

BRIDGEPORT HOSPITAL SCHOOL OF NURSING

Student Handbook



Academic Year 2016-2017

200 Mill Hill Avenue
Bridgeport, CT. 06610

STUDENT HANDBOOK

The *Student Handbook* is an official publication of the Bridgeport Hospital School of Nursing and is written for every student enrolled in programs at Bridgeport Hospital School of Nursing. The *Student Handbook* serves as a resource for a student by describing current policies and procedures of Bridgeport Hospital School of Nursing (BHSN) and to assist students in understanding their rights and responsibilities. Each student is accountable for reviewing all the information outlined in the handbook. The policies and procedures outlined in the *Student Handbook* are subject to change along with readjustment of tuition, fees, and schedules. Students will be informed of any change or new policy, with or without prior notice.

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OVERVIEW OF PROGRAMS

Registered Nurse Program

The traditional nursing program is 69 weeks in length over a two-year period with graduation occurring in late spring of the second year. The program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), formerly NLNAC. BHSN's nursing program is based on the school's vision, mission, philosophy, organizing framework, and student learning outcomes. All classes (lectures) are conducted during the day time hours. Clinical experiences may be offered on days or evenings based upon the needs of the program. Students who are enrolled in the partial evening program will attend clinical experiences in the evening for the first year (September –March).

An accelerated track of study is an option available at the end of the first year for those students who wish to graduate one semester early (December). Accelerated students take the fall classes through the summer and the spring classes in the fall. Upon completion of the program, the student receives a diploma in nursing and is eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX –RN).

BHSN has entered its last nursing class in fall 2015 and will graduate in May 2017. The last accelerated track started in June 2016 and will graduate in December 2016. The nursing program will close in May 2017.

Allied Health Programs

There are 2 Allied Health Programs: Surgical Technology and Sterile Processing.

Surgical Technology Program

The Surgical Technology Program has entered the last class in September of 2015 and has graduated in June of 2016. BHSN has filed "inactive status" with the ARC/STSA and CAAHEP. Currently, the plan is to transition the 10-month certificate Surgical Technology Program to a 2-year associate degree.

Sterile Processing Technician Program

For academic year 2016-17, the Sterile Processing Technician Program will still be offered.

The Sterile Processing Program provides individuals with education in Sterile Processing using the guidelines established by the Certification Board of Sterile Processing and Distribution. The course is comprised

of both clinical and classroom education, for a total of 50 hours over a 3-5 week period consisting of:

- 20 clinical lab hours
- 6 classroom lab hours
- 25 didactic hours
- 50 hours total

Upon completion of the program, the student receives a Certificate of completion providing eligibility to sit for the Sterile Processing Technician certification examination.

Misrepresentation

Bridgeport Hospital School of Nursing strives to provide accurate, honest and clear information in its print, online, and oral presentations. The School will make every effort to avoid *misrepresentation* in its communications to students and others. BHSN Faculty Organization meetings and Bridgeport Hospital Leadership meetings are one of the main forums to present information and/or changes to faculty and staff to avoid any form of misrepresentation as they communicate about the school and its activities.

Definitions:

The current regulations define “misleading statement,” “misrepresentation” and “substantial misrepresentation.”

- *Misleading statement* is defined as including any statement that has the likelihood or tendency to deceive or confuse. A statement is any communication made in writing, orally, or through other means.
- *Misrepresentation* is defined as “any false, erroneous or misleading statement made by an institution, one of its representatives, or any ineligible institution, organization, or person with whom the eligible institution has an agreement to provide educational programs, or to provide marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, family of either, accrediting agency, state agency, any member of the public, or US Department of Education.” This includes “dissemination of a student endorsement or testimonial made under duress or because the school required the student to provide the endorsement to participate in a program.”
- *Substantial Misrepresentation* is defined as “any misrepresentation on which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person’s detriment.”

Disclosure

The URL for BHSN's website is reported to the National Center for Education Statistics (NCES) in the Integrated Post Secondary Education Data System (IPEDS) for posting on College Navigator website. NCES is the primary federal entity for collecting and analyzing data related to education. Students can go on line to the College Navigator website regarding prior year's statistics (e.g. campus crime statistics) and program information such as tuition & fees, financial aid and retention & graduation rates. Website address: <http://nces.ed.gov/collegenavigator/?s=CT&id=128726> -expand "campus security" for information.

BHSN is required to enter student loan information into the National Student Loan Data System (NSLDS) database. The NSLDS is the U.S. Department of Education's central database for student aid. NSLDS provides a centralized, integrated view of Title IV loans and grants that are tracked through their entire cycle; from aid approval through closure. Students have access to the NSLDS website to make inquiries about the student's Title IV loans and/or grants. The site displays information on loan and/or grant amounts, outstanding balances, loan statuses, and disbursements. Students will need to provide their FSA ID username and password.

NSLDS website: <https://www.nsls.ed.gov/npas/index.htm>

Gainful Employment (GE)

Program integrity and the reporting of reliable information are important to students, prospective students, and their families in order for them to make critical decisions about their educational investments and avoid enrolling in poorly performing programs. As a result, a recent amendment was made to the regulations on institutional eligibility under the Higher Education Act of 1965, as amended (HEA), and the Student Assistance General Provisions to establish measures for determining whether certain postsecondary educational programs prepare students for gainful employment in a recognized occupation, and the conditions under which these educational programs remain eligible under the Federal Student Aid programs authorized under title IV of the HEA (title IV, HEA programs).

The purpose of the Gainful Employment (GE) regulatory action would establish an accountability framework and a transparency framework. The transparency framework is designed to establish reporting and disclosure requirements that would increase the transparency of student outcomes of GE programs so that information is disseminated to students, prospective students, and their families that is accurate and comparable and could help them make better informed decisions about where to invest their time and money in pursuit of a postsecondary degree or credential. The accountability framework is designed to define what it means to prepare students for gainful employment by establishing

measures that would assess whether programs provide quality education and training to their students that lead to earnings that will allow students to pay back their student loan debts. This requirement would serve as a baseline protection against the harm that students could experience by enrolling in programs that do not meet all State or Federal accrediting standards and licensing requirements necessary to secure the jobs associated with the training.

HEA defines an eligible institution as one that provides an “eligible program of training to prepare students for gainful employment in a recognized occupation.” HEA defines “eligible program” to include a program that “provides a program of training to prepare students for gainful employment in a recognized profession.” BHSN is an eligible institution that provides two eligible programs of training: Nursing - RN Diploma program and Surgical Technology certificate program. Both of these programs admitted their last class in September, 2015. BHSN’s goal is to transition these programs to a degree granting program at prospective institutions of interest by fall, 2017.

For additional information, students may go to the BHSN website.

Academic Year

For FASFA application purposes, an academic year is the 12 months from July 1st to June 30th. The student academic year at Bridgeport Hospital School of Nursing for 2016-2017 begins September 6, 2016. The nursing program is closing May 2017. The academic year 2016-17 is the last year of the 2-year nursing program. The second year nursing students will complete their program of study for the remaining Fall and Spring semesters. A semester break is scheduled from December 24, 2016 to January 3, 2017 and a spring break from March 20 to 24, 2017. The semester for the accelerated nursing students ends December 23, 2016 and April 28, 2017 for traditional nursing students.

Academic Calendar for 2016-2017

Fall

August 29	Academic Year Begins
September 5	Labor Day- No Classes
September 6	All Programs Begin Classes
September 16	Recognition of Constitution Day
October 10.....	NU 203 Begins
November 21.....	NU 205 A Begins
November 24 & 25	Thanksgiving Holiday
December 20-22	ATI NCLEX Review
December 24.....	Semester Break Begins -All Students

Spring

January 3.....	All Programs Resume Classes
January 16.....	Martin L. King, Jr. Day-No Classes
March 20 – 24	Spring Break
March 27.....	NU 205 Begins
April 14.....	Good Friday- No Classes
April 26-28.....	ATI NCLEX Review
April 29.....	Graduate Dinner Dance
May 1	Rehearsal and Nursing Graduation
May, 2017	School Closes

Holidays

Bridgeport Hospital School of Nursing (BHSN) is closed on Labor Day, Thanksgiving, Christmas, New Year's Day, Martin L. King, Jr. Day, and Good Friday. A student should discuss individual observance of religious holidays other than those specified with the Associate Director.

***The academic calendar is subject to change. The above calendar is an abbreviated version of the academic calendar and does not include dates of the end of courses/terms and final exam week.**

BHSN

Administration, Faculty, and Staff

The school of nursing is a department of Bridgeport Hospital. The department is comprised of nursing and allied health programs. The department is staffed by full-time and part-time faculty and staff. The BHSN main office number is 203-384-3205.

Administration

Linda Podolak, Director

Sally Maglione, Associate Director, Accelerated Track

Vivienne Friday, Associate Director, Traditional Track

Faculty:

Elizabeth Armstrong, Nurse Educator

Dorothy Connolly, Coordinator Perioperative Programs

Janet Dombroski, Nurse Educator

Susan Evancho, Nurse Educator

Paula Gjerstad, Nurse Educator

Deborah Margolies, Nurse Educator

Linda Tampellini, Nurse Educator

Gail Tucci-Lampron, Allied Health Instructor

Suzanne Turner, Nurse Educator

Staff

Florence La Croix, Education Finance Specialist/Registrar

Jane Miraval, Admission Specialist

Yolanda Torres, Admissions Assistant

BHSN Philosophy

Bridgeport Hospital School of Nursing faculty believes nursing is a unique and integrated profession which embraces art and science in the promotion, maintenance, and restoration of optimal health. We believe:

Nursing incorporates a scientific body of knowledge in the delivery of care for individuals, families, and communities in diverse, multicultural societies. As supported in Jean Watson's Theory of Human Caring, the practice of nursing balances the technological and scientific aspects of care with the personal and interpersonal elements of care. Nursing embraces reciprocal caring with the highest level of commitment to self and individuals. Core behaviors essential for nursing practice are reciprocal caring, civility, professionalism, critical thinking, sound nursing judgment, accountability, and adherence to legal and ethical standards. The scope of nursing practice is multifaceted and includes the roles of caregiver, educator, advocate, and leader. Using the nursing process, nurses practice autonomously and collaboratively to empower individuals across the life span to attain optimal health outcomes or to support a dignified death.

Individuals are holistic beings composed of mind, body and spirit. Each individual is unique, possessing self-worth, dignity, and an inherent right to make autonomous decisions. The mind, body and spirit are subject to change as humans evolve and are in constant and dynamic interaction with the environment. The individual's ability to manage change affects physiological and psychosocial health integrity and ultimately health outcomes.

Health and healing are unique expressions of harmony, balance, and wholeness within and between individuals. Health and healing are impacted by authentic connections between nurses and individuals. Health and healing are constantly changing experiences that are defined by individual beliefs and practices and influenced by family, community and society.

Environment of care encompasses the social, cultural and political context of health care and is a crucial component of healthcare delivery systems. Watson's theory addresses the importance of creating a healing environment that not only promotes healing but also emphasizes the integration of environmental concerns into nursing practice. Environmental conditions play a major role in the health of individuals and populations. Nurses have a professional, ethical and social responsibility to understand and advocate for an environment that provides safe and effective care.

Teaching and learning are interactive processes that nurture and enhance personal and professional growth for each individual. Learning is a lifelong dynamic process. Nurses value the limitless possibilities of learning. Teaching enhances the ability to think critically and reflectively while developing new knowledge. Teaching and learning experiences in nursing education are

designed to foster acquisition of theoretical and clinical knowledge with the ability to use a variety of technologies and resources that are essential to the practice of nursing.

Vision

Bridgeport Hospital School of Nursing will be the preferred healthcare education provider in our region, recognized by students, patients, physicians, and the community for innovative education with superior program outcomes.

Mission

Provide innovative evidence-based healthcare education that facilitates quality health outcomes for individuals, families, and the community.

BHSN Student Learning Outcomes

At the completion of the program of study, the **Graduating Nursing Student** will:

1. Synthesize core knowledge from nursing theory and the biological, social, and behavioral sciences in the delivery of nursing care.
2. Promote, maintain and restore health integrity using a variety of teaching and learning strategies, technologies, and resources for the achievement of optimum client outcomes.
3. Demonstrate accountability and professionalism within the framework of the nurse practice act and the legal and ethical standards of the nursing profession.
4. Use the nursing process to design, implement, manage and evaluate care for individuals, families and communities.
5. Deliver evidence-based nursing care that is socially responsible, environmentally sound, and culturally and spiritually sensitive for diverse populations.
6. Exercise civility and reciprocal caring as a member of a multidisciplinary team within the health care delivery system.
7. Apply critical thinking and sound nursing judgment in the delivery of competent and safe care.

At the completion of the program of study, the **Sterile Processing Technician Student** will:

1. Identify the role and responsibilities of the sterile processing technician.
2. Identify the role and responsibilities of each area of the central sterile processing department.
3. Define how anatomy and physiology relate to the work performed in Central Sterile Processing Department (CS/SPD)
4. Explain blood borne pathogens and the safety precautions necessary in CS/SPD.

5. Identify the cleaning methods and equipment used in the reprocessing of medical devices.
6. Describe the process needed to effectively clean, disinfect, store, and distribute movable patient care equipment.
7. Discuss the various inspections needed to ensure proper working order of surgical instruments.
8. Describe the principles of sterilization.
9. Define “shelf life” of a sterile product and to identify factors that affect “shelf life”.
10. Demonstrate the principles of central sterile processing in the clinical environment.

PROGRAM INFORMATION

Enrollment Requirements

In-coming students must meet all enrollment requirements prior to entering any program. All students must submit proof of pre-admission physical, tuberculin test, immunizations, drug test, security background check results, and proof of U.S. Citizenship or current permanent resident card by the established deadline. Students also complete a HIPAA and CHA exam prior to admission. Prior to enrollment, nursing students must submit official transcripts for Chemistry and English Composition. They also must submit proof of BLS certification for the health care provider/professional rescuer and malpractice insurance. The required malpractice insurance coverage for nursing students is 1 million/6 million dollars. BHSN will deny admission to a student if drug testing is positive. Background checks revealing criminal activity or other matters will be reviewed by Admission Administration to determine the student's eligibility for enrollment. All enrollment decisions are at the sole discretion of the BHSN. Individual health insurance is strongly recommended for students.

Enrollment Agreement

Nursing and sterile processing students will be required to sign an enrollment agreement at orientation or by the first day of class. An enrollment agreement is a document that defines the rights and obligations of the student and the school. The agreement discloses program information such as class schedule, tuition, and fees.

Information System Policies

Students are expected to follow BHSN/BH information system policies such as electronic resources, electronic communications, and copyright infringement / file sharing. All students are responsible for the activities performed while using their individual user IDs and passwords. Students must access patient records on the unit only on the day of research and on the day of care. Students cannot access patient records as employees for research purposes, only as students. Students are responsible for maintaining confidentiality in accordance with the HIPAA Regulations.

Clinical/Patient Health Information (PHI):

All enrolled students sign an acknowledgement that the student has reviewed a copy of the Administrative Policy titled: "Safeguards for Confidential Information, Protected Health Information and Electronic Protected Health Information" ([Intranet/YNHH.org/policies/YNHHS-Policies and Procedures-Corporate Compliance-HIPAAPrivacyPolicies/Privacy/Safeguards for Confidential Information, Protected Health Information and Electronic Protected](http://Intranet/YNHH.org/policies/YNHHS-Policies%20and%20Procedures-Corporate%20Compliance-HIPAAPrivacyPolicies/Privacy/Safeguards%20for%20Confidential%20Information,%20Protected%20Health%20Information%20and%20Electronic%20Protected)

Health Information, CC:P-15). This policy provides procedures that are required to be followed by the student as well as all members of the YNHHS Work Force. Acknowledgement of this HIPAA/Privacy along with receipt/review of course syllabus is done in every course throughout the program.

