



NURSING AND HEALTH SCIENCES

PROVIDENCE COLLEGE

Nursing Student Handbook 2025-2026

The premier center for nursing education preparing professional practitioners of nursing to embrace the mission of Providence College – a Catholic and Dominican liberal arts institution of higher education and a community committed to academic excellence in pursuit of the truth, growth in virtue and services of God and neighbor.

**The Department of Nursing
School of Nursing and Health Sciences**
Nursing.providence.edu

Welcome to the Department of Nursing at Providence College!

The Administration, Faculty and Staff are delighted that you have selected Providence College to provide your baccalaureate nursing education at an exciting time in nursing. The challenges are enormous and the opportunities to practice in new ways in nursing are infinite. At the heart of the mission of nursing of Providence College is the importance of bringing healing, hope, and comfort to the sick and suffering in our community and in the world at large.

The *Nursing Student Handbook* serves as a guide to assist you through the successful completion of your program of study. We expect you to become familiar with the contents of the *Handbook*. Your academic advisor is available to explain the policies and procedures outlined in the *Handbook*. New or revised policies will be communicated to you as they are prepared. Please note that the official copy of the *Nursing Student Handbook* can be found on the *Canvas Nursing Page*.

The purpose of this *Handbook* is to assist you in understanding your rights, freedoms, and responsibilities as a nursing student. This *Handbook* is an official publication of the Department of Nursing in the School of Nursing and Health Sciences (SNHS). The Department of Nursing reserves the right to alter the policies and curriculum of this nursing program at any time. As a student you will be held accountable for its contents. This means that while officially enrolled in the nursing Program at Providence College, you are responsible for abiding by its rules, which are intended to facilitate and sustain, in an orderly fashion, the ongoing educational endeavors of the Department of Nursing. For its part, the Department of Nursing has committed itself to your holistic development and to the support of these policies and procedures designed to enhance and protect your individual rights.

We in the Department of Nursing are committed to help facilitate your learning and assist you in achieving your educational goals. We trust that you will enjoy your studies in nursing. We encourage you to build collegial friendships with your fellow students throughout your college years. Partnerships with others in the practice of nursing are essential for working with other professional colleagues after graduation.

Please carefully study the Philosophy, Mission and Program Outcomes of the Department of Nursing. These statements guide our work with you. The values enunciated in the Mission and Philosophy and articulated in nursing, the liberal arts, the sciences, and religious studies distinguish the Providence College nurse from all others in the professional practice of nursing.

My very best wishes for success in your educational endeavors!



Nancy Meedzan, DNP, RN, CNE, NEA-BC
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Professor
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The purpose of the Nursing Student Handbook is to serve as a resource for both students and faculty and supplements the policies and procedures of Providence College's Undergraduate Catalog, Student Handbook, and other publications.

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2. Providence College, Department of Nursing

2.1. Mission of Providence College

Providence College is a Catholic, Dominican, liberal arts institution of higher education and a community committed to academic excellence in pursuit of the truth, growth in virtue, and service of God and neighbor.

Faith and Reason

Providence College is confident in the appeal of reason, believes that human beings are disposed to know the truth, and trusts in the power of grace to enlighten minds, open hearts, and transform lives. Providence College maintains that the pursuit of truth has intrinsic value, that faith and reason are compatible and complementary means to its discovery, and that the search for truth is the basis for dialogue with others and critical engagement with the world.

Academic Excellence

Providence College is committed to academic excellence, and holds itself to the highest standards in teaching, learning, and scholarship. Its core curriculum addresses key questions of human existence, including life's meaning and purpose, and stresses the importance of moral and ethical reasoning, aesthetic appreciation, and understanding the natural world, other cultures, and diverse traditions. Providence College honors academic freedom promotes critical thinking and engaged learning, and encourages a pedagogy of disputed questions.

Community and Diversity

Providence College seeks to reflect the rich diversity of the human family. Following the example of St. Dominic, who extended a loving embrace to all, it welcomes qualified men and women of every background and affirms the God-given dignity, freedom, and equality of each person. Providence College promotes the common good, the human flourishing of each member of the campus community, and service of neighbors near and far.

