projects. If you have questions, please contact the local Librarian, or ask us via the online reference service on LibGuides.

On the LRC website you can find:

- Access to campus LRC information
- APA resources
- Subject guides
- Online reference services
- Full-text searchable journals (LIRN), eBooks, and Interactive Anatomy web-based program
- <http://libguides.yourlrc.info>

Do you need...

- Help from a Librarian? We are available in-person and online to assist. <https://libguides.yourlrc.info/AskALibrarian>
- Help with APA format? <https://libguides.yourlrc.info/APA>
- Full text-peer reviewed articles? <http://libguides.yourlrc.info/lirn>
- Help with Anatomy? <http://libguides.yourlrc.info/lirn> Gale Interactive: Human Anatomy

What online resources are provided by the LRC?

We have over 100 electronic resources available! But do not worry, we can help pick the one you need. <https://libguides.yourlrc.info/AskALibrarian>

Select online resources available include:

- ProQuest Nursing & Allied Health
- ProQuest Psychology - Full-text psychology journals
- Gale OneFile: Nursing and Allied Health
- ProQuest Health and Medical Collection
- Credo Reference
- Nursing Video Collection
- Gale Interactive: Human Anatomy
- Gale Interactive Science: Chemistry
- Gale Health & Wellness Resource Center
- Full Text Journals@Ovid
- R2 Digital Library healthcare eBook collection
- Ovid Multimedia
- Merck Manual: Professional Edition

Do not forget to check out the LRC print collection! There are many books available to help complete your assignments.

APPENDIX U

Confidentiality Agreement and Consent to Video Release for Simulation and Lab

During your participation in simulated clinical experiences, skills lab session experiences, and all associated didactic instruction (collectively, "Education Experiences") at Fortis College (owned by Education Affiliates, Inc.) you will be both an active participant and an observer in simulated and skill session scenarios in the Education Affiliates Simulation Center ("EASC").

By signing this Confidentiality Agreement and Release, you understand and agree to the following:

1. To maintain strict confidentiality regarding all aspects of the Education Experiences, including but not limited to, the content of the Education Experiences, the performance of you or others involved in the Education Experiences, or the instruction provided prior, during or after the Education Experiences which is in any way related to those experiences. The only exception to this strict confidentiality is that you may discuss the Education Experiences, including specific scenarios within those Education Experiences, with classmates, faculty and staff of Fortis College during the debriefing or review sessions of the Educational Experiences.
2. As further explanation, and without limitation of the above, you will not: (i) discuss the Education Experiences outside of the debriefing, or any part of them, with any student or other person; or (ii) publish or write about, or otherwise communicate about, in writing or otherwise, the Education Experiences, with or to any other parties, or any other source, such as any form of social media or any website publication, at any time.
3. To grant Fortis College and Education Affiliates, Inc. permission to record you, your voice and likeness, and your participation in the Education Experiences, and to use those recordings for all educational or training purposes deemed appropriate by Fortis College or Education Affiliates, Inc., which may include but is not limited to the training or education of other students or faculty, or the review by other faculty, without payment or other consideration to you.
4. That the recordings will become the property of Fortis College and Education Affiliates, Inc.
5. That a breach of this Confidentiality Agreement and Release may subject you to discipline under Fortis College policies, or further legal action for copyright or other violations.

Printed Name _____

Signature _____ Date _____

APPENDIX V

Statement of Confidentiality

Nurses are bound by a code of ethics which commits them to a nonjudgmental attitude, honesty, protection of confidentiality, and to the right to privacy of a patient. Patients often confide highly personal information to nurses and student nurses and trust that this information will not be divulged to those not involved in their care. In recognition of this, students in the Fortis College nursing program recognize the importance of, and agree to abide by, the following conditions:

- Patient names are never used when writing nursing care plans, notes, or other documents required for school or clinical preparation.
- Photocopying of any part of the patient's record is never allowed.
- Looking at patient records is restricted to only those patients under your care.
- Any information regarding a patient's diagnosis, condition, treatment, financial, or personal status must be held in confidence except when being discussed with others involved in the care of that patient.
- Discussion regarding any aspect of patient care is not to be held in any public place (e.g., elevators, restrooms, or the cafeteria).
- Discussion regarding a patient in a classroom setting must be limited to pertinent facts and done without using names. Students listening to a classroom discussion about this patient are bound by the standards of confidentiality and are not to discuss this information outside of the classroom setting.
- Theory examinations, clinical skills, and other testing situations are considered confidential. Details of these examinations are not to be discussed or shared with others.

I affirm my understanding and commitment to uphold the principles outlined in this statement of confidentiality.