Confidential Information, including PHI and ePHI, is not to be removed from any YNHHS location by members of the Workforce without a signed confidentiality agreement on file and prior approval from the clinical educator. YNHHS materials must be secured when not being used and kept in a location that is not accessible to unauthorized persons. All approved PHI taken off site must be transported in manner that is secure and not visible. Paper copies should be shredded when no longer needed.

Students not compliant with HIPAA/Privacy administrative policies may be subject to disciplinary action, up to and including dismissal from BHSN.

Electronic Resources

It is the policy of BHSN to provide students with access to various electronic resources that are intended for appropriate and approved educational purposes. Electronic resources used at BHSN are the property of the YNHHS. Students are required to use electronic resources in a professional, lawful and ethical manner, and to prevent the unauthorized use or disclosure of PHI (Patient Health Information) and other sensitive information. Students also need to comply with Information System (IS) policies of YNHHS such as “Appropriate Use of Electronic Resources” (Intranet/YNHHS- policies/YNHHS-Policies & Procedures/YNHHS-ITS Policies (YNHHS)/HIPAA Policies and Procedures/ITS HIPAA/Privacy and Procedures/Appropriate Use of Electronic Resources, IS-S-01). Electronic resources are items that include but are not limited to: personal computers, E-mail, printers, copiers, voicemail, cell phone apps, and “You Tube”. Students can access BH/YNHHS policies through the intranet website.

BHSN follows information systems and security policies of YNHHS which takes steps to combat unauthorized use of electronic resources. YNHHS reserves the right to limit access to certain web sites without notice. YNHHS reserves the right to monitor and/or audit, at its discretion, the use of electronic resources by means of direct or remote observation to ensure appropriate use.

The following are examples of inappropriate behavior (Since all types of inappropriate conduct cannot be contemplated, this list is not intended to be complete):

- a) Excessive or inappropriate use of electronic resources for non-educational related activities.
- b) Use of electronic resources for unlawful activities.
- c) Disseminating, viewing or storing commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, Trojan horse programs, etc.) or any other unauthorized material.
- d) Use of software without appropriate virus protection or malicious activities that cause disruption or congestion of network systems (including, but not limited to, tickers, weather bugs, etc.).
- e) Sending threatening, prejudicial or sexually harassing messages.
- f) Viewing pornographic materials.
- g) Theft or copying of electronic files without permission.
- h) Revealing sensitive information, such as PHI or employee information, or YNHHS business information to unauthorized people.
- i) Using peer file/music sharing programs, such as Kazaa or Morpheus.
- j) Attaching any unauthorized equipment to the YNHHS network (e.g., employee owned laptops, PDAs, or network peripherals).

Electronic Communications

All student “users” of computer and communication resources must abide by BHSN & Bridgeport Hospital’s (and other clinical institutions of clinical experience) policy related to electronic communication including social media. Student “users” have the responsibility to use computer resources in an ethical and lawful manner. Communication resources may include (but are not limited to), school and hospital computers, cell phones, smart phones, personal assistant (PDA), and electronic tablet devices.

Students are prohibited from downloading any personal or patient related documents onto computers in the Learning Resource Center (LRC) or hospital computers.

Users should use care in sending e-mail and other electronic documents as they would for any other written communication. Users are responsible for safeguarding all transactions made under their I.D. and password and should adhere to institutional password standards. Violations of this policy may result in disciplinary action up to and including dismissal from the program and/or legal action.

Students are prohibited from video-recording laboratory

demonstrations and/or classroom presentations by faculty. Audio recording is permitted.

Posting classroom, clinical, or laboratory audio and/or visual material content online or participating in online communities is a form of public conversation on the internet and has become a prevalent method of self-expression. Social media may include but is not limited to personal Web logs (blogs), personal websites, online forums or discussion boards, social networking sites, wikis, list serves, chat rooms, and other online communities as well as images, photos, graphics, and videos.

BHSN respects the right of students to use online communications as a form of self-expression during their personal time. If a student chooses to be identified as related to BHSN, Bridgeport Hospital or the Yale New Haven Health System on an internet medium, the student must adhere to Bridgeport Hospital's policy on Electronic Communication and Social Media Addendum (Intranet/YNHHS- policies/YNHHS-Policies & Procedures/YNHHS-ITS Policies (YNHHS)/HIPAA Policies and Procedures/ITS HIPAA/Privacy and Procedures/Appropriate Use of Electronic Resources, IS-S-01).

Students can access *Facebook* but not on the clinical units. No student or group of individuals may set up a *Facebook* or social media site, internet page, account, or any other electronic presence using the BHSN or Bridgeport Hospital name and/or logo. If at any time it is deemed that the student's social media communication does not adhere to policy and is not consistent with BHSN and Bridgeport Hospital Code of Conduct, the school may request a cessation and deletion of such commentary and the student may be subject to disciplinary action, up to and including dismissal from BHSN.

Copyright Infringement / File Sharing

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, uploading or downloading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties (www.copyright.gov).

The Higher Education Opportunity Act (Public Law 110-315) (HEOA) was enacted on August 14, 2008. Sections of the HEOA aim to reduce the illegal distribution of copyrighted works, including the unauthorized uploading and downloading of copyrighted materials through peer-to-peer file sharing on campus networks. Authorized materials/articles used for education may be distributed.

Bridgeport Hospital School of Nursing complies with the Higher Education Opportunity Act (HEOA) and takes copyright infringement seriously. Students shall not use BHSN/BH computers or network to copy, download, modify, or distribute copyrighted materials. This includes but not limited to the following: music, movies, literature, photographs, and software. Photographs are copyrighted including Power Points presentations. Picture taking is disruptive to the classroom. In addition, any downloading which presents an undue burden on the BHSN and BH campus network is strictly prohibited. Any questions should be directed to BHSN administration / Information Systems Department. BHSN students are commuters and are at BHSN/BH for class and/or clinical. Off-campus alternatives to downloading or peer-to-peer distribution of intellectual property are an individual choice. For BHSN assignments, students can seek BH librarian for assistance as necessary.

All students must abide by federal and state copyright laws when using the BHSN/BH computers or network resources. BHSN sets forth that student users will take individual responsibility for understanding and observing all applicable copyright laws and licensing restrictions. Those students involved in unauthorized peer-to-peer file sharing may be subject to civil and criminal liabilities. For a summary of the civil and criminal penalties for violations of federal copyright laws refer to www.copyright.gov (refer to copyright laws, Appendix H, Title 18 Crime and Criminal Procedures, U.S. Code).

Students in violation of the BHSN/BH Information System policies including HIPAA/Privacy and copyright infringement will be counseled and may be subject to disciplinary action, up to and including dismissal from BHSN.

Students with Disabilities

BHSN's follows the Americans with Disabilities Act of 1990 and Amendments and will provide reasonable accommodations to students who disclose and provide documentation of a disability. The School is under no obligation to provide accommodations unless the student has disclosed the nature of the disability in writing and has made a written request for special accommodations to the Admission Specialist or Associate Director. Students with a hidden or visible disability that may require classroom, clinical, or test-taking modifications must provide the following requirements:

- The completed and signed BHSN Disability form (available from Admissions Assistant/Department Secretary)
- An evaluation for a disability performed by a qualified health care provider and conducted no more than 2 years prior to the request for accommodations
- A comprehensive written report of the testing and evaluation (i.e.

Psychoeducational, Neuropsychological, Psychological disability evaluations) performed by the qualified health care provider including, but not limited to:

- Description of the disability including specific diagnosis
- Severity of disability
- Explanation of the need for accommodation(s)
- Specific recommended accommodation(s)

Problems such as test anxiety, English as a second language (in and of itself), slow reading without an identified underlying cognitive deficit or failure to achieve a desired outcome on a test are not learning disabilities and are not covered under the Americans Disabilities Act.

Disclosure of a documented disability will enable BHSN to consider a plan for the provision of reasonable accommodations; BHSN is under no obligation to provide accommodations beyond BHSN resources.

In-coming students need to submit the BHSN disability form with required documentation (see above) no later than one month prior to the first day of class. If a disability arises after starting a course or during a re-entry to a Program, the student should notify the appropriate Associate Director, and must meet the above requirements.

Students have access to the Employee and Family Resources Program (formerly EAP), a benefit to Bridgeport Hospital employees, for counseling according to the Bridgeport Hospital HR policy. Refer to STUDENT SERVICES section of the Handbook for description and contact information.

Curriculum Plan / Progression Policy

Students must meet all course requirements to progress to the next course. Courses are sequential and have pre-requisite and /or co-requisite non-nursing course requirements. All course requirements must be successfully completed in the prescribed order according to the curriculum plan. It is the student's responsibility to submit official transcripts immediately upon completion of all required non-nursing courses to the Financial Specialist/Registrar. For non-nursing college courses, a grade of "C" or higher must be achieved (a C minus is not transferable). Students who are not compliant with the progression policy do not meet the criteria for promotion. This will result in action up to and including dismissal.

The curriculum plan for the nursing program outlined on BHSN's website, "Curriculum at a Glance" illustrates the required sequencing of courses. Each course is a pre-requisite to the next course in the sequence. Pre- and co-requisites must be taken at an accredited college/university. A minimum grade of "C" is required for ALL pre- and co-requisites. All science courses (A & P I,

A & P II, Microbiology) must be taken within seven (7) years of the program start date. ONLY traditional classroom and hybrid courses are acceptable. Traditional classroom, hybrid, CLEP, and online courses are acceptable for non-science courses.

The following is a table that defines the sequencing of the required co-requisite college courses:

Co-Requisite College Courses

Level I-Fall Semester	Anatomy and Physiology I
	General Psychology I
Level I-Spring Semester	Anatomy & Physiology II
	Child Psychology & Development <u>or</u> Child Growth & Development
Level II-Late Spring/Summer	Microbiology
Level II-Fall Semester	Public Speaking <u>or</u> Fundamentals of Human Communications
	Principles of Sociology
Level II-Spring Semester	Elective in Humanities

A Student Education Plan, outlining the accepted transfer of non-nursing courses is initiated for nursing students at orientation and assists the student in planning their progression throughout the curriculum. An assigned faculty advisor is available for academic guidance and program progression. Students must comply with the curriculum plan including submission of official transcripts to the Financial Specialist/Registrar in order to progress in the program.

Any student who is completing a non-nursing co-requisite course that ends later than the BHSN nursing course will be allowed to enter the next nursing course. However, the official transcript of the non-nursing course must be submitted to BHSN by a date determined by Administration or the student will not be allowed to:

- Take final course exam or
- Receive clinical evaluation or
- Receive course credit

If the student is noncompliant with the curriculum plan and progression policy, the student will not be allowed to progress in the program.

Transfer of Credit Policy

Acceptance and placement of transfer students will be evaluated on an individual basis. In addition to meeting the established admission criteria, space availability in the program is also considered. The student's former school

curriculum will be evaluated and compared to BHSN's curriculum to determine possible placement in the program.

Non-nursing credits for required pre and co-requisite courses may be transferred into the program providing the grade is a "C" or higher. These grades may be transferred as earned credits and added to the QPA during the semester in which the course was required. Transferred non-nursing courses can be taken at any accredited college (catalog reflects course numbers at Housatonic Community College based on the school's affiliation) however, a course transferred from another college will be evaluated for equivalency to BHSN requirements. The student may be asked to submit a course description and/or syllabus to evaluate equivalency of course content and objectives. The Admissions Chairperson will present the course in question to the Admissions Committee for a final vote. All transcripts submitted from other colleges must be official and imprinted with the college seal.

College Level Examination Program (CLEP)

Students may use the College Level Examination Program (CLEP) examination process to fulfill BHSN's course requirements except for the required biological sciences. Students should seek approval of the desired CLEP examination from the admissions committee chairperson or Admissions Specialist prior to registering for the CLEP. Examinations should be scheduled by the student and taken early enough so that, if unsuccessful, there is time to complete the required course(s) and receive official grade results in the appropriate semester. Students are responsible for submitting official CLEP transcripts to the registrar within the required sequencing of the curriculum plan. Failure to comply with the curriculum plan will prevent student progression in the program.

BHSN school code for College Board CLEP examination: 003104

Tuition Deposit

A tuition deposit is required for all new students as a means of confirming their intention to attend Bridgeport Hospital School of Nursing. The deposit is applied to the first invoice for tuition. The tuition deposit is not a fee, but an advance payment which will be applied to your tuition and is nonrefundable.

Tuition and Fees

All costs for program tuition and fees are paid directly to BHSN except for pre-admission health/security fees.

Tuition payment may be made in one of three payment options:

- Payment may be made in full by cash, bank check, money order, MasterCard, Visa, Discover, or American Express prior to the start of

- each semester
- Payment of the remaining balance after financial aid is applied with a balance due is payable in October for the fall semester, March for the spring semester and July for the summer semester
 - Payment arrangements can be made on a case by case basis for financial hardship

**NURSING PROGRAM
Tuition & Fees 2016-2017
Level II**

Summer 2016

3 credits @ \$460	\$1,380.00
Student Service Fee	\$25.00
TOTAL	\$1,405.00

Fall 2016

10 credits @ \$460	\$4,600.00
Lab Fee	\$150.00
Student Service Fee	\$25.00
LRC Fee	\$75.00
Test Fee	\$130.00
TOTAL	\$4,980.00

Spring 2017

11 credits @ \$460	\$5,060.00
Lab Fee	\$150.00
LRC Fee	\$75.00
Test Fee	\$130.00
Graduation Fee	\$120.00
Student Service Fee	\$25.00
TOTAL	\$5,560.00

TOTAL LEVEL II	\$11,945.00
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Financial Aid

To receive financial aid, students must be accepted to BHSN and be registered for at least 6 semester hours (half time). Financial assistance to students includes need-based federal grants and loans as well as institutional scholarships. Loans and merit-based scholarships are also given without regard to financial need.

To apply for financial aid, a student must complete the Free Application for Financial Student Aid (FAFSA) by going to www.fafsa.ed.gov for the year the student plans to enroll. In order for the financial aid office at BHSN to determine a student's eligibility for aid, the student must enter BHSN school code: 006181 on the FAFSA application. A student must be a U.S. citizen or eligible non-citizen, registered for Selective Service, if required and not in default on a previous student loan or owe a refund of any Title IV grant program at any institution before the student can apply for aid. BHSN does not establish priority deadlines. Aid is based on availability of funds and is given on a first-come, first-serve basis. All allowable educational expenses (direct and indirect) are considered when financial aid applications are reviewed. Financial aid award letters are sent by the school to assist the student in meeting educational expenses. The student is responsible for information and conditions/terms of any awards. Repayment of any loans taken for any program at BHSN is the student's responsibility.

Veterans: The federal government offers a wide variety of services to veterans through the Department of Veterans Affairs. BHSN is approved for training for veterans' educational benefits by the Connecticut Office of Higher Education. Please contact the registrar for additional information. BHSN's refund policy meets the requirements of 21.4254(c) (13) and provides that the amount charged for tuition, fees, and other charges for a portion of the course does not exceed the approximate pro-rata portion of the total cost.

Contact Information for Assistance

Florence LaCroix, Education Finance Specialist/Registrar
Bridgeport Hospital School of Nursing
200 Mill Hill Avenue
Bridgeport, CT 06610
203-384-3202
florence.lacroix@bpthosp.org

Misrepresentation or False Statements:

Whenever the Financial Specialist/Registrar (Financial Aid Administrator- FAA) becomes aware that a student and/or student's parent(s) have purposely misrepresented facts relevant to the student's financial aid application, the FAA will report these suspicions (and

provide evidence) promptly to the Office of Inspector General or local law officials. Region 1-Boston, MA – (617) 223-9338.