Veritas and Providence

Providence College brings the eight-hundred-year-old Dominican ideal of veritas to the issues and challenges of today. It seeks to share the fruits of contemplation in an increasingly global and diverse society, and to praise and bless all that is good and vital in human endeavors. Providence College supports the Dominican mission of preaching the gospel of Jesus Christ to a new generation of students and helping them discover God's providence in their lives.

2.2. History of the Nursing Program

Providence College was founded in 1917 by the Dominican Friars at the invitation of Bishop Harkins to provide a Catholic education in the arts and sciences. The Nursing Program admitted its first nursing students in Fall 2023.

3. Mission and Philosophy of the Nursing Program

The Bachelor of Science in Nursing Program (BSN) provides an innovative educational initiative for students and graduates to share the global mission of Providence College with the world community and

its diverse populations.

3.1. The Mission of the Department of Nursing

Mission Statement of the Providence College Department of Nursing is to educate empathetic, committed healers who will have a profound impact on promoting equitable health and human dignity for all people. Our graduates will practice with passion and discipline and act with reason and compassion. We commit to academic and practice excellence in the pursuit of truth, growth and virtue and service of God and neighbor. We are committed to human dignity, freedom and human flourishing, protecting and defending the dignity of every person through the exercise of competencies of listening, encounter, cultural humility, dialogue, respect for diversity, ethnicity and inclusion of all persons, and developing collaborative partnerships. The holistic development and moral formation of students will lead our graduates to practice the art and science of healing through nursing in the rich tradition of Providence College.

3.2. The Philosophy

The School of Nursing and Health Sciences at Providence College, using a modified competency-based education model within an academic progression curriculum model, offers the Bachelor of Science in Nursing (BSN) that supports and implements the mission and core principles of Providence College founded on Christian principles of truth and charity in the Catholic-Dominican moral tradition.

The Faculty of the Department of Nursing commits itself to:

1. provide a culture of learning in an educational community where Christian caring, critical thinking, moral decision-making, quality education, holistic nursing practice, and standards of professional nursing are modeled by faculty and acquired by students; and to
2. prepare students to practice nursing in a competent, professional, ethical, and effective manner within a culturally diverse society in a variety of settings.

3.3. Conceptual Framework and Goals

The origins of community-population-centered nursing began with the dawn of Christianity and can be traced to the first century when women and men, committed to human dignity, freedom and human flourishing, dared to venture into the streets, barrios and pest houses in the community to provide compassionate care for the poor, the sick, the homeless, the orphaned, unwanted and unloved, those suffering with stigmatized illnesses, contagious diseases, and the dying. These noble caregivers were the living witnesses of the Church's healing ministry of charity and mercy. These early beginnings of human caring established the foundations for the development of nursing that evolved over the last two thousand years and are now envisioned within the conceptual framework for the Bachelor of Science in Nursing Program at Providence College. The Department of Nursing supports Catholic Social Teaching (CST) which is a body of doctrine within the Catholic Church that addresses social, economic, and ecological justice in society. It emphasizes the inherent dignity of every human person, the common good, and solidarity, promoting a more just and equitable world. CST draws upon Scripture, tradition, reason, and experience to guide reflection, judgment, and action towards a more just and peaceful world including:

Dignity of the Human Person: Every human being is created in the image and likeness of God and possesses inherent dignity, regardless of race, ethnicity, social status, or any other characteristic.

Call to Family, Community, and Participation: People are social beings and have a right and duty to participate in society, seeking the common good and the well-being of all, especially the poor and vulnerable.

Rights and Responsibilities: Recognizing the rights of all individuals is crucial for a healthy society, alongside the responsibilities that come with those rights.

Option for the Poor and Vulnerable: The Church's social teaching prioritizes the needs of the most vulnerable members of society, advocating for their well-being and human dignity.

Dignity of Work and the Rights of Workers: The economy should serve people, not the other way around, and workers have the right to fair wages, safe working conditions, and the ability to organize.

Solidarity: Recognizing our interconnectedness as one human family, we have a responsibility to care for one another, regardless of our differences.

Care for God's Creation: We have a responsibility to protect the environment and ensure that our stewardship of creation is sustainable for future generations.