Signature

Date

Printed name

APPENDIX W

HIPAA Confidentiality

All those in healthcare must comply with the federal regulations of The Administration Simplification Subtitle of the Health Insurance Portability & Accountability Act of 1996 (HIPAA). This act requires that individually identifiable patient information be disclosed on a need-to-know basis only. Care must be taken to minimize incidental exposures and must disclose only minimal amounts of information necessary to accomplish the task. The minimum disclosure standard, however, does not apply to requests for information by a healthcare provider for treatment purposes. For example, if one must administer a medication, they will have full access to the medical record. This is covered by the patient's consent for treatment.

To protect patient privacy, all personally identifying information must be removed from student papers, such as care plans and case studies. This includes the patient's name, initials, address, phone number, fax number, social security number, or any other information used to specifically identify the patient. Student papers may not be copied for careless circulation and handling. These written documents containing private health information (PHI) must be either carefully stored or shredded to prevent the circulation of confidential patient information. Confidentiality and privacy also extend to oral communications which go beyond the need-to-know basis for treatment and educational purposes.

Discussing patient information is always inappropriate when it is not directly related to patient care or an assigned learning activity. Students should not communicate any identifying patient information in any personal, social, or public setting. Communication such as discussions with family, friends, peers, or classmates outside of a Fortis College setting is prohibited. This includes all electronic, written, and verbal communication.

Clinical agencies are also mandated to follow HIPAA regulations. Students must meet all clinical agency requirements as part of the clinical affiliation contract.

HIPAA is a federal law. Penalties for wrongful disclosure range from fines to imprisonment and dismissal from the nursing program.

I have read and understand the HIPAA regulations as they apply to patient privacy.

Print Name

Signature

Date

APPENDIX X

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule Posttest

Name: _____ Date: _____

Program: _____ Term: _____

Please circle the correct answer.

1. Your brother asks you if his friend is having surgery. What should you do?
 - a. Call the information desk and find out if the friend is listed in the facility directory.
 - b. Search for the friend's name in the computer yourself.
 - c. Find a surgery schedule and look for the friend's name.
 - d. Ask the OR nurse if they have seen your brother's friend.

2. You are working in the ER and see that your neighbor has just arrived as the result of an accident. What should you do?
 - a. Contact the neighbor's husband yourself.
 - b. Do nothing and pretend you do not recognize her.
 - c. Tell an ER nurse that you know how to reach the patient's husband and offer the information if it is necessary.
 - d. Do nothing.

3. When are you free to repeat private health information that you hear on the job?
 - a. After you no longer work in the organization.
 - b. Only if you know the patient will not mind.
 - c. After the patient dies.
 - d. Only when it is necessary to do your job.

4. You see an open recycling bin full of paper. You can see patients' names, addresses, and diagnoses on the paper. What should you do?
 - a. Nothing.
 - b. Call your supervisor and the Privacy Officer so they can dispose of it properly and determine why it was there.
 - c. Read the paper and try to figure out who put it there.
 - d. None of the above

5. What question should you ask yourself before looking at patient information?
 - a. Would the patient mind if I looked at this?
 - b. Can anyone see what I am doing?
 - c. Do I need to know this to do my job?
 - d. Am I curious?
6. Which of the examples below are good work practices that protect the confidentiality of patient information?
 - a. Keeping the computer logged out of the patient information system when not in use.
 - b. Limiting the total number of visitors who can see a patient.
 - c. Pointing computer screens away from the public.
 - d. Both A and C
7. You have heard that a famous actor is scheduled for surgery at your organization. Which of the following is acceptable?
 - a. Log into the registration system to look for the actor.
 - b. Ask the OR nurses to tell you what they know.
 - c. Offer to get his autograph for your friends.
 - d. None of the above
8. Under what circumstance is it acceptable to share your login ID and password?
 - a. When your co-worker forgets their password.
 - b. When you know you can trust the person to use it correctly.
 - c. When it saves time.
 - d. Never
9. Which of the following is protected health information under HIPAA?
 - a. The patient's address
 - b. The patient's medical record number
 - c. The patient's allergies
 - d. All the above