Net Price Calculator:

In accordance with the Higher Education Act of 1965 (HEA), as amended as of October 29, 2011, BHSN participates in the Title IV federal student aid programs requiring the posting of a net price calculator (NPC) on its Website. The NPC is a web-based tool intended to provide *estimated* net price information (defined as estimated cost of attendance — including tuition and required fees, books and supplies, room and board (meals), and other related expenses — minus estimated grant and scholarship aid) to current and prospective students and their families based on what similar students paid in a previous year.

The net price calculator is required for all Title IV institutions that enroll full-time, first-time degree- or certificate-seeking undergraduate students. Additional resources, such as *Frequently Asked Questions* are available online at:

http://nces.ed.gov/ipeds/section/net_price_calculator.

To access the net price calculator for BHSN estimates go to the school's website, General Institutional Information, Net Price Calculator.

Professional Judgment:

The Finance Specialist/Registrar (Financial Aid Administrator - FAA) has the ability to exercise professional judgment for the Federal Pell Grant Program as well as all other Title IV aid programs. In exercising professional judgment, the FAA must clearly document the extraordinary circumstances of the individual (e.g. change in dependency status, change in income, etc.) and make each decision on a case by case basis.

Entrance Counseling:

The Education Finance Specialist is available to answer any questions students may have about the financial aid process. All entrance counseling, once conducted one-on-one with each student receiving a Federal Direct Student Loan is now done electronically at www.studentloans.gov.

The entrance counseling is one of the most important parts of the packaging process and encompasses the following points of interest:

- A thorough explanation of each loan program for which the student has applied

- Interest rates
- Loan fees
- Repayment schedule/options
- Obligations of a borrower
- Loan deferments and forbearance
- Loan default and consequences

Exit Counseling: Federal law requires students who borrow from the Federal Family Education Loan (FFEL) Program while at BHSN undergo exit counseling when they graduate, withdraw or drop below half-time enrollment. As of March 23, 2013, borrowers complete Exit Counseling via the StudentLoans.gov web site. Borrowers who fail to complete the exit counseling will receive a hold on their BHSN records. The hold will prevent students from receiving their official transcript or having an official transcript sent to another school.

Disbursements and Drawdowns

Before disbursing Title IV program funds, the student is able to see the amount of the funds expected to be received via SONISweb.

Crediting a Student's Account: Title IV funds are only used to pay for educational expenses that the student incurs in the period for which the funds are provided. When funds are available for drawdown, the BHSN Education Finance Specialist/Registrar emails the amount and program from which each fund comes from to the Yale New Haven Health System (YNHHS) Accounting Department along with the name of the student receiving these funds. Accounting logs into the G5 System to drawdown Pell, Supplemental Education Opportunity Grants (SEOG) and loan funds. Once these funds have been electronically received, the amounts are posted to the students' account by the BHSN Admission Specialist.

Credit Balance: When the Title IV funds exceed allowable charges, names and amounts of refunds are sent in the form of a "Request for Check" to the YNHHS Accounting Department by the BHSN Admission Specialist. Refunds are mailed to the students prior to the drawdown to ensure they will be received within the 3 day turnaround period prescribed by the Regulations.

Multiple Disbursements: All Title IV funds are disbursed in two payments: one at the beginning of the loan period (30 days into the semester for first time students) and the other midpoint between the first and last days of the loan period.

Delayed Disbursements: BHSN is not subject to the delayed disbursement rule because its cohort default rate has been less than 10% for each of the most recent fiscal years.

Checks and Balances: Before Pell Grant monies are drawn down by the YNHHS Accounting Office; the BHSN Education Finance Specialist/Registrar sends a list of awarded recipients to that office indicating Expected Family Contribution (EFC) and enrollment status. This report is compared to the current year payment schedule for accuracy and is signed off by both the BHSN Education Finance Specialist/Registrar and the assigned YNHHS Accounting person who does the drawdown.

Financial Aid Attendance Policy

It is important that students receiving Title IV funds attend all classes and academically-related activities. Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. Students who fail to attend any classes will be ineligible for Title IV financial aid. Non-attendance in any class may affect the determination of federal financial aid eligibility. Determination will be re-evaluated for that payment period and may result in financial aid forfeiture and/or a balance due to the School of Nursing.

Determination of Federal Aid Earned

Earned aid is determined by the percentage of the payment period completed and is based on the number of calendar days the student attended classes divided by the total number of calendar days in the period. The result is a percentage of federal aid funds that the student is entitled to keep. For example, a student who attends 30% of the term has earned 30% of the total aid. If the student attended classes through 60% or more of the term, the percentage of federal aid earned is 100%.

When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

- Withdrawal from classes during the first week may affect the awarding of Title IV aid. Financial aid is based on the number of credits registered for at the end of the first week of classes.
- For a student who completes up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal.

- After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period.
- For a student who withdraws after the 60% point-in-time, there are no unearned funds. However, BHSN must still determine whether the student is eligible for a post-withdrawal disbursement.

The total number of calendar days in a payment period at BHSN is 75 days. Recalculation of funds is done for students who stop attending class/academically-related activity after the first week of school, up until the 60% point of the semester, generally defined as through the ninth week of classes (Day 6 through 45).

Tracking of Enrollment / Participation

BHSN is required by the Higher Education Act to recalculate the eligibility for federal Title IV student financial assistance for students who withdraw, drop out, are dismissed, or take a leave of absence, prior to completing 60% of a semester.

Documentation of attendance at academic lectures is not required; however BHSN requires mandatory attendance at academically-related activities (refer to Attendance Policy). Attendance at academically-related activities will be taken in order to monitor a student's enrollment status. Also, BHSN may use the last date of attendance at a documented academically-related activity as a student's withdrawal date as appropriate.

The attendances at academically-related activities that will be documented are: Clinical post conferences, Classroom laboratory, Simulation, NU205 class seminars, and Examinations. These activities are integrated throughout the program and will capture the first week, up through the 60% point-in-time and after the 60% point in each payment period.

The following is a fall semester example of academically-related activities that will be documented and used for a payment period in the course NU204:

Week 1	Clinical post conference
Week 2	Clinical post conference, Classroom laboratory
Week 3	Clinical post conference, Classroom laboratory
Week 4	Exam #1, Classroom laboratory
Week 5	Clinical post conference, Classroom laboratory
Week 6	Clinical post conference, Classroom laboratory
Week 7	Exam #2, Clinical post conference
Week 8	ATI Exam, Classroom laboratory
Week 9	Exam #3, Clinical post conference (PC)
Week 10	ATI Exam, Clinical PC, Classroom laboratory, Simulation

Documentation of a student’s attendance at an academically-related activity must be provided by an official of BHSN. The Course Leader is the responsible official for tracking student attendance and maintaining documentation.

The Course Leader:

- Sets up a sub-folder called, “Attendance”, in the electronic course file
- Provides a class roster for attendance for each academically-related activity
- Has all students sign their name on the class roster
- Scans the completed signed roster and place in the “Attendance” subfolder in the electronic course file on the School shared drive
- Records all absences in the electronic class “Absences” file

All students are required to make-up a missed academically-related activity.

Absences are monitored and communicated to the:

- Associate Director who determines the need for a written plan of action
- Education Finance Specialist/Registrar who re-evaluates the determination of federal financial aid eligibility for that payment period

Refund Policies

Refunds are based on the last verifiable date of attendance, BHSN policy, and the Return of Unearned Title IV Funds as required by the U.S. Department of Education.

Return of Institutional Funds - *for those students not participating in Federal Title IV Financial Aid only*

A student who completes registration and has paid in full for all prescribed tuition and fees for the semester and who then withdraws or is dismissed from BHSN within the first four weeks of the semester or less is entitled to a proportional refund. Refunds are granted if the student complies with the leave of absence (LOA), withdrawal, or dismissal procedures. The schedule of refunds is as follows:

Withdrawal before classes start	100%
1st week	80%
2nd week	60%
3rd week.....	40%
4th week.....	20%
After 4th week.....	0%

Refunds take approximately 10-14 days to process.

Return of Title IV Funds – *for students receiving financial aid under any of the Title IV programs which include, Federal Pell Grants, Supplemental Educational Opportunity Grants and Direct student loans.*

If a student participates in Federal Title IV Financial Aid, BHSN will first calculate the Return of Title IV and then apply the Institution Refund Policy. Federal guidelines require that any unearned Title IV funds be returned to the Title IV program(s). Therefore BHSN will calculate the unearned portion of monies received under any of the Title IV programs based on the parameters set forth in section 668.22 (e)(1) of the Higher Education Act of 1965 and as amended. The calculation is done on the basis of a payment period or a period of enrollment depending on the circumstances at the time of withdrawal/dismissal. Students will be notified of any balance owed to the school as a result of the refund calculations.

If the amount disbursed to the student is greater than the amount the student earned, unearned funds are returned to the appropriate program(s). If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he/she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

The return is a proportional calculation based upon the student's last date of verifiable attendance prior to the request to withdraw. This date may vary depending on the type of withdrawal. For students who give written notification of withdrawal or are involuntarily withdrawn from the school, that day will be considered the last day of attendance. If a student leaves school unannounced, the last date the student attended class or clinical will be considered their last day of attendance for calculation purposes.

STUDENT SERVICES

The faculty recognizes students as unique and complex individuals whose needs differ. The focus of concern is the student's personal and professional growth and development of his/her potential.

Guidance and Counseling Programs

Student Advisement

The faculty believes that guidance and counseling are integral parts of the educational program at BHSN. Students in all programs are assigned to faculty advisors at the beginning of their academic program. Students are encouraged to make appointments with their faculty advisor for academic counseling each semester and more often if needed, to facilitate optimum progression through the program.

The following are student responsibilities in order to benefit from academic advising:

- Understand role of the faculty advisor; know how to contact advisor.
- Be proactive; communicate concerns, seek help and advice early.
- Schedule regular advisement sessions each semester and arrive on time for appointment with advisor.
- Meet dates and deadlines on the academic calendar.
- Update student record on SONIS when necessary (e.g. change of address, phone number).

As a result of the advising process, students will be able to:

- Evaluate and set realistic academic and professional goals.
- Be responsible for their learning.
- Develop an educational plan that leads to timely completion of their educational goals.
- Use BHSN academic and student support services and resources as needed.

Employee Assistance Program (EAP)

EAP is a part of Yale New Haven Health System Employee and Family Resources Program by an outside firm (Value Options). An EAP is a resource for counseling and solution assistance for students with personal and school related challenges. This confidential service provides information, treatment and referral services for issues such as and not limited to:

Drug/alcohol abuse
Financial/legal issues

Marital/family problems
Spouse or child abuse
Stress/anxiety

Information regarding this service is available from the appropriate Program Coordinator or Associate Director. If it is in the best interest of the student and the safety of others, the faculty and administration of BHSN reserve the right to mandate a student's active participation in the Value Options EAP. This service can be accessed by phone at 877-275-6226 or visit the website <https://www.achievesolutions.net/ynhhs>

Use of these services continues approximately 6 months after graduating from BHSN.

Housatonic Community College (HCC)

Students enrolled at HCC are entitled to participate in the Academic and Student Services programs as outlined in the HCC catalog or contact services at (203) 332-5000.

Career/Employment Counseling

Students are asked to meet with their Faculty Advisor at least once each semester. At this time students have the opportunity to seek information from their advisor regarding healthcare careers. Students also have access to EAP counseling if needed (refer to Employee Assistance Program in this section above). At all students' exit interview whether for graduation or a withdrawal, career counseling is provided.

Prior to graduation, a Bridgeport Hospital Human Resource (HR) representative is scheduled to speak with the senior students about employment at Bridgeport Hospital and the application and hiring process. Elements of interviewing are discussed along with resume writing. HR offers services to review students' resume if needed. Faculty advisors also offer their services in reviewing the students' resume and offer recommendations.

During the last semester, BHSN provides an Education Fair where area colleges/universities are present to offer counseling related to advancing students' nursing education. BHSN also pays for all second year students to attend the Connecticut League for Nursing (CLN) Day; this is a mandatory attendance event. The focus of CLN Day is for students to explore career options to foster a smooth transition from academic studies to practicing nurse. Students can learn how to position themselves effectively within the field of nursing, identify actions to take in supporting the transition to practice, and identify the skills that they can bring to the workplace.

Job Placement

BHSN does not provide job placement. Entry and acceptance into this program does not guarantee licensure or certification, nor does it guarantee employment. There may also be barriers to employment in the field such as certain criminal convictions, or a positive drug test. It is the student's responsibility to verify state regulations and institution requirements for employment.

Student Health Program

Bridgeport Hospital's Industrial Medical Center (IMC) provides students with initial medical attention for minor illnesses or injuries incurred during student clinical experiences. All required incident/injury documentation must be completed. A copy of the incident/injury will be given to the Director of the School of Nursing. Students are encouraged to seek additional care for illness by their private health care provider.

If a student becomes ill or injured during a student's clinical experience or while on campus and IMC is closed, the student may be seen in the Emergency Department for care. Students are encouraged to have insurance that will cover the cost of medical, emergency, and hospital care. Bridgeport Hospital and/or Bridgeport Hospital School of Nursing are not responsible for the cost of emergency care, hospital care, specialized diagnostic procedures, and/or treatments provided for a student.

Students with a major change in health status are required to have clearance from their Health Care Provider that clearly states the limitations or the ability of the student to fully participate in all activities before the student may continue in class, laboratory or the clinical experience. Documentation of limitations or clearance must be submitted to IMC. Continuation of attendance in clinical experiences will be in accordance with BH/BHSN and/or affiliating clinical agencies policies. Health status changes include, but are not limited to:

- Injury
- Pregnancy/Delivery (requires physician's note)
- Major illness i.e. physical or mental
- Communicable disease(s)
- Splint/brace/cast/sling, etc.

Additional services provided by licensed health care personnel at IMC include health counseling, health instruction, and consultation.

The Industrial Medical Center is located at 226 Mill Hill Ave, Bridgeport, CT. The hours are Monday through Friday, 8:00 a.m. to 4:00 p.m. (203) 384-3290.

Procedure Following Blood and Body Fluid Exposure

Contact with blood or body fluids requires immediate evaluation
Evaluation for possible antiviral treatment should begin within one hour of exposure.

If you have sustained a needle stick, splash, or other exposure to body fluids, report to Industrial Medical Center (IMC) lower level of the Ahlbin Center, 226 Mill Hill Ave., 8:00 AM-4:00 PM, Monday through Friday, (go through the tunnel). After hours, holidays and weekends, report to emergency department (ED).

In case of exposure to blood or body fluids:

1. Remain calm
2. Clean the wound with soap and water
3. Notify your supervisor
4. Report immediately to IMC or ED
5. Be sure to fill out an employee occupational injury/illness report

Minimize exposure by wearing gloves, gowns, goggles, and other protective equipment mandated by the personal protection equipment standard.