The continuing reform of health care in the United States and the reallocation and reimbursement of services from hospital-based care to value-based care among diverse populations in the community provides many exciting initiatives that impact on the College's Mission of transforming health care through nursing education.

Program Goals

The program goals of the Providence College Department of Nursing are derived from the mission, which emphasizes the education of empathetic, committed healers who promote equitable health, human dignity, and holistic development. The following goals reflect the mission's core values of compassion, academic and practice excellence, moral formation, and service.

1. **Promote Equitable and Compassionate Care:** The program prepares graduates to deliver empathetic, culturally responsive, and equitable nursing care that promotes human dignity and addresses health disparities among diverse populations.
2. **Foster Academic and Clinical Excellence:** The program ensures high standards of academic and clinical performance through a rigorous, evidence-based nursing curriculum rooted in the liberal arts and informed by professional standards.
3. **Develop Moral and Holistic Practitioners:** The program supports students' moral formation and holistic development, preparing them to serve as ethical, reflective, and compassionate nurse leaders who embody the values of Providence College.
4. **Advance Human Flourishing and Dignity:** The program educates students to recognize, protect, and advocate for the dignity, freedom, and flourishing of every individual across the lifespan and care continuum.
5. **Strengthen Competency in Communication and Collaboration:** The program promotes the development of key nursing competencies, including listening, encounter, cultural humility,

dialogue, and interprofessional collaboration to foster inclusive and respectful healthcare partnerships.

6. **Instill a Lifelong Commitment to Growth and Service:** The program inspires graduates to pursue lifelong learning, personal and professional development, and virtuous service to others—especially those in underserved communities—in alignment with the Catholic Dominican tradition of Providence College.

3.4. BSN Program Student Learning Outcomes (PLOs)

Upon completion of the program, the graduate will be able to:

SLO #1: Integrate clinically relevant, holistic care for individuals, families, communities, and populations across the continuum of care and within complex systems that reflect diversity, equity, and inclusion to promote, protect, and improve health, well-being, and quality of life.

SLO #2: Provide evidence-based nursing care through the analysis and integration of informatics, data, emerging science, and patient/client/population preferences across the lifespan and in all spheres of care.

SLO #3: Collaborate with interdisciplinary members of the health care team through effective communication, partnership, and leadership to promote safe and cost-effective high-quality care.

SLO #4: Integrate conceptual and theoretical nursing expertise, employing clinical judgment to guide nursing practices that adhere to ethical and legal principles and conduct.

SLO #5: Engage in ongoing personal and professional development through lifelong learning and advocacy to advance the goals of the nursing profession in a manner that is consistent with the Catholic and Dominican Tradition.

3.5. Curriculum Plan

Below is the traditional curriculum plan for the nursing students in the class of 2029 and forward (please see Nursing Student Handbook for AY 23/24 and AY 24/25 for the curriculum plans for the Class of 2027 and the Class of 2028 respectively). There are alternative advising plans for students in the Honors Program, students who plan to study abroad, and students who have not taken a Physics course in high school. Please see the Student Canvas Information page for all curriculum plans.

	Fall Semester	# of Credits	Spring Semester	# of Credits	Total Year Credits
1st Year	DWC 101 (4 credit hrs.; Honors 5 credit hrs.)	4	DWC 102 (4 credit hrs.; Honors 5 credits hrs.)	4	
	HSC 101 Anatomy & Physiology I with Lab (<i>satisfies Natural Science</i>)	4	HSC 102 Anatomy and Physiology II with Lab	4	
	PSY 100 Intro to Psychology (<i>satisfies Social Science</i>)	3	NUR 101 Intro to Professional Nursing	3	
	ENG 101 or ENG 175 (<i>satisfies Writing 1</i>)	3	HSC 252 Microbiology for Health Profess. With Lab	4	
			Core	3	
		14		18	
2nd Year	DWC 201 (4 credit hrs.; Honors 5 credit hrs.)	4	DWC 202 (4 credit hrs.; Honors 5 credits hrs.)	4	
	NUR 201 Nursing Fundamentals and Health Assessment w/lab	5	NUR 202 Medical Surgical Nursing I with Clinical	6	
	NUR 206/HSC 206 Nutrition and Disease Prevention	3	NUR 203 Pathopharmacology I	3	
	CHM 107 General, Organic, and Biochemistry Survey	3	Core	3	
		15		16	
3rd Year	NUR 301 Medical Surgical Nursing II with Clinical	6	NUR 303 Maternal Newborn Nursing with Clinical	5	
	NUR 302 Pathopharmacology II	3	NUR 304 Pediatric Nursing with Clinical	5	
	MTH 217 Introduction to Statistics (<i>satisfies Quantitative Reasoning</i>)	3	NUR 305 Nursing Research & Evidence-Based Practice (<i>satisfies Writing II</i>)	3	
	Core	3	HSC 280 Healthcare Equity in the US (<i>satisfies Diversity</i>)	3	
		15		16	
4th	NUR 306 Psychiatric-Mental Health Nursing with Clinical	5	NUR 402 Complex Nursing Problems	4	