10. Which of the following types of information do the HIPAA privacy rules protect?
- a. Patient information in electronic form.
 - b. Patient information in paper form.
 - c. Patient information communicated orally.
 - d. All the above
11. Which of the following does the HIPAA privacy rule NOT require health care organizations to do?
- a. Train members of the work force about patients' privacy rights.
 - b. Allow patients to view their medical records.
 - c. Put up soundproof barriers in waiting rooms.
 - d. Provide a Notice of Privacy Practices to patients.
12. Which of the following does the complaints section of the Notice of Privacy Practices include?
- a. The job title of the designated person for handling complaints
 - b. The person's phone number
 - c. The steps for filing a formal complaint.
 - d. All the above
13. What information about a patient who is listed in the directory can you give to someone who asks for the patient by name?
- a. Room number and the name of the doctor
 - b. General condition and prognosis
 - c. Location in the hospital and general condition
 - d. Nothing
14. What should you do if a patient complains that their privacy was violated during their stay?
- a. Notify your supervisor, the Customer Service Department, and the Privacy Officer.
 - b. Tell the patient to provide proof.
 - c. Nothing because it is not your job to handle complaints.
 - d. None of the above
15. What type of rule is HIPAA?
- a. A state law imposed only on hospitals.
 - b. A federal law imposed on all health care organizations.
 - c. A guideline set forth by the American Medical Association.
 - d. A hospital policy for a specific institution.

APPENDIX Y

Release of Information

I, _____ (student name) hereby give permission to faculty, staff and administrative officials of the school to release the education records maintained in connection with my participation in the nursing program, including but not limited to, grades, admission records, transcripts, student formative/summative clinical evaluation tools, Student Handbook and School Catalog signature acknowledgment forms, health and safety documentation forms, application forms, and any and all records pertaining to discipline, including alleged violations of the provisions of the nursing program Student Handbook and School Catalog, student disciplinary code violations, academic misconduct, and all other forms of discipline. The purpose of such disclosure is to provide the records to the school's accrediting agencies, including but not limited to, the State Board of Nursing in support of that agency's accreditation, certification, licensure, and disciplinary activities.

I also give permission to faculty, staff and administrative officials of the school to share my personal information as described above including documentation of the health and safety requirements to clinical agencies who make a request in connection with a clinical placement.

Finally, I understand that my personal identifying information may be shared with clinical partners for other necessary purposes such as adding me to their security system, computer system, or to their medication administration system (MAR).

Signature

Date

APPENDIX Z

FERPA Waiver and Consent — Student Education Information

The Family Education Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. This information can be found at the Department of Education website: www.ed.gov/policy/gen/guid/fpco/ferpa/students.html.

The school asks that each student fill out a FERPA form indicating a waiver of their rights so that staff and faculty can speak to parents or other individuals that the student identifies on the form. A student also has the right to indicate that they do not waive their FERPA rights, thus not giving permission for staff and faculty to share their academic information.

A. Student or Former Student Information:

Name _____ SSN _____
Phone _____ Alternate Phone _____
Address _____
Email _____

I understand and agree, whether I respond “yes” or “no” below, that my educational records will be released to and able to be viewed by faculty and staff at educational institutions which are under common ownership with my School and which participate in the online courses and programs that I participate in. I also acknowledge and understand that the confidentiality restrictions and protections which are part of FERPA apply to those faculty and staff.

- Yes**, I waive my FERPA rights, giving permission for staff and faculty to share my academic and/or financial information with the person listed in section B of this document. **(Complete Section B and C)**
- NO**, I do not waive my FERPA rights, thus not giving permission for staff and faculty to share my academic and/or financial information with anyone except as provided in the paragraph immediately above. **(Do Not Complete Section B or C)**

B. Person to Whom Information May Be Shared (if applicable):

Name _____ Relationship to Student _____
Phone _____ Alternate Phone _____
Address _____
Email _____

C. Waiver Type and Duration (if applicable):

I hereby give permission for school personnel to provide information to the person in section B concerning my:
_____ Academic Information AND/OR _____ Financial Information
_____ Waiver is granted until I rescind the waiver OR _____ One Time Release of the Documents Described

I understand that: (i) I have the right to inspect any records released pursuant to this consent; and (ii) I have the right to revoke this consent (to records being disclosed to persons identified in Section B of this form) at any time by delivering a written revocation to the Campus President of my School. I have had an adequate opportunity to read and understand this FERPA Consent, and any questions I have had have been answered to my satisfaction.

D. Signature:

By signing below, I acknowledge, consent and agree to the above.

Student Signature _____ Date _____

APPENDIX AA

Personal Information Change Form

DATE: _____

Please print legibly. Submit completed forms to the Nursing Office or Registrar within 48 hours of the change to avoid complications such as clinical attendance and testing. If the change includes a name change, legal name-change documents must be attached. Acceptable documents include a marriage license, divorce decree, or legal/court documents, which demonstrate a legal name change.

Only fill in the date and the information that has changed. It is not necessary to fill out the entire form.