Immunization Policy

Required immunizations and testing on enrollment

- Varicella vaccine-proof of titers or adequate immunization
- Measles, Mumps, Rubella (MMR)- proof of titers or adequate immunization
- Tetanus, Diphtheria, Pertussis (DPT)-Type Td or Tdap
 - Tdap- highly recommended
- Hepatitis B immunization-series of 3 doses/positive titer
 - Hepatitis B immunization is provided by the Industrial Medical Center at cost to students
 - Second dose given 1 month after 1st; third dose given 6 months after 2nd; after 3rd dose a follow up titer is done in 8 months
- Mantoux Tuberculin testing (PPD)
 - Required annually
 - For history of a positive PPD report- a physician documented chest X-ray report is required and then completion of a health questionnaire is required annually
 - Students who cannot provide documentation that a PPD was performed within the past 12 months are required to have a two-step (i.e. two consecutive PPDs must be separated by a minimum of 2 weeks)

- Drug testing
 - Required prior to entry and re-entry into BHSN
 - All drug testing must be done at the Industrial Medical Center at a cost to students

Recommended immunizations on Enrollment

- Hepatitis A vaccine-series of 2 doses
- HPV vaccine-series of 3 doses
- Meningococcal vaccine-only if recommended by student's health care provider

Required immunizations and testing annually

- Mantoux Tuberculin testing (PPD)
 - Required annually
 - For history of a positive PPD report- a physician documented chest X-ray report is required and then completion of a health questionnaire is required annually
 - Students who cannot provide documentation that a PPD was performed within the past 12 months are required to have a two-step (i.e. two consecutive PPDs must be separated by a minimum of 2 weeks)
- Influenza immunization
 - Required annually
 - Students can receive immunization provided by the Industrial Medical Center at no cost
 - Students who receive immunization provided by another Health Care Provider are required to submit documentation, sign a declination form, and submit to BHSN and IMC by designated date, i.e. December 1
 - Exceptions for medical or religious reasons students are required to meet with associate director for advisement and direction on appropriate protocol to follow prior to designated date, i.e. December 1

Note-At cost to the student, some clinical affiliations may require:

- influenza immunizations (declination not acceptable)
- repeated drug testing and/or
- repeated /additional background checks

Instructional Facilities

The classrooms, lecture halls and skills laboratories are designed and furnished with contemporary equipment. BHSN's affiliation with a 383 licensed bed hospital plus 42 beds under Yale-New Haven Children's Hospital provides extensive clinical opportunities for students. In addition, a variety of

community facilities are selected to provide students with a wide range of learning experiences in nursing. The student Learning Resource Center (LRC), which is located in BHSN, equipped with computers and educational software to augment student learning. The LRC is accessed using their hospital ID badge. Individual and group study areas are available elsewhere. Skill and simulation laboratories provide students with the tools to practice and become proficient in nursing and sterile processing skills. Students are encouraged to utilize the labs. In addition, simulation experiences are provided through the YNHHS Simulation Center.

The Reeves Health Sciences Library is located on the fourth floor of the hospital. The facility is available to students with the assistance of a qualified librarian Monday through Friday from 8:00 a.m. to 4:30 p.m. Students can obtain access to the library during other hours by using their hospital ID badge. The Library has books, journals, and videotapes that can be borrowed. Additionally, electronic resources are available through the Hospital-wide Intranet. Training on these resources is available through the library staff at (203) 384-3254.

Student Activities

Opportunities for involvement in activities that encourage the personal and professional growth of students are available at BHSN. For approved educational activities that are presented to students, students who would like to attend need to complete a “BHSN Student Educational Activity Rating Form” (refer to Educational Activity Attendance for Nursing Students).

Class Representatives

Each class has student representation. Students are represented on the Student Council Committee. The Faculty Class Advisor assists the nursing class representatives in various activities such as graduation and class yearbook.

Student Council Committee

The Student Council is the central governance organization for the student body. It ensures effective student participation in the faculty governance system and is the principle advocate for the interest of the student body as a whole to the BHSN administration and faculty. The Student Council Committee, which meets at least four times a year, provides democratic forum of student functioning.

Each class has representation on the committee (2 from each nursing class). Membership also includes Faculty Class Advisors, Associate Directors, and School Administrators. The purposes of the meetings are to: provide opportunities for student services, coordinate and facilitate communication between faculty, administration and the student body, and unify the classes

into a functioning body.

Professional Organizations

Professional organizations play a vital role in strengthening the nursing profession. BHSN is a chartered member of the National Student Nurses' Association (NSNA). All students are encouraged to become members of the NSNA in their first year. As members of NSNA, student nurses in each class will be elected by their peers to serve as the Student Nurses' Association President, Vice President, Secretary, and Treasurer. The NSNA Faculty Advisor will assist class with the membership process through the School. The NSNA Faculty Advisor will meet with officers to help them carry out their roles. As part of membership benefits, students receive a subscription- *Imprint, The Journal for Student Nurses*.

Childcare, Meals, Transportation and Parking

Childcare services are offered to students of BHSN through Childport, a day care facility owned and operated by Bridgeport Hospital. Childport is located one block from the School of Nursing at 368 Ridgefield Avenue, Bridgeport, CT. Childport provides Monday through Friday care to children between the ages of 3 months and 5 years. For information on available openings or to arrange a tour, call the Childport Program Manager at 203-336-2258.

Students with their ID badge can purchase meals at a discount in the Hospital Fresh Inspirations or Jazzman's. Snacks and refreshments from vending machines are available in Elizabeth Oliver Hall and lobby of Fresh Inspirations.

Students are responsible for providing their own transportation to classes or clinical assignments and for parking fees outside of Bridgeport Hospital. Student parking is available on a fee basis at Bridgeport Hospital's parking garage. Discounted parking vouchers are available through the Security Department (384-3457). Students are not allowed to park in the school's Elizabeth Oliver Hall parking lot (**violators will be towed**). BHSN does not provide housing. Lounge areas are available to students.

Voter Registration

BHSN makes a good faith effort to distribute voter registration forms. These forms are ordered from the State 120 days prior to the deadline for registering to vote within Connecticut. The requirement is applied to the elections for federal office as well as the election for governor.

ACADEMIC POLICIES & PROCEDURES

Students are responsible for monitoring their own academic and clinical progress and for seeking appropriate assistance if needed. Nursing students must meet with their assigned faculty advisor at least once a semester to review academic needs, the progression policy, and update their student education plan

At the beginning of each course, students will receive a course syllabus, which will contain general information such as course description and objectives, prerequisites, the grading/evaluation scheme and topics to be covered in order to complete the course. Students will also receive a clinical evaluation, which is used in assessing expected clinical competencies for the course. All students must understand course information, including grading criteria.

All nursing students must be in good academic standing. “Good academic standing” means that the student’s cumulative Quality Point Ratio (QPR) is 2.0 or above (minimum course average of 75% and satisfactory clinical performance). “Satisfactory progress” generally means that a student completes the normal course load each semester in good academic standing.

For all nursing courses, students are required to maintain a minimum average of 75% (semester QPR 2.0 or above and satisfactory clinical performance). All course requirements must be met to receive a final course grade. If course requirements have not been met due to extenuating circumstances, a grade of “I” (Incomplete) may be granted. Under these circumstances, a student may be granted an extension to complete course requirements. Any request for a course extension must be submitted in writing to the level Associate Director and then brought to course faculty to determine the outcome of the extension. If the student is unable to meet course requirements in that period, the incomplete grade becomes a grade of “F”.

For sterile processing, students will receive separate numerical grades for classroom and clinical laboratory courses. Numerical grades will be based on written tests, assignments, and skill performance. A passing grade in all areas must be achieved in order to receive a satisfactory “Pass” for the course.

Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress (SAP) policy establishes standards for measuring whether a student is maintaining successful progress in his/her educational program. Regulations require that the Office of Financial Aid monitor and evaluate the progress of each student, whether they are receiving financial aid or not, toward completion of their program. Students who fail classes, fail to achieve minimum standards for grade point average, or fail to complete classes in a maximum timeframe, lose eligibility for all types of federal, state and school administered aid.

The measurement of SAP is based on two primary components: one is qualitative and the other is quantitative. The qualitative component requires certain minimum course grades and cumulative grade point averages be achieved as measuring points and the quantitative component requires completing courses at a certain pace in order to complete an educational program within the allowed maximum timeframe. The application of the standards is consistent within categories of students at BHSN, i.e., full-time, part-time, traditional track and accelerated track students. The standards are applied to nursing students receiving assistance under the Title IV, HEA programs, as well as those students who are not receiving Title IV assistance. Both standards must be met by all students in order for their academic progress to be considered satisfactory.

Students enrolled in BHSN for the first time will be assumed to be making satisfactory progress for Title IV purposes, regardless of whether he/she had prior post-secondary experience. Transfer students will be assumed to be making satisfactory progress upon admission to the school for the initial disbursement of Title IV funds. Students will be evaluated for satisfactory progress at the end of each nursing course within a payment period. At the time of each evaluation, students who are not compliant with the Satisfactory Academic Progress policy will not be able to advance to the next nursing course. This will result in action up to and including dismissal from the program. Previously those students, who have a one-time failure, were eligible to apply for readmission and be eligible to reestablish his/her financial assistance under the Title IV, HEA programs. However, the program is closing May, 2017, resulting in only the Accelerated track students being eligible to return.

All students including Title IV recipients must continue to make satisfactory academic progress according to the standards below:

Qualitative Measures:

- *Course grades* are assessments based on academic, clinical laboratory/simulation, and classroom laboratory achievement
 - *Minimum grade of “C” for all required non-nursing courses*
 - *Minimum grade of “75” for nursing courses*
 - Academic performance in nursing courses is based on course test grades including standardized testing and clinical laboratory achievement
 - *Satisfactory grade in clinical laboratory achievement*
 - Clinical and classroom laboratory components of nursing courses are graded on a Pass/Fail basis. Laboratory performances must be satisfactory to pass

- the nursing course.
 - A failing grade in clinical or classroom laboratory will result in course failure regardless of course academic grade
 - *A semester QPR of 2.0*
 - Progression in the nursing major is dependent upon the student maintaining a cumulative grade point average (GPA) of 2.00 in all nursing courses (those with a NU prefix).
 - The nursing major grade point average is calculated and reviewed after each course is completed.

Quantitative Measures:

- *Pace of Progression* – Provides measurement of the student’s progress at each evaluation. Students must earn credits (receive passing grades) for all required sequencing of semester courses as outlined in the curriculum plan.
 - Overall, students are eligible for school-based aid for up to four semesters of enrollment
- *Maximum Time Frame* – The maximum time frame for students to complete their certificate diploma cannot exceed 150% of the published length of the academic program
 - Students may receive federal financial aid up to 150% (typically 3 years) of the normal time to diploma completion.
 - Repeated courses will be counted as part of the attempted and completed courses, and part of the 150% of normal time to completion.

Grading Policy

The average of all numerical grades must be 75% or greater to pass the course in all programs. Individual components making up the final course grade are not rounded separately. Final course grades of 75% or greater are rounded up to the next number if the decimal point is at or above 0.5. Final course grades below 75% are not rounded.

Grade reports for nursing are given at the end of each semester. Grades are recorded in letter grade on the transcript. Grades are withheld for those students who have not completed course or program requirements such as make-up assignments, official transcripts, and/or outstanding fees.

The academic standard grade of pass/fail is used for Sterile Processing Technician Program; no letter grades are assigned.

Value of Letter Grades and Quality Points (QP):

Grade	Points	QP (Student Nurses Only)
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	75-76	2.00 (minimum passing grade)
F	Below 75	0.00

Cumulative Quality Point Average (CQPA)

Quality points are calculated by multiplying the number of points of each grade by the total number of credit hours assigned to that course. The Quality Point Average (QPA) is obtained by dividing the total number of quality points earned in the semester by the total number of credit hours taken in the semester. The CQPA is determined by the total number of quality points accumulated in the program divided by the total number of credit hours completed. The student transcript will reflect all course grades required for completion of BHSN's curriculum and will be used for computation of CQPA. The academic standard grades of A-F are used in calculating the QPA. A "Pass" or withdrawal "W" will be excluded from QPA calculation.

Grade Forgiveness Policy

As of May 29, 2012, Bridgeport Hospital School of Nursing has adopted a Grade Forgiveness Policy (GFP). Grade forgiveness is restricted to currently enrolled students who previously earned an "F" in a BHSN course who may now take the failed course for a second time. A student may use this GFP only one time per course. Once the course is retaken, only the second grade earned, whether higher or lower than the original grade, will be calculated in the cumulative grade point average. An explanatory notice will appear on the record. However, the initial grade of "F" will remain on the transcript. This Grade Forgiveness Policy occurs automatically once the retaken course has been completed; therefore a GFP request form is not necessary. A student who received a failing grade due to academic dishonesty will not have that grade forgiven. Students are advised that the BHSN Grade Forgiveness Policy may or may not be honored by other educational institutions, since each institution interprets transcripts according to its own policies. Prior students who have left BHSN prior to graduation or who have earned their RN diploma from BHSN cannot have grade changes for a course that was taken prior to their graduation.

Nursing Progressive Standardized Testing & Grading

Assessment Technologies Institute, LLC (ATI) is an assessment company which provides progressive standardized testing and remediation services to nursing students. The ATI program is used throughout the student's course of study. The assessments can be used as a tool to assist students in identifying strength and weaknesses in content and improving student achievement through accountability. ATI Assessments are weighted and counted as part of many course grades. At the end of the nursing program all students attend a mandatory ATI NCLEX-RN Review Course.

The following describes the progression of standardized testing used throughout the curriculum, the ATI Assessment component and the ATI weight of the course grade, where applicable.

Curriculum Progression	ATI Assessment Component	Weight of Course Grade
Pre-Admission	TEAS	Admission requirement
NU101	Self-Assessment Inventory	Course requirement, no grade
	Critical Thinking	Course requirement, no grade
	RN Learning Modules	Course requirement, no grade
NU104	Fundamentals	3% of course grade
NU105	Maternal Newborn	3% of course grade
NU201	Community Health	Extra points added to grade*
NU202	Mental Health	3% of course grade
NU203	Nursing Care of Children	Extra points added to grade*
NU204	Pharmacology	Extra points added to grade*
	Medical Surgical	3% of course grade
NU205	Leadership	25% of course grade
	Critical Thinking	Course requirement, no grade
	RN Comprehensive Predictor	10% of course grade
Post NU205	NCLEX review Course	Mandatory attendance

* In order to receive the Extra Points added to final course grade, the numeric average of all course exam grades must be at least 75%.

Proficiency level is used as a measurement of achievement on the

proctored ATI assessment tests. Grades are determined by the level of proficiency scored; the standard goal is set at achieving at least level 2.

All students must take the assigned non-proctored ATI online practice test prior to the scheduled classroom Proctored test. Students must achieve a minimum target score according to course syllabus.

Students who do not achieve the minimum score on the Proctored Assessment are required to do additional remediation by a designated date according to course syllabus in order to receive an equivalent numeric score of 75. Those who are unable to meet the requirements by the course deadline dates will receive their ATI assessment “adjusted individual total score” as the numeric grade.

However, submission of requirements still needs to be met in order to receive course grade and proceed in the program.

The grading criteria and equivalent numeric scores for ATI proficiency levels are as follows:

Grading Criteria for Assessments that are weighted as a percentage of course grade:

ATI Proficiency Level	Equivalent Numeric Score
Level 3	95
Level 2	85
Level 1 & Below	75

Grading Criteria for Assessments that are counted as extra points (*final course grade needs to be 75 or higher):

ATI Proficiency Level	Extra Points Added to Final Course Grade*
Level 3	3 extra points
Level 2	2 extra points
Level 1 & Below	1 extra point

Grading Criteria for Comprehensive Predictor Assessment:

ATI Individual Score	Equivalent Numeric Score
> 76.7%	95
74 – 76.7%	85
< 74%	75

Examination Policies

Students are required to take examinations including ATI testing on the date and

time they are scheduled.

- Students requiring special examination accommodations must follow the BHSN policy on ADA and must have documentation in their file.
- For students with English as a secondary language (ESL), a primary language dictionary may be allowed with approval by proctoring faculty.

ATI Assessment Tests

ATI is a standardized test that is administered and scored in a consistent, or "standard", manner. Standardized tests are designed in such a way that the questions, conditions for administering, scoring procedures, and interpretations are consistent. Therefore, once the ATI test starts, no students will be allowed into testing area. Any student, who misses the test, must schedule a make-up date within 1 week with the course leader.