Year	NUR 307 Public Health Nursing & Health Promotion in the Community with Clinical <i>(satisfies Civic Engagement)</i>	5	NUR 450 Nursing Internship & Seminar	4	
	NUR 401 Transition to Professional Nursing <i>(satisfies Oral Communication)</i>	3	NUR 404 NCLEX-RN Preparation	2	
	Core	3	Core	3	
		16		13	29
Graduation Requirement includes a minimum of 120 credit hours			Total Program of Study Credits = 123		

3.6. Standards Which Guide the Program

American Association of Colleges of Nursing (AACN)

- The Essentials: Core Competencies for Professional Nursing Education (2021). Defines the competencies expected of our baccalaureate program. Emphasizes 10 Domains, 8 concepts, and 45 Competencies that our program is based upon. We also have mapped our curriculum to the AACN sub competencies and Spheres of Care

Other Standards which we are actively incorporating into the program:

ATI Modules on Nursing Informatics and Technology

- This module is part of the broader Nurses Touch program, which provides media-rich tutorials, case studies, and assessments.

American Nurses Association (ANA)

- ANA Scope and Standards of Practice (2021)
 - Outlines the expectations for professional performance and nursing practice across specialties
- Code of Ethics for Nurses with Interpretive Statements.
 - Provides a foundation for ethical nursing practice (2025)

American Organization for Nursing Leadership (AONL)

- Leadership standards as taught in NUR 403 Nursing Internship & Seminar

Association of Women's Health, Obstetric and Neonatal Nurses (AWHONN, 2009)

- Standards for Professional Nursing Practice in the Care of Women and Newborns

Commission on Collegiate Nursing Education (CCNE)

- Standard for Accreditation of Baccalaureate and Graduate Nursing Programs (2024)
 - Used by our nurse program to ensure quality and continuous improvement
 - Includes standards on curriculum, institutional commitment, and outcomes.

Community Service Based Learning:

- Community Based Learning is a practice that embraces student volunteer efforts and experiential learning. The design of this program was informed by Providence College's mission and is specific to PC Dept of Nursing end of program learning outcomes. We expect that the developmental approach to community-based service learning will help students connect their core competencies and disciplinary knowledge to their clinical experiences.

Ethical and Religious Directives for Catholic Health Care Services United States Conference of Catholic Bishops. 6th Ed. (2018). Washington: United States

- Guidelines for Catholic Moral Theology that guide our nursing program.

National Council of State Boards of Nursing (NCSBN)

- NCLEX Test Plan guides the knowledge and skills evaluated on the licensure exam.

National League for Nursing (NLN)

- Faculty development for educational excellence

Quality and Safety Education for Nursing (QSEN)

- The QSEN Competencies were integrated within the AACN Essentials, but we also utilize them for a focus on patient-centered care, teamwork, EBP, quality improvement, safety, and informatics as part of the senior internship course.

Rhode Island Board of Nurse Registration and Nursing Education- Licensing of Nurses and Standards for the Approval of Basic Nursing Education Programs (216-RICR-40-05-3)

- Requirements for program approval. Faculty qualifications, curriculum guidelines, and clinical hour mandates.

The Ten Dimensions of Wellness:

- The 10 dimensions of wellness, a framework proposed by Gawlik et al., are: emotional, career, social, spiritual, physical, financial, intellectual, creative, environmental, and digital. These dimensions