NAME:

CURRENT: _____
 First Middle Last Maiden

PREVIOUS: _____
 First Middle Last Maiden

ADDRESS:

CURRENT: _____

CITY: _____ STATE: _____ ZIP: _____

PREVIOUS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____

E-MAIL: _____

EMERGENCY CONTACT NAME: _____

RELATIONSHIP: _____ PHONE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

APPENDIX BB

Letter of Recommendation and Reference Request Form

Students who wish to request a reference or a letter of recommendation should complete this form and submit the request to the instructor or the Nursing Office. **Allow two (2) weeks for a response from your instructor.** A copy of the student's resume or curriculum vita should be attached.

Student Name: _____

Instructor's Name: _____ Course: _____

Date of Course/Academic Term: _____ Today's Date: _____

Student's anticipated graduation date: _____

1. Please indicate the type of request.

- _____ A typed letter of recommendation for employment
- _____ A typed letter of recommendation for the capstone course
- _____ A typed letter of recommendation for a scholarship application
- _____ Completion of a recommendation form (please attach)
- _____ Permission to use the instructor's name as a reference on a resume
- _____ Other – Please explain: _____

2. How should the request be returned?

- _____ Typed on Fortis College letterhead, sealed in an envelope with the instructor's signature across the envelope's flap and mailed directly to the recipient. This is a popular request for letters of recommendation.
- _____ Placed in the student's campus mailbox.
- _____ Sent to the student's home address. Please list your address:
Address: _____
City: _____ State: _____ Zip: _____

3. List the name and address of the person to whom the letter should be written. If no name / address is provided, the letter will be addressed "To Whom it May Concern."

Name (company, person, or both): _____
Address: _____
City: _____ State: _____ Zip: _____

Describe your area(s) of interest in nursing and for employment: _____

APPENDIX CC

Receipt of Student Handbook Acknowledgement

I, _____ (student name) acknowledge receipt, understanding, and acceptance of the Student Handbook. All my questions have been answered and my initials indicate my understanding and acceptance of the following policies, procedures, and requirements.

_____ *Student Work Policy*

_____ *Simulation Guidelines & Clinical Skills for the ADN Program*

_____ *Electronic Devices Policy*

_____ *Cheating and Plagiarism Expectations*

_____ *Clinical Requirements Policy*

_____ *Confidentiality Expectations*

_____ *Essential Skills and Functional Abilities Policy*

_____ *Uniform & Personal Appearance Policy*

_____ *Attendance Policy*

_____ *Alcohol, Tobacco, Drug Abuse and Testing Policy*

_____ *Bloodborne Pathogens, Needlestick, & Infectious Disease Policy*

_____ *FERPA*

_____ *Medication Administration Policy and Procedure*

_____ I understand clinical assignments are made based on the hours and days offered by our clinical partners. Hours and days may include weekends, nights and holidays and will be assigned randomly. I understand students are not able to request specific days, dates, shifts or locations. I understand that I cannot trade clinical assignments with a fellow classmate.

_____ I acknowledge that I have completed the training requirements for *The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule* and understand the information presented. I understand that I have an obligation to perform my duties in a lawful manner consistent with the Standards of Business Conduct. I further understand that it is my duty to immediately report violations of the law or the Standards of Business Conduct to my supervisor, instructor, or a member of the administration.

_____ I understand that the process for requesting reasonable accommodation can be found in the School Catalog. I will inform the nursing department immediately in writing of any changes to my status while enrolled in the program.

_____ I understand my role in helping to prevent the spread of infectious disease.

_____ If I am sick with a confirmed case of an infectious illness or disease, I will not attend any activities where contact with others could put them at risk, including clinical, classroom, simulation or laboratory activities. The campus will provide additional expectations and examples of risky symptoms such as fever. If I am unsure of the risk, I will contact my instructor for direction at least one hour before the start of class or clinical. If the instructor is unavailable, I will call the Nursing Office for directions. Online classwork can proceed as scheduled. I understand the syllabi and attendance policies outline the potential challenges of missing class as well as information needed to complete make-up assignments and clinical, lab, and simulation time.

_____ I understand and agree to the limitations imposed by the Medication Administration Policy and Procedure. If I am unsure, I will ask my instructor or preceptor BEFORE passing the medication or starting the procedure to protect patient safety.

_____ I understand this is a partial list of requirements and policies for the nursing program. Additional policies and requirements may be found, for example, in the School Catalog, online, in the syllabus, and through program and school wide notifications.

_____ I understand that policies, requirements, and procedures can change at any time and notice will be provided to me by Fortis College, or its parent company, Education Affiliates, Inc. through various types of communication including, but not limited to emails, campus announcements, and bulletin boards. The changes become effective once announced.

Student Signature

Date