Testing Procedure

- 1) Students are not allowed to bring personal belongings including: purses, books, hats, drinks, cell phones, or any electronic devices to the testing site.
- 2) Personal belongings may be placed in a separate room but cannot be left in hallways due to safety/fire regulations. BHSN is not responsible for lost or stolen property.
- 3) Students may be given assigned seats for the examination.
- 4) BHSN will provide calculators for designated exams including ATI testing. The calculators may not be shared between students. BHSN will provide a substitute calculator if malfunction occurs. Students may request a substitute calculator during an exam.
- 5) Students are expected to remain in the examination room until they have completed the exam. If a special circumstance arises, then a proctor will accompany the student.
- 6) Students with questions should raise their hand and a proctor will come to them.
- 7) All students are given one hour to take a 50-question exam. Students may take an additional 15 minutes if they choose. For 100 item question exams, students are given 2 hours to complete the test. Students may take an additional 30 minutes if they choose.
Note: Only for course exams (ATI sets specific time limits per test)

Course Exam Tardiness

Students arriving late for an exam may choose one of two options:

1. Take the exam within the remaining exam time left. These students will enter the examination room and sit in a designated area; or
2. Take the exam at an arranged time after the initial exam time. The student must take the exam prior to attending class or clinical. This option counts as a missed exam.

Missed Course Exams

In the event of absence, students are required to notify the Course Leader or Associate Director in advance. For students who have missed an exam, a new version of the exam may be given. The make-up must be taken upon return to school within one week of the initial exam date and prior to attending any lecture, laboratory, or clinical classes. Students are required to arrange for the make-up exam with the Course Leader and will be charged a test administration fee of \$50. In addition, a point penalty will be applied after the first missed exam in any nursing course as follows:

- 1st missed exam within a course or term = 0 points
- 2nd missed exam within a course or term = 10 points
- 3rd missed exam within a course or term = 20 points
- 4th missed exam within a course or term = 30 points

Course Exam Grades

Examination grades are made available within 5 school days. The examination answer sheet, Scantron, is used as the official form in computing the exam grades. When there is a discrepancy between the student's written exam and Scantron, the official grade is based on the Scantron. The scoring of examination grades is based on a weight of 100% and the number of questions. After item analysis, if a question is eliminated, the scoring is adjusted to reflect the change in the number of questions. For example, a fifty question exam which is based on 100% then becomes a forty-nine question exam resulting in the change of weight per question.

After grades for a given exam are finalized and all students have taken the exam, a student may request to review the exam. The review must be done before the next exam in the course; no exam may be reviewed after the next exam has been given.

Academic Integrity

Students at BHSN are expected to maintain academic integrity. Violation of academic integrity includes but is not limited to cheating on exams or quizzes, stealing or having unauthorized access to exams, signing another student's name on an attendance form, sharing of information on exams, plagiarism, and falsification of data for clinical preparation or documentation. Behaviors not compliant with the academic integrity policy will result in dismissal from BHSN.

Academic Remediation

All students who are experiencing academic difficulties in a particular course or program are strongly urged to contact the course leader or their faculty advisor

for guidance as soon as possible. A remediation plan is initiated when an educator identifies a student who is not meeting the academic performance expectations. The plan defines the deficit and prescribes learning activities to assist the student in improving performance.

All nursing students should use the ATI (Assessment Technologies Institute) materials and remediation resources. The ATI tools, in combination with the nursing program content, assist nursing students to prepare more efficiently, as well as increase confidence and familiarity with nursing content and test taking skills. At the end of the program, all nursing students are required to attend the ATI NCLEX-RN preparation course.

Academic Warning

At mid-course, a student with a test grade average below 75% is placed on academic warning by the Associate Director. A written warning notifies the student to seek guidance from the Nursing Course Leader to identify strategies for academic improvement. If a student is having academic difficulties, it is recommended they seek out faculty advisement. Federal regulations mandate that students maintain satisfactory academic progress to continue receiving financial assistance. The standards for satisfactory academic progress set forth for all students at BHSN will be used as the standard for Title IV recipients as well.

Academic Environment

All students shall be given the opportunity to learn in an environment that is free from noise, intrusions, and disruptions. Students are expected to arrive to class on time and refrain from disruptive behavior during class/laboratory. Students should remain attentive to the activities of the classroom and behave in a manner that allows others to be attentive. Noise must be avoided and includes, but is not limited to: Beepers, cell phones, side conversations among students, monopolization of conversation, and frequent getting up and down while class is in session. Faculty and students are mutually responsible for enforcing optimum classroom behavior, thus, creating an appropriate learning environment for all.

Attendance Policy

There are no “excused absences” for mandatory attendance.

Nursing Attendance

Mandatory attendance for academic-related activity includes:

- Clinical laboratory
- Post-conferences
- Classroom laboratory
- Competencies

- Simulations
- NU 205 class seminars
- ATI NCLEX-RN review course

Student attendance at academic lectures is highly recommended.

Students are expected to be ready at the beginning of the scheduled class/laboratory. Tardiness is disruptive to those who make the effort to be on time and to the lecture/discussion in progress. The course syllabus will define the length of time for tardiness and the effect on the student's course work/grade.

Classroom and clinical laboratory absences place a student in jeopardy of failing the course. In order to meet the course outcomes, all of the required clinical hours must be fulfilled. A student who has been absent because of prolonged illness/condition (more than three consecutive clinical days), is required to have clearance from the student's Health Care Provider and the Industrial Medical Center before returning to class/clinical.

If a student's health status should change, such as limitations related to pregnancy, post-partum, or a sprained ankle, etc., the student must notify the Associate Director or Director of the program. The need for medical clearance will be determined by the school at that time.

In the event of a clinical absence, all students are required to leave a message on the clinical educator's voice mail and call the clinical unit or agency at least 60 minutes prior to scheduled clinical hours. If, for any reason, a student needs to leave a clinical lab or clinical observational experience prior to the scheduled time, the educator must be notified. Failure to do so is grounds for dismissal.

Nursing Clinical Laboratory/Simulation:

Missed post conferences must be made up within 2 weeks. Clinical laboratory (Clinical experiences) and simulation absences are to be made up on the *date* scheduled by the faculty. Students need to be flexible in accommodating their clinical laboratory/simulation make-up(s).

Make-up assignments are required for all absences and are based upon meeting course objectives. Successful completion of the assigned make-up experience is required to pass the course. Students will be assessed a fee of \$50.00 per make-up assignment for each missed day of clinical laboratory or simulation. No fees are applied for missed post conferences.

More than **one clinical** absence in nursing courses less than six weeks and more than **two clinical** absences in nursing courses longer than six weeks may result in course failure. Absent time also includes those students who

are held from clinical experiences due to noncompliance with mandatory requirements (e.g. PPD, malpractice insurance, current verification of U.S. Citizenship, etc.). In addition, accrued absent time of 6 hours (combination of missed labs, post conferences, late arrival or early leave from clinical) will be considered the equivalent of one clinical absence. The accrued time is added to the student’s missed absent day(s) for clinical experiences and will be counted into the total for clinical absences. However, accrued time outside of actual clinical does not require additional clinical make-up time/assignment.

Nursing Classroom Laboratory

If a nursing student is absent from classroom laboratory (lab), he/she is expected to contact the appropriate laboratory educator within *one* week of missing the lab to schedule a makeup assignment. Missed classroom laboratory experiences must be made up within 2 weeks. The penalty for missed lab will be \$50.00/lab per absent day.

Summary of Attendance Makeup & Fee Requirements

Attendance for:	Makeup	Fee/day
Clinical Laboratory (Clinical Experiences)	Yes	\$50
Simulation	Yes	\$50
Classroom Laboratory (Lab & Practice Sessions)	Yes	\$50
Post Conference	Yes	None

Sterile Processing Attendance

Attendance at all classroom lecture, classroom laboratory, clinical and experiences is mandatory. In the event of an absence, the student must leave a message on the educator’s voice mail and if applicable, contact the clinical unit. Make-up assignments are given for classroom and classroom laboratory absences.

Religious Observance Policy

All students are expected to follow BHSN Course Attendance Policy. Students who anticipate being absent from any course activity due to a conflict between course date and religious observance should inform their educator in writing within the *first two weeks* of the course, or with as much notice as possible. The student must contact clinical/laboratory faculty and course leader to develop a schedule for making up missed clinical/laboratory work according to policy.

School Delays and Cancellations

Classes and clinical experiences are delayed or canceled only under severe weather conditions. Students should use discretion in determining whether to travel to and from school during inclement weather. Delays or cancellations will be posted on www.ctweather.com. Click on “IAN

cancellations” and then “schools”. Look for message next to Bridgeport Hospital School of Nursing. A separate announcement may be posted for evening sessions. Class schedule and/or the academic calendar may change as a result of delays or cancellations. Cancelled class and/or clinical time will be rescheduled and may be necessary to use unscheduled class time (such as a pre-scheduled day off) in order to fulfill all course requirements.

Educational Activity Attendance for Nursing Students

Approved educational activities are available for students to participate in while in the Nursing Program. These include activities such as the National Student Nurses Association (NSNA) annual conference or Connecticut Legislative Day. Students who would like to attend must complete a “BHSN Student Educational Activity Rating Form”. Prior to the activity, the form will be available from the faculty activity coordinator. The student will complete the form using the following procedure:

1. Students complete Section I, II & III
2. Students submit form with completed sections to Clinical Educator
3. Clinical Educator completes Section IV
4. Clinical Educator submits completed form to the Faculty Student Council Co-Chair
5. Faculty rate Sections II, II, IV, and V; up to 5points per section for a possible total score of 20 points

All completed forms will be submitted to the Curriculum Chairperson for decision as to which students can attend. Determination of application request will be based on number of student attendees, total points and overall recommendation.

Uniform Requirements

Student Nurses

1. School uniform, clean and pressed
2. White water-resistant, closed toed shoes
3. Undergarments should not be visible (i.e. nude/white, full coverage underwear only; no thongs, no colors)
4. White stockings or socks
5. Hospital I.D. badge worn above waist level
6. Wristwatch with an ability to count seconds
7. Minimal jewelry (wedding band, small earrings)
8. No visible tattoos or ornamental body piercing (including the tongue & ear gauges)
9. Protective eyewear as required during patient care

Sterile Processing

1. Hospital laundered scrubs are to be worn for clinical experiences and classroom for sterile processing students

2. Water-resistant, closed toed shoes-white, brown, or black
3. Socks/stockings which cover the top of foot
4. Protective eyewear as required during patient care
5. No jewelry
6. No visible tattoos or ornamental body piercing (including tongue & ear gauges)

Dress and Grooming

Students are required to follow a code of professional appearance at all times whether in the hospital or in BHSN. Standards are based on a commitment to provide a safe and clean environment for patients and students.

Security

BHSN/BH identification badge is to be worn above the waist at all times with photograph, name, and title clearly visible.

Professional Image

Tee shirts with inappropriate design and/or language, midriff tops, tank tops or mesh tops are not permitted. Hair must be of natural color. In the clinical areas, hair should be worn off the shoulders and pulled back. Beards and moustaches must be neatly groomed and trimmed. The use of makeup should be minimal. Chewing gum is not allowed in clinical area.

Infection Control

Fingernails less than ¼ inches are required. In addition, artificial nails or eyelashes, chipped nail polish, and nail decorations are prohibited. Students must remove disposable booties, bonnets, and masks when leaving a surgical or clinical area.

Safety

The use of heavily scented perfumes and colognes is not allowed as a consideration to people with allergies, asthma and other health conditions. Hats are only to be worn for medical, religious or safety reasons (i.e. OSHA and other regulatory requirements).

Dress Code for Off-site and Observational Experiences

Instructions regarding appropriate dress are given for each experience during the course orientation. Students need to abide by clinical affiliation standards.

Students who receive scrubs from the Hospital Laundry must abide by the hospital policy.

Student Nurse Dress Code for Clinical Research and Classroom Laboratory

1. Clean, pressed clothing

- a. School Uniform -or-
 - b. Appropriate attire* with a BHSN lab coat
*No denim clothing of any kind, shorts, sweats, stretch leggings, revealing clothing, or open-toed shoes
2. Visible Hospital I.D. badge worn above the waist.

All students are required to follow the dress and grooming policy. Students who fail to comply with the policy will be subject to counsel, up to and including dismissal.

Classroom Laboratory Practice Standards

Students must demonstrate “satisfactory” classroom laboratory performance in order to pass the course and continue in the program.

For classroom laboratory experiences, students who are unable to pass a skill competency or medication calculation competency will be scheduled for remediation with the nurse educator prior to the second attempt which will occur within 2 weeks. Students cannot perform a skill or administer medication in the clinical setting until they have successfully completed their competency re-test and may be in jeopardy of not meeting clinical objectives. Those students who fail a competency after three attempts receive a failing grade for the course and will be dismissed from the program.

For all classroom laboratory experiences, students must abide by policies on civility, code of conduct, and dress code. No eating, drinking, or cell phone/electronic devices allowed in the classroom laboratory.

Classroom Laboratory Competency Guidelines

A laboratory competency procedural guide is provided for students to follow as an evaluation standard and process.

Nursing

1. Students must be on time for their scheduled skills competency. Students with an emergency requiring rescheduling must speak with the lead lab educator.
2. Students must be in lab attire to take part in the competency.
3. Once a student enters the lab for testing, no communication with other students is permitted. If students need assistance or have questions before the start of the skills demonstration, they should speak with a nurse educator.
4. Once the student begins their skills demonstration, there is no further discussion or questions about the skill being tested.

5. Students must complete their competencies in the time allotted for skills demonstration. Exceeding the time frame will result in failure of the competencies.
6. Students will be told at the completion of their skills demonstration whether they have passed or not.
7. Students who have concerns regarding their competency may speak with the nurse evaluator. If unresolved, they should direct concerns to the lead lab educator. Please refer to grievance process in the Student Handbook.
8. Students must *sign* their competency form prior to leaving the lab.
9. Students who fail a skills competency must attend remediation and re-testing is done on a separate day as indicated on the course schedule. Students must complete both the remediation of skills and re-testing of their competency *by the date(s) noted on the course schedule*.
10. Students must pass their re-test competency on the second try to continue in the program.

Clinical Practice Standards

All students must be compliant with annual requirements at all times. A student not in compliance (e.g. current BLS, PPD) cannot participate in clinical laboratory and is considered as a missed clinical. In all courses with a clinical component, students must demonstrate “satisfactory” clinical performance in order to pass the course and continue in the program. The clinical grade is determined on student performance through student achievement of the course objectives and documentation of the student’s competence at a specific level for each course. Student clinical assignments are based on course objectives, facility resources, and patient availability.

Students must be prepared to deliver safe care in the clinical area. Students are expected to do clinical preparation on their own time. This may include interviewing the client. While doing preclinical preparation at a clinical site, students are not allowed to perform hands-on care. Proper identification and school uniform or lab jackets worn over professional attire is required when students are in the clinical facility. If not prepared and additional hours are given to the student to prepare while on the unit, these hours are subtracted from the total clinical hours scheduled on that day. However, a student may not be allowed to give patient care and may be dismissed from the clinical experience if their written work or clinical performance indicates a lack of preparation and risk for unsafe practice.

Students must demonstrate the ability to perform previously learned skills consistently and safely. Students must be prepared to care safely for assigned clients. Any student who, in the judgment of the faculty, does not demonstrate appropriate preparation for the client assignment will be directed

to the School skills laboratory. Students who are unable to perform clinical skills satisfactorily in the clinical area will return to the clinical skills laboratory for remediation and a plan of action will be formulated. The nursing laboratory instructor will provide a written report to the clinical instructor. If a student's clinical practice does not meet course objectives, the student will receive an unsatisfactory on the clinical evaluation and will be subject to course failure.

In addition, the student may be dismissed at any time during a clinical experience if, in the educator's judgment, the student demonstrates unethical or unsafe practice, violates clinical agency policies, or breaches academic or professional codes of conduct.

If a student is dismissed from a clinical experience, the clinical absence and the attendance policy will be enforced. Additionally, the student will be at risk for receiving a failing grade for the course.

Students are responsible for maintaining patient confidentiality in accordance with the HIPAA Regulations and National Student Nurses' Association Code of academic and Clinical Conduct. Students must maintain confidentiality in the use of facility computers and records of their assigned patient(s). It is not acceptable to view the medical records of patients not assigned to the student. Students are prohibited from printing electronic patient health information (ePHI) as outlined in the B.H. Administrative Policy: *Safeguards for Confidential Information, Protected Health Information and Electronic Protected Health Information* (Intranet/YNHH/policies/YNHHS-Policies and Procedures/YNHHS-Corporate Compliance(YNHHS)/HIPAAPolicies and Procedures/ HIPAA/ PrivacyPolicies and Procedures /Safeguards for Confidential Information PHI and ePHI, CC:P-15)). Violation of HIPAA regulations including printing of electronic PHI (ePHI) will result in disciplinary action up to and including immediate dismissal from the program.

Cell phones must be inaudible at all times in the clinical facility and are prohibited from use in patient care areas.

Assignment Submission Policy

Assignments, including progressive assessment testing (Assessment Technology Institute, ATI), are due at designated intervals during courses as defined by course syllabus. Late submission of an assignment may result in a failing course grade. A student who submits late assignment will be counseled and may be placed on a remediation plan by the course nurse educator. If the remediation action plan is not met, the student will be placed on warning or probation. The student's progress towards meeting the remediation action plan will be discussed

by the appropriate team who will make a decision regarding the student's progression in the program.

Clinical Remediation

Students who are experiencing difficulty in meeting clinical performance expectations or objectives are encouraged to seek assistance from their clinical nurse educator and/or laboratory nurse educator. A remediation plan is initiated when a nurse educator identifies a student who is not meeting the clinical performance expectations or objectives. The plan defines the deficit and prescribes learning activities to assist the student in improving clinical performance. Consistent improvement must be demonstrated in order to meet the course objectives. Those students who are not meeting the plan of action will be placed on Clinical Warning.

Clinical Warning

A clinical nurse educator can place a student on clinical warning at any time during the course. A student will be placed on clinical warning for failure to meet the established clinical remediation plan, clinical performance expectations or objectives, or for a single, unsafe occurrence and/or unacceptable clinical practice. All students placed on clinical warning, will receive a plan for remediation and strategies for improvement. Clinical Warning will not exceed the length of the course. Failure in meeting clinical performance expectations or objectives will result in a course team meeting regarding student's promotion (see "Criteria for Promotion") and may result in clinical failure and a grade of "F" for the course. Successful completion of prescribed remedial work may not be sufficient to ensure a passing grade.

Exceptions to the Clinical Warning policy may occur if a student demonstrates inappropriate, unethical, or unsafe behaviors or places a client in imminent danger during the clinical experience. Should this situation occur; the student may be dismissed from the clinical area and/or the program without a prior clinical warning.

Criteria for Promotion

The following criteria must be met to be promoted to the next course:

1. A minimum course grade of 75 (C)
2. Satisfactory completion of all course work
3. Satisfactory classroom/clinical laboratory performance (see note below)
4. Completion of required clinical hours
5. Completion of required standardized testing in the nursing program
6. Receipt of official transcript verifying the successful completion of required college co-requisites, if applicable (see note below)
7. Financial obligations to BHSN & Bridgeport Hospital have been satisfied

Note (#3):

If a student's classroom/clinical laboratory performance is unsatisfactory and the clinical educator has reason to believe that a student is not meeting course objectives, a team meeting is held. The student will be informed of the faculty's impending meeting. The student has the option to attend the meeting and make a verbal or written statement relating to his/her clinical performance. In the event the student chooses not to attend the meeting, he/she is encouraged to submit a written statement prior to the meeting. The clinical educator presents to the team a summary of the student's performance. The faculty considers all information when deciding whether or not the student meets all of the clinical objectives. Course faculty (excluding the clinical educator) then makes a decision regarding a student's promotion.

Note (#6):

For non-nursing co-requisite courses where the college semester ends later than the nursing course e.g. NU 201, the student who is actively taking the college course is allowed to enter this nursing course. However, if BHSN Financial Specialist/Registrar has not received the official transcript of the non-nursing course within a reasonable timeframe, student will not be allowed to take final course exam, receive clinical evaluation, or receive course credit for NU 201. If the student is noncompliant with the promotion policy, the student will not be allowed to progress in the program.

Probation, Suspension, and Dismissal

BHSN reserves the right to place a student on probationary status, suspend or dismiss a student for academic, clinical, behavioral, administrative, or other appropriate reasons. Reasons are not limited to, but may include, failure to meet:

1. program requirements;
2. course requirements, either academic or clinical;
3. financial obligations to BHSN or Bridgeport Hospital;
4. legal and ethical standards of practice;
5. standards of safe and competent care;
6. standards of moral, civil, professional and/or unlawful conduct.

Informal Complaints/Informal Grievances

BHSN defines a "complaint" as a verbal expression of dissatisfaction. Open and appropriate channels of communication among students, faculty and administration are encouraged.

If a situation occurs that results in disagreement or difficulty between a student and a faculty/staff member, a thorough exploration of all possibilities for resolution or compromise should occur. To ensure proper channels of

communication, BHSN recommends that the student follow these steps:

1. The student first discusses the issue with the involved person rather than uninvolved faculty members or administration.
2. If resolution is unsuccessful, the student is encouraged to meet with the appropriate Program Coordinator or Associate Director.
3. If the student still feels the need to discuss the situation further, the next step is to meet with the Director of BHSN for final resolution.

For questions or concerns directly related to a *course*, the nursing student is expected to discuss the issue with the course leader. The nursing student will meet with the level Associate Director if the course leader determines it necessary or the student does not feel the issue was resolved. Sterile processing students meet with the Program Coordinator for questions, concerns, or resolution of issues and if unsolved, then the Associate Director.

For any questions or concerns directly related to *Program dissatisfaction*, all students should directly meet with the appropriate Program Coordinator or Associate Director. When the student still feels the need to discuss the situation further, the next step is to meet with the Director of BHSN for final resolution.

Formal Grievance

BHSN defines a “grievance” as a written (letter, survey, fax, or email) dissatisfaction. It is the policy of BHSN to identify and address causes of student dissatisfaction and to ensure that all students receive fair and equitable treatment. In accordance with this policy, BHSN adopted grievance procedures which students may use to seek a solution to problems involving academic, clinical, discipline, dismissal or any other situation that the student feels to be an unfair application of BHSN policies and procedures.

Grievance Procedure

When issues involving academic, clinical, discipline, dismissal or any other situation that cannot be resolve through the established channels of communication, the student may use the formal grievance procedure. The student initiates the grievance process as follows:

1. The student should meet formally with the appropriate Associate Director to seek resolution; a written grievance is recommended.*
2. If a student is dismissed and continues the grievance process, the student must submit a written request to meet with the Director of BHSN within 48 hours following dismissal. The student may be allowed to return to class and clinical only with permission from the Director. The student may bring a support person to the meeting. This person, however, is not allowed to participate in the discussion. After considering background material and facts, the Director’s decision is presented to the student in writing within 5 business days.
3. A student’s appeal of the Director’s decision must be submitted in a

formal letter to the Sr. Vice President (VP) for Patient Care Operations within 48 hours of the decision or the student loses the right to appeal. The Sr. VP for Patient Care Operations then makes the decision in writing. This decision shall be final.

- * When the Associate Director is not available, the initial resolution process will start with the appropriate committee, e.g. for curriculum issues, the Curriculum Committee; for admission issues, the Admissions Committee.

Official Complaints/Inquiries Regarding Program Operation

BHSN does not prohibit any student from filing an inquiry or complaint regarding the Program's operation. Students should meet with the appropriate Program Coordinator or Associate Director for questions, concerns or resolution of issues.

After following appropriate channels of communication and/or the school's grievance policy, sterile processing students would direct inquiries with the Executive Director of the Office of Higher Education 61 Woodland Street, Hartford, CT 06105. (860) 947-1816. www.ctohe.org

Nursing students would direct inquiries regarding program dissatisfaction (program quality and non-compliance with accreditation standards) to the Accreditation Commission for Education in Nursing, Inc. (formerly NLNAC), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326. (404) 975-5000. www.acenursing.org (at website refer to Accreditation Manual/Policies/#20, *Complaints Against an Accredited Program*)

Leave of Absence (LOA)

A student considering a Leave of Absence (LOA) must address concerns with the appropriate Associate Director. The student withdrawing must be in good academic and clinical standing in order to be eligible for a LOA (refer to section on Academic Policies). The approved LOA combined with any additional leave of absence, may not exceed 180 days in any 12-month period starting with the beginning of the LOA.

If eligible and prior to the leave, the student must provide to the Director for approval a written, signed, and dated request that includes the reason for the request for a LOA. There are no additional financial charges to the student for an approved LOA.

If unforeseen circumstances prevent a student from providing a prior written request, the Director of BHSN may grant the student's request for a LOA provided that the Director documents her/his decision. The student must submit the written request at a later date as agreed upon by the student and Director.

Prior to granting the leave of absence, students receiving title IV, HEA program loans meet with the Education Finance Specialist/Registrar. The Specialist explains to the student the effects that student's failure to return from a leave of absence may have on the student's loan repayment terms, including the exhaustion of some or all of the student's grace period.

At the time of the LOA, The student is required to attend an exit interview with the Director/Associate Director and the Education Finance Specialist/Registrar, and to complete a Student Clearance Form. If the LOA is requested during a course, a grade of "W" will be assigned to the student's transcript. Upon return, it is the student's responsibility to write a letter of intent and contact the Admission's Chairperson at least 45 days prior to the start of the course to discuss re-admission requirements. The student also meets with the Associate Director to discuss of plan of action to assist in a successful transition back into the program.

Because BHSN is closing in May 2017, as of June 6, 2016, the Leave of Absence policy will only pertain to students in the Accelerated track of the nursing program. A one-time leave is granted for those students leaving an accelerated course and returning to the next scheduled traditional course in less than 180 days. The following are the remaining courses at BHSN that would be affected in requesting a leave from the program:

Accelerated Course Start Date	Traditional Course Start Date	Leave Length Between Courses
NU 202a June 6, 2016	NU 202 Sept. 6, 2016	94 days
NU 203a July 5, 2016	NU 203 Oct. 10, 2016	100 days
NU 204a Sept. 6, 2016	NU 204 Jan. 3, 2017	122 days
NU 205a Nov. 21, 2016	NU 205 Mar. 27, 2017	128 days

Students who are granted a leave of absence and are unable to return on the next scheduled traditional course start date will be considered to have withdrawn from the program and will not be eligible to return to the program because of school closure.

Withdrawal

Students who never attended any classes and did not complete any course work are required to repay 100% of the financial aid received for the semester.

Non- attendance or non-completion of coursework is considered a withdrawal. Students may elect to withdraw from a program. If the withdrawal occurs while the course is in progress, withdrawal must occur prior to the administration of the final exam and prior to the final evaluation of the student’s clinical performance (including prior to course team meeting regarding student performance) to receive a grade of “W” on the transcript. Withdrawal date will be based on the last date of verifiable attendance. For financial reimbursement, refer to refund policy.

Official Withdrawal:

Withdrawal from the school is a matter of major importance. If the student is considering withdrawal from school, the student meets with the appropriate Program Coordinator or Associate Director to discuss factors precipitating withdrawal.

When a student withdraws, the student should follow the process below:

1. Notify or submit a written letter of intent to the Program Coordinator, Associate Director, or the Director of BHSN.
2. Schedule and complete an exit interview with the Director/Associate Director and the Education Finance Specialist for completion of the Student Clearance Form.

Withdrawal procedures must be fully completed before a withdrawal becomes official.

Unofficial Withdrawal:

A withdrawal is considered unofficial if the student leaves the program without notification or fails to complete the exit process or fails to meet obligations to the school. At this time the student record is considered incomplete.

When the student file is incomplete, the school will follow the process below:

1. Send a written letter to the student requesting verification of student’s status and process to complete if student is withdrawing
2. If the school does not get verification from student within 1 month of last day of attendance, a final notification is sent via registered or certified mail.

The last date of attendance is used for those students with federal and state aid whom are assumed to have unofficially withdrawn from the school and is used to determine the Return of the Title IV Funds calculation. Those students receiving financial aid who failed to complete an exit interview and counseling, the Financial Specialist/Registrar will follow up and send appropriate exit information.

Exit Process

Students leaving the program for an academic failure, clinical failure, leave of absence, and/or withdrawal from the program, are required complete an *Exit Interview*. The exit process includes:

- exit interview including completion of the Student Clearance form with:
 - Education Finance Specialist/Registrar
 - Associate Director, Director of BHSN or Program Coordinator
- payment of outstanding financial obligations to BHSN and Bridgeport Hospital

Failure to complete the exit process may affect the eligibility to obtain a BHSN transcript.

Course Repeats

Students must successfully complete all course requirements in order to progress to the next course. According to BHSN's curriculum plan, each nursing course is a pre-requisite to the next course in sequence. If the student does not earn a grade of at least 75% (C), then the student is unable to progress in the program resulting in action up to and including dismissal.

Students are allowed to reapply to the nursing program once. Readmitted students will be permitted to repeat no more than one required nursing course. If the student does not earn a grade of at least C upon repeating the course or a future course, he or she cannot continue in the School of Nursing. If, during re-entry, the student drops a course or withdraws from the course, the student may not re-apply in the course or continue in the School of Nursing.

Because BHSN is closing in May 2017, as of June 6, 2016, the Readmission policy will only pertain to students in the accelerated track of the nursing program. Students leaving an accelerated course will be able to reapply and return to the next scheduled traditional course in less than 180 days (refer to Eligibility to Return to Program policy).

Eligibility to Return to Program

For the academic year 2016-17, the last accelerated class may be eligible to reapply to the last level II traditional class and graduate May 2017. Only those accelerated students who have left the program within this same academic year and are in good financial standing are eligible to apply for readmission.

Application for Readmission: For Eligible Students

Former accelerated students, who have a one-time withdrawal or failure (academic or clinical) from the program, may request to return to the traditional

program in the Academic Year 2016-17 by submitting a completed “Application for Readmission”. Any former student who has been dismissed for moral, civil, professional, and/or unlawful conduct is not eligible to return or submit a new application.

The application for readmission deadline varies from course to course. The admission committee will determine the deadline date based upon the course start dates. All former students applying for readmission are required to submit a \$50.00 non-refundable fee with this form. In order for the application to be eligible for review, all sections must be complete, financial obligations must be met, and updated official transcripts, if applicable, must be received at the time of application.

Upon receipt of the application for readmission along with all required information, the Admissions Committee will review the former student’s file and make a decision regarding readmission to the program based upon:

1. Completion of an “Application for Readmission” form
2. Review of student’s academic and clinical performance while attending BHSN
3. Review of transcripts for courses taken since leaving BHSN
4. Review of achievement score(s) on the standardized examination(s) taken while attending BHSN
5. Successful completion of any requirements specified by the Admissions Committee
6. Placement in the program and availability of space in the course.

If a student’s request is denied, the student is not eligible to return or apply to the program. The faculty and administration of BHSN reserve the right to refuse re-entry and admission to a former student if it is felt to be in the best interest of BHSN or the student applicant.

Application for Readmission: Other

Students absent from the program for more than one year are not eligible to return to the program or course last attended. BHSN will be closing and graduating the last class May 2017.

Also, students, who have left the program twice for an academic failure, clinical failure, and/or withdrawal from the program, are not eligible to request to return to the program or submit a new application.

Acceptance Procedure for Readmitted Students

Once the Readmission Application is accepted, the student must:

1. Be compliant with program and admission requirements: current BLS certification, malpractice insurance, and PPD (if the last PPD is greater than

- 1 year, a 2-step PPD is required)
2. Complete a drug screen and background check according to admission requirements
 3. Contact the appropriate Associate Director to formulate a plan to assist the student's return to the program

Graduation Requirements

Before graduation, a student must complete the following:

- All course requirements, including submission of non-nursing official transcripts
- All prescribed standardized tests in the curriculum
- Exit Interview including Student Clearance form with:
 - a. Education Finance Specialist/Registrar
 - b. Associate Director, Director of BHSN or Program Coordinator
- Payment of outstanding financial obligations to BHSN and Bridgeport Hospital.

Upon satisfactory completion of all the graduation requirements, the nursing diploma and pin are awarded upon graduation. Sterile processing students receive a certificate.

IMPORTANT: BHSN official transcript, diploma/certificate, pin, and/or references will be withheld if graduation requirements are not met. In addition, official transcripts to the State Board of Examiners are held for nursing graduates who have completed the program but do not meet graduation requirements. Students must meet all graduation requirements by the time of school closure in May 2017.

Application for RN Licensure

Licensure applications and fees (as of June 2016, CT fee is \$180.00 & CT testing is \$200.00; fees are subject to change) must be submitted to insure eligibility for the RN licensure examination (NCLEX-RN). Connecticut Public Act 86-365 provides that the Department of Public Health of the State of Connecticut may deny any applicant's eligibility for a permit or licensure by examination, endorsement or reciprocity if the Department determines that the applicant has (i) violated any laws or regulations governing the nursing profession; (ii) has been found guilty or convicted of a felony; (iii) is subject to a pending disciplinary action or unresolved complaint before the professional disciplinary agency of any state; (iv) has committed an act which does not conform to the accepted standards of practice of the nursing profession; or (v) has a condition that would interfere with the practice of the nursing profession.

Certification for Sterile Processing Technicians (SPT)

At SPT program completion, graduates qualify to take the national certification exam in sterile processing by the Certification Board for Sterile Processing and Distribution (CBSPD). Certification provides evidence to employers, healthcare professionals and colleagues that the student has been educated and trained to provide safe and competent care in sterile processing.

GENERAL POLICIES AND PROCEDURES

Family Educational Rights & Privacy Act (FERPA): Privacy of Student Records

BHSN conforms to the regulations of the Family Educational Rights and Privacy Act (FERPA) of 1974 which affords all “eligible students” as defined by the law, in higher education institutions certain rights. FERPA protects the privacy of student educational records, establishes the right of students to inspect and review their educational records and provides guidelines for the correction of inaccurate or misleading data. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution).

Based on FERPA revisions, institutions are permitted to disclose, without the consent or knowledge of the student or parent, personally identifiable information from the student’s education records to the representative of the Attorney General of the United States in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes.

I. BHSN observes FERPA regulations through the following rights:

A. Student’s Education Records

The right to inspect and review the student’s education records within 45 days after the day that BHSN receives a request for access. A student should submit to the BHSN Director’s office or designee, by completing the BHSN form: **Family Educational Rights and Privacy Act (FERPA) Consent to Disclose Student Records** that identifies the record(s) the student wishes to inspect. The BHSN Director or designee will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the School official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

1. The right to request an amendment of the student’s education record that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. This right refers to information that the student feels has been documented incorrectly, and is not an avenue to challenge whether a grade or other form of evaluation is appropriate.
 - a. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identifying the part of the record the

student wants changed, and specify why it should be changed.

- b. BHSN Director will notify the student in writing of its decision and provide information regarding the student's right to file a formal grievance if the request for amendment was denied.

B. Personally Identifiable Information (PII)

The right to provide written consent before the School discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

BHSN discloses education records without student prior written consent to BHSN officials outside the school who have a legitimate educational interest in some or all of the information. A BHSN official is a person employed by BHSN in an administrative, supervisory, academic, research, or support staff position. Generally, the BHSN officials who will have most routine access are those in BHSN School of Nursing Administration, Bridgeport Hospital Employee Health, Bridgeport Hospital Security, and Yale New Haven Health System (YNHHS) Information Technology. Officials will have access to student PII only on an as needed basis, and not necessarily the entire student record. BHSN will also grant access to other School officials who require the information in order to fulfill his or her professional responsibilities as authorized by FERPA.

Other officials who may require access to some or all of the student record include officials at the Yale New Haven Health System, or a student or faculty member serving on an official committee, such as a disciplinary or grievance committee. BHSN may also share student records with a volunteer or contractor outside of BHSN who performs an institutional service or function for which the School would otherwise use its own employees and who is under the direct control of the School with respect to the use and maintenance of PII from education records, such as an IT contractor, attorney, auditor, or collection agent or a volunteer assisting another School official in performing his or her tasks.

1. The right to file a complaint with the U.S. Department of Education concerning alleged failures by BHSN to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education

2. BHSN Directory Information Includes, but is not limited to

- Student's name
- Address
- Telephone Number
- BHSN e-mail address or personal email address
- Photographs or videos of student
- Date and place of birth
- Major Field of Study
- Grade Level
- Year in Program
- Enrollment status (e.g., full-time or part-time)
- Dates of attendance
- Degrees, honors and awards received
- Annual yearbook
- Date of graduation, graduation commencement program
- Most recent educational agency or institutions attended
- School or college affiliation
- Participation of School sponsored extracurricular
- Name or address of parents or guardian

3. Directory information of students at BHSN is subject to public disclosure until and unless the student presents a written request to the School, by completing the BHSN **Request to Withhold Directory Information Form**, indicating that he/she does not authorize such disclosure and submits it to the BHSN Admissions Office. The restriction will remain in effect until the student signs a release.

C. Notification and Disclosures

FERPA permits a postsecondary institution to disclose PII from the student's education records without obtaining prior written consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to School officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the School to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

1. To other school officials, including instructors/faculty within BHSN whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions.
2. To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a) (2)).
3. To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the school's state-supported education programs. Disclosures under this provision may be made, subject to requirements of 99.35 in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
5. To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
6. To accrediting organizations to carry out their accrediting functions.
7. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a) (8)).
8. Information the school has designated as "directory information" under §99.37. (§99.31(a) (11)).
9. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of

the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a) (13)).

10. To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
11. To appropriate officials in connection with a health or safety emergency.
12. To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the School, governing the use or possession of alcohol or a controlled substance if the School determines the student committed a disciplinary violation and the student is under the age of 21.

BHSN will provide an annual notification to students regarding its FERPA policy and instructions on how to restrict the disclosure of directory information.

If you agree that BHSN can disclose your Directory information, there is no need for you to take any action.

Procedure:

- A. The right to inspect and review the student's education records within 45 days after the day that BHSN receives a request for access.
 1. A student should submit to the BHSN Director's office or designee, by completing the BHSN form: **Family Educational Rights and Privacy Act (FERPA) Consent to Disclose Student Records** that identifies the record(s) the student wishes to inspect.
 2. The BHSN Director or designee will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the School official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
 3. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly

- identifying the part of the record the student wants changed, and specify why it should be changed.
4. BHSN Director will notify the student in writing of its decision and provide information regarding the student's right to file a formal grievance if the request for amendment was denied.
- B. BHSN will release directory information for all students unless otherwise instructed by a student, in writing.
1. It is the student's responsibility to request that directory information be restricted by completing the BHSN form:

Request to Withhold Directory Information Form and submitting the form to the BHSN Admissions Office.
 2. A student may submit a directory information restriction request at any time during the academic year; however, the request can only be honored for future publication and cannot be applied retroactively.
- C. BHSN will provide a copy of BHSN's FERPA Policy to all enrolled students on an annual basis.
1. A student's acknowledgment of their responsibility to read the information contained in the Student Handbook serves as annual notice of BHSN's FERPA policies.

Maintenance of Student Records

Active nursing student records are kept in locked, confidential files in the Admissions Office. Active Sterile Processing student records are kept in the Allied Health Faculty Office. The Registrar/Education Finance Specialist maintains financial records for all students and official college transcripts for nursing students.

An *active file* is a record of a student who is currently enrolled or on an official leave of absence. An *inactive file* is a record of a student that has graduated, has withdrawn or has been dismissed from the program.

Active Files: Nursing

Materials maintained in *active* student files, except for the *official college transcripts, include:

1. All application materials: application, essay, references, proof of citizenship, high school transcript or equivalent, security

background check, TEAS report and other official correspondence. References submitted in confidence and for which the student had waived their right to see are not available for student review.

2. Program Requirements: Proof of BLS certification, Malpractice insurance, CT Hospital Association (CHA) mandates including HIPAA, LPN license if applicable
 3. Enrollment Agreement
 4. Documents related to the student's academic progress and signed verification of receipt/understanding, e.g. student education plan, clinical performance evaluations, requests for change in status, clinical /academic warning letters, remediation plans, student nurse clinical skills checklist, receipt of course syllabus
 5. Correspondence regarding "Information for Students with Disabilities" and any documentation related to the disability
- *All official college transcripts are maintained in the Registrar office.

Active Files: Sterile Processing Technician

Materials maintained in *active* student files include:

1. All application materials: application, paragraph, two references, proof of citizenship, high school transcript or equivalent, security background check, and other official correspondence. References submitted in confidence and for which the student had waived their right to see are not available for student review.
2. Enrollment agreement
3. Program Requirements : CT Hospital Association (CHA) mandates including HIPPA
4. Documents related to the student's academic progress and signed verification of receipt/understanding, e.g. exams/quiz/extra credit work, clinical performance evaluations, checklist of experiences, receipt of course syllabus
5. Correspondence regarding " Information for Students with Disabilities" and any documentation related to the disability

Sterile processing class attendance sheets are maintained in a separate class file.

Inactive Student Files: Nursing and Allied Health (Surgical Technology and Sterile Processing)

Materials maintained in *inactive* student files include:

1. All of the above materials in the active student file
2. Student Clearance Form
3. BHSN transcript

After 7 years, permanent records of all students will consist of the final BHSN transcript, Student Clearance Form, and any contractual agreement.

Note: Record of evidence for tuition payment is accessible from the Registrar/Finance Office. Health records on all students are maintained by Bridgeport Hospital's Industrial Medical Center.

Procedure for Release of Former Student Records

Students must meet financial obligations to BHSN and/or Bridgeport Hospital and have completed an exit interview including the Student Clearance Form before any written information in the student's file, grades, official transcripts, or faculty references are released. Students may have official transcripts sent to other institutions, prospective employers, authorized agencies, or receive personal copies upon completion of the "Transcript Request Form" available at the office of the Registrar. The fee is \$3.00 per transcript.

Student record information is kept up to 7 years post-graduation (refer to "Maintenance of Student Records"). Requests for written information, other than transcripts, that pertain to the program must be made in writing to BHSN. The fee for obtaining such information is 50 cents per page (also refer to "Storage and Access of Student Records" below).

School Closure - Access of Former Student Records

As part of the School Closure Plan, BHSN will set up a process for access and availability of graduates records. The BHSN website will be the means of notification as to Agent and location of records and procedure of obtaining official BHSN transcripts after graduation.

Smoking Policy

Smoking is prohibited on school and hospital premises. Violation of this policy will result in disciplinary action.

Drug and Alcohol Abuse Policy

The Drug Free Schools and Communities Act of 1989 and the Drug Free Work Place Act of 1988 requires that schools, their students and employees certify that they have adopted and implemented practices that prevent the unlawful possession, use or distribution of illicit drugs and alcohol. In accordance with 34 CFR 86.100 the Student Handbook is distributed to each student annually. The policy is as follows:

1. Standards of conduct at this institution prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by any student on the BHSN/BH campus or at a School activity. Students must adhere to Bridgeport Hospital's policy on substance abuse (Intranet/Bridgeport/Policies/Bridgeport Hospital Policies and Procedures/search Bridgeport and YNHHS documents/search Substance

Abuse/ Section B-10 Substance Abuse).

2. Legal sanctions will be taken under Local, State or Federal law to prevent and uncover those who would unlawfully possess, use or distribute illicit drugs and alcohol.
3. Drug and alcohol counseling, treatment and rehabilitation services are initially available to students (refer to “Employee Assistance Program” under Student Services section). Students who need help will be referred to these sources either by the Director or the Senior Vice President for Patient Care Operations.
4. This institution will impose disciplinary sanctions consistent with Local, State, and Federal Law. The Director will determine the sanction after consultation with the Sr. Vice President for Patient Care Operations, U.S. Department of Education, law enforcement officials, rehabilitation staff and others depending on each individual situation. Each instance will be treated on an individual basis. Continuation as a student will depend on factors that include but are not limited to the severity of the offense, completion of an appropriate rehabilitation program, frequency of the violation, arrest records and convictions.
5. Biennial review will be made by BHSN's Director to determine this policy's effectiveness, and the need for changes, updates and revisions.

The school will exercise their right according to Bridgeport Hospital’s policy (refer to #1 above) to request testing if the student’s behavior on the BHSN/BH campus gives reasonable suspicion that such behavior may be due to alcohol or drug use and does or could jeopardize student performance, or pose a potential or actual safety, health, security or property risk.

Illicit drug or alcohol use by students is in direct conflict with the philosophy of BHSN, the professions of nursing and Allied Health. Therefore, the faculty of BHSN does not sanction the indiscriminate use, unauthorized possession, use or exchange of drugs and/or alcohol. Unlawful possession, use or distribution of illicit drugs and alcohol will result in dismissal and is punishable to the fullest extent of the law.

Code of Conduct

Students in the BHSN programs are expected to conduct themselves in a manner compatible with the high standards of the profession and in accordance with the Bridgeport Hospital Employee Conduct Policy (Intranet/Bridgeport/Policies/Bridgeport Hospital Policies and Procedures/search Bridgeport and YNHHS documents/search Substance Abuse/ Section B-5 Substance Abuse). Students are entering a profession that requires a high level of personal integrity. Any violation of conduct will be dealt with promptly and appropriately. Students will be subject to disciplinary action and/or dismissal from the School.

Incivility, Harassment, and Discrimination Policies

Bridgeport Hospital School of Nursing is a community of students, faculty and staff that are committed to a respectful, safe and protected environment. Our belief is that learning and work can exist when the environment is free from any type of uncivil acts. Acknowledging that uncivil acts may fall on a continuum ranging from lack of respect up to and including physical violence, the School of Nursing requires that all members of our community value and respect each other. Any type of uncivil act will be taken seriously and will be dealt with promptly and appropriately.

Harassment on the basis of protected class is strictly prohibited. Harassment includes:

1. Verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, gender, sexual orientation, ancestry, age, national origin, physical or mental disability, marital status or any other class protected by applicable law; and
2. That has the purpose or effect of unreasonably interfering with an individual's school performance or creating an intimidating, hostile or offensive learning environment.

Any form of sexual harassment of or by a student, be it physical, verbal, or implied will not be tolerated. Every effort will be made to prevent such harassment from occurring at BHSN. Sexual harassment is defined as "Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature." Sexual harassment in any form is grounds for dismissal.

Bridgeport Hospital School of Nursing does not discriminate, nor will it tolerate discrimination on the basis of race, color, national/ethnic origin, religion, age, gender, marital status, or sexual orientation, or with regard to the bases outlined in the Veterans Readjustment Act and the American's with Disabilities Act in the administration of its educational policies, admission policies, scholarship and loan programs and other programs administered by BHSN.

Complaints of any form of harassment or discrimination should be submitted by the student to the Director of the School. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation. Individuals who commit acts of retaliation, any form of harassment, or discrimination will be subject to disciplinary action and/or dismissal from the School. Complaints should be submitted in writing, if possible.

Student Work Policy

All student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational in nature. Students will not be paid by the clinical affiliation site during this educational experience, nor will the student be substituted for paid personnel within the clinical institution.

CAMPUS SAFETY AND SECURITY POLICIES

BH Security Department patrol the BH/BHSN campus and surrounding area by vehicle and on foot. They also monitor the campus with local cameras on specific buildings.

The primary goal is to provide a safe environment for the BH/BHSN campus. It is very important that no one prop a door or allow unauthorized persons into the buildings for everyone's safety. In the event of an emergency affecting our community, BH campus security has developed partnerships with municipal, state, and federal agencies.

The security office is located on the first floor of the hospital to the right of the main elevators. The address is 267 Grant St. Bridgeport, CT. The office is open 24 hours a day, seven days per week. We encourage the students to program our numbers into their cell phones for immediate use. We also ask that you report all incidents and crimes to Campus Security and the local police.

Reporting of Accidents, Emergencies, Unusual Incidents, or Crimes

In an **emergency, dial 155** from any school or hospital phone to reach the Security Department immediately. There are also emergency phones (red phones) located at the tunnel gate, in the classroom area directly across from Classroom C, near the Nursing Arts Lab and at the far end of the Ridgefield Dorm. Emergency phones require no dialing and are a direct line to Security.

Injuries, unusual incidents, or crimes committed on Bridgeport Hospital property must be reported to the office of BHSN (203-384-3926) and the Security Department (203-384-3466). In the case of an injury on campus, students are referred to the Industrial Medical Center (7 a.m. to 4 p.m.) or to the Emergency Department (after 4 p.m.) where an injury report is completed and appropriate follow-up initiated.

BHSN is strongly committed to enforcing the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990, which requires schools to publish annual specific, crime-related information. The report includes information about BHSN's security policies and procedures, crime prevention programs and campus security statistics of the institution for the preceding academic year. A report is distributed to all students and is also available upon request.

Students can go on line to the College Navigator website regarding prior years' statistics of arrests and criminal offenses on campus
<http://nces.ed.gov/collegenavigator/?s=CT&id=128726> -expand "campus security" for information.

BHSN/Hospital Photo Badge

Student identification badges are issued from the Security Department to incoming students the summer prior to Level I. This badge must be visible and be worn above waist level at all times on School and Hospital property. Badges should not be worn for non-related School/Hospital activities. A lost or stolen badge should be reported immediately to the Security Department of the hospital.

Personal Safety

Photo identification badges are used to gain entrance to BHSN. A closed circuit TV system provides 24-hour surveillance of EOH (Main, parking lots, school hallway, and Tunnel Entrances). Students should take an active part in protecting their environment by:

- reporting suspicious activity to the Security Department (ext. 155);
- registering vehicles with the Security Department (ext. 3572);
- parking in the Hospital Garage. A discounted monthly parking ticket is available at the main desk in the hospital lobby;
- securing personal belongings in a safe location;
- walking with others and using the security escort service (ext. 3466) as necessary; and
- being alert to surroundings.

An Automatic External Defibrillator (AED) and Hemorrhage Control Equipment are available for use in a cardiac or hemorrhagic emergency and are located on the tunnel level of the Elizabeth Oliver Hall (EOH).

Fire Safety

All students must review fire safety annually and learn the following fire prevention and safety precautions:

1. Know the exact location of fire alarm boxes, fire extinguishers and exits.
2. Do not obstruct fire alarm boxes, fire extinguishers or exits. Report any obstructions or unsafe conditions to the office at BHSN.
3. Report at once, all conditions such as exposed wire, faulty electrical equipment, dangerous floors, or any hazard that might cause fire or injury.
4. Safety depends on exercised care, knowledge and precautions taken.
5. It is easier to prevent a fire than fight one.
6. Do not use a water type "A" fire extinguisher on an electrical fire. Use only CO2 and dry chemical ("B" or "C") extinguishers for electrical and flammable liquid type fires.

Smoke alarms are located in Elizabeth Oliver Hall (EOH) corridors. When a fire alarm sounds, follow the following fire procedure and evacuate EOH, whether

you think it is a false alarm or not.

Fire Procedure

R= RESCUE- immediate action may be needed to save a life

A= ALARM- pull the fire alarm box, call ext.155 and give the exact location of the fire

C= CONFINE-close doors and windows to prevent spread and cut off supply of oxygen to the fire

E= EXTINGUISH-if possible, try to control the fire until help arrives- but- life safety come first

Use of Fire Extinguisher

P= PULL the pin

A= AIM the nozzle

S= SQUEEZE the handle

S= SWEEP at the base of the fire

Elizabeth Oliver Hall Evacuation Plan

Instructions to evacuate a building will be issued by security, fire or police officials, or the building fire alarm will sound. Procedure to follow if evacuation is necessary:

- leave the building quickly in an orderly fashion;
- classroom level or auditorium-proceed to nearest exit and report to the parking lot of Elizabeth Oliver Hall (EOH);
- middle level- proceed to nearest stair tower, exit at street level, and report to the parking lot of EOH;
- main floor- proceed to main entrance and report to the parking lot of EOH;
- do not touch or move anything suspicious; and
- remain in the parking lot until notified by emergency officials that it is safe to return to EOH.

Emergency Preparedness

Bridgeport Hospital has created a web page to provide resources for you about emergency preparedness. Information is updated as needed. To access this information at Bridgeport Hospital go to the intranet and click on the application labeled “emergency preparedness” at the top of the page.

Emergency Management Committee

A Hospital-wide, comprehensive team meets throughout the year to plan for emergencies and continually review safety and security issues. The Emergency Management Committee made up of representatives from the hospital, across the health system, and local emergency

management community, was created to lead Bridgeport Hospital through major emergencies that threaten the health and safety of the Hospital community.

The Emergency Management Committee Co-Chairs, in collaboration with the Yale New Haven Health System, Center for Emergency Preparedness and Disaster Response (YNHHS-CEPDR), are responsible for maintaining and implementing possible improvements to the Emergency Management Program at Bridgeport Hospital. The objective of the Bridgeport Hospital's Emergency Management Plan is to effectively prevent, protect against, respond to, recover from and mitigate against domestic terrorist incidents, major disasters and high consequences events.

Incident Command System (ICS) / Command and Control

- Bridgeport Hospital's Emergency Management Plan/Emergency Operation Plan (EMP/EOP) implements the NIMS elements as required throughout the Hospital Incident Command structure.
- The HICS (Hospital Emergency Incident Command Structure) is utilized for all emergency situations requiring a thorough hospital response in managing the situation.
- The Emergency Operations Center is located on the first floor of the Marsh Building.
- The HICS is consistent with its community command structure.

Notification of BH and BHSN Personnel

- When the Assessment Team determines a Code D (disaster) is appropriate, the Emergency Operations Plan (EOP) will be activated to resolve the situation.
- Telecommunications is instructed to notify the appropriate departments and individuals e.g. Director of the School of Nursing.
 - Director of the School of Nursing notifies faculty, staff, and students as appropriate for the situation
- Personnel (Faculty, Staff, and Students) are required to wear their picture identification name tag (Hospital Badge) at all times.

Communication System

- Bridgeport Hospital has a dedicated Emergency Operation Center (EOC) phones and other communication equipment that is compatible with the City of Bridgeport Fire Department, Regional Communications Center (CMED).
- Bridgeport Hospital also uses overhead announcement system

and Intranet communications for personnel.

- There are several types of emergency code names such as:
Code D = Disaster (External/Internal)
Code Silver = Active Shooter

Code Silver

- An active shooter is defined as an individual(s) actively possessing and/or shooting a firearm in a threatening manner that could cause death, injury or physical damage and has access to the hospital campus. This is not a hostage situation.
- Bridgeport Hospital will use the A.L.I.C.E. active shooter program:

Alert: Announcement is made overhead to the entire campus, giving specific information as to the location of the active shooter, so that informed decisions can be made.

Lockdown: The need for a lockdown of the exterior campus will be determined based on the circumstances of the incident. An internal lockdown should occur immediately by all who do not have the ability to evacuate to safety.

Inform: Real time information is provided to all occupants using the overhead public address system. Movements and actions of the suspect will be broadcast to continually provide current information.

Counter: If occupants are unable to evacuate and have contact with the suspect and feel that they are in danger, they have the option of using counter techniques to interrupt the violent actions of the suspect.

Evacuation: Immediately leave an area that could expose you to danger and go to a secure area safe from the threat. This decision must be made on real time information and previous planning and training.

During an event where an aggressive intruder with a weapon (a person actively shooting or threatening with a firearm or sharp weapon) is suspected on campus or in its surrounding neighboring area, a message in plain language will be announced to alert staff of a potentially violent individual with a weapon. Bridgeport Hospital will lock down access to building(s) and begin, where applicable, security compartmentalization.

For additional information refer to:

Intranet/Bridgeport/Policies/Bridgeport Hospital Policies and Procedures/search Bridgeport and YNHHS documents/search Code Silver/ Code Silver.

Other code names (Refer to BH Intranet for Policies and Procedures)

- Code Amber - Infant Abduction
- Code Pink – Delivery of child outside of delivery room
- Code Brown – Major power outage –hosp. electrical system
- Code Green – Evacuation
- Code Huey – Helicopter crash
- Code Grey – Combative person
- Code Black – Bomb threat/suspicious person
- Code Orange – Chemical, biological, radiological incident
- Code Blue – Adult medical emergency
- Code White – Pedi medical emergency

BHSN is fortunate to be a part of Bridgeport Hospital and the Emergency Management Team. Continued vigilance on everyone's part - faculty, staff and students - is key to helping keep BHSN/BH campus as safe as possible. The Security Department is notified of all issues/incidents/problems (ext. 155).

Communication of OSHA Standards

To ensure that students receive information about the known and suspected health hazards of toxic substances to which they may be exposed to in the normal course of clinical experiences, they are instructed regarding the OSHA Hazard Communication Standards annually. All students complete the Connecticut Hospital Association (CHA) Health and Safety Training Course and Test at the time of admissions and repeat the course/test annually requiring an achievement of at least 85% on the test.

Students also follow the clinical institution's policy on handling hazardous substances. Students have access to the Chemical Safety Data Sheets (SDS) which is available on the Bridgeport Hospital Intranet: References/Chemical SDS. Also, for Bridgeport Hospital's policy and procedure on Safety refer to the Bridgeport Hospital Intranet: Policies/Human Resources/Employee Safety & Security/G: 7 Safety.

IMPORTANT NUMBERS

BHSN Main Office	203-384-3205
BHSN FAX #.....	203-384-3046
BHSN Web-site	www.bridgeporthospital.org/bhsn
BHSN Director.	203-384-3926
Traditional Tract Associate Director.....	203-384-3961
Accelerated Tract Associate Director	203-384-3960
Allied Health Coordinator	203-384-4801
Education Finance Specialist/Registrar	203-384-3202
Admissions Office	203-384-3022
Bridgeport Hospital Main Number	203-384-3000
Industrial Medical Center (IMC)	203-384-3290
IMC Fax.....	203-384-4234
Emergency or Security Assistance.....	Ext. 155
Security Department	Ext. 3466
DRILL (fire emergency) In-house	Ext. 155
Weather Cancellations	ctweather.com
EAP: Value Option Program.....	877-275-6226

THE STUDENT BILL OF RIGHTS & RESPONSIBILITIES

The National Student Nurses' Association (NSNA) Student Bill of Rights and Responsibilities was initially adopted in 1975. The NSNA House of Delegates in San Antonio, Texas adopted the following updated version in 1991; and item #4 was revised by the NSNA House of Delegates in Baltimore, Maryland (2006).

1. Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom: students should exercise their freedom in a responsible manner.
3. Each institution has a duty to develop policies and procedures which provide and safeguard the students' freedom to learn.
4. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, color, creed, national origin, ethnicity, age, gender, marital status, life style, disability, or economic status.
5. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
6. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
7. Information about student views, beliefs, and political ideation, or sexual orientation which instructors acquire in the course of their work or otherwise should be considered confidential and not released without the knowledge or consent of the student, or used as a basis of evaluation.
8. The student should have a right to have a responsible voice in the determination of his/her curriculum.
9. Institutions should have a carefully considered policy as to the information which should be a part of a student's permanent educational record and as to the conditions of this disclosure.
10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.
11. Students should be allowed to invite and to hear any person of their own choosing within the institution's acceptable realm, thereby taking the responsibility of furthering their education.
12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, e.g., through a faculty-student council, student membership or representation on faculty committees.
13. The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission, and its community life, or its objectives and philosophy.
14. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available set of institutional regulations. It is the responsibility of the student to know these regulations. Grievance procedures should be available for every student.
15. As citizens and members of an academic community, students are subject to the obligations which accrue to them by virtue of this membership and should enjoy the same freedoms of citizenship.
16. Students have the right to belong or refuse to belong to any organization of their choice.
17. Students have the right to personal privacy in their living space to the extent that the welfare and property of others are respected.
18. Adequate safety precautions should be provided by nursing programs, for example, adequate street lighting, locks, and other safety measures deemed necessary by the environment.
19. Dress code, if present in school, should be established with student input in conjunction with the school director and faculty so the highest professional standards possible are maintained, but also taking into consideration points of comfort and practicality for the student.
20. Grading systems should be carefully reviewed periodically with students and faculty for clarification and better student-faculty understanding.
21. Students should have a clear mechanism for input into the evaluation of nursing faculty.

NATIONAL STUDENT NURSES' ASSOCIATION, INC. CODE OF ACADEMIC AND CLINICAL CONDUCT

PREAMBLE

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A CODE FOR NURSING STUDENTS

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we;

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001.

BHSN Accreditation, Approval, Collaboration, and Partnership

NURSING

Accreditation

**Accreditation Commission for Education in Nursing, Inc.
(formerly NLNAC)**

3343 Peachtree Rd NE Suite 850

Atlanta, GA 30326

404-975-5000

www.acenursing.org

Approval

**State of Connecticut, Department of Public Health,
Connecticut Board of Examiners for Nursing**

410 Capitol Avenue, MS #13PHO

P. O. Box 340308

Hartford, CT 06134-0308

<http://www.ct.gov/dph>

National College Credit Recommendation Service

University of the State of New York

89 Washington Avenue, EBA 1069

Albany, NY 12234

518-486-2070

www.nationalccrs.org

Program Integration

University of Bridgeport

www.bridgeport.edu

Traditional BSN approved for 2016

www.bridgeport.edu/academics/schools-colleges/.../traditional-bsn/

RN to BSN approved for summer 2015

www.bridgeport.edu/RNtoBSN

1-800-EXCEL-UB

Partnership

Housatonic Community College

Fairfield University

Sacred Heart University

Southern Connecticut State University

STERILE PROCESSING

Approval /Authorization

State of Connecticut, Office of Higher Education
61 Woodland Street
Hartford, CT 06105
(860) 947-1816; www.ctdhe.org

**BRIDGEPORT HOSPITAL SCHOOL OF NURSING
STUDENT HANDBOOK SIGNATURE FORM**

For Academic Year 2016 – 2017

STUDENT SIGNATURE FORM

Two copies are provided.

Student Copy (For your files)

I have received a copy of the **Student Handbook** for Academic Year 2016-2017 and am responsible for reviewing all program policies and procedures including the *Family Educational & Privacy Act* (FERPA). I agree it is my responsibility to abide by the policies described in this Handbook.

Student Name: _____
(Print)

Student Signature: _____

Today's Date: _____

(Cut on the above line; keep the above copy intact)

For Academic Year 2016-2017

Department Copy (Please return this section of the form to the Admission Coordinator to be filed in your school record)

I have received a copy of the **Student Handbook** for Academic Year 2016-2017 and am responsible for reviewing all program policies and procedures including the *Family Educational & Privacy Act* (FERPA). I agree it is my responsibility to abide by the policies described in this Handbook.

Student Name: _____
(Print)

Student Signature: _____

Today's Date: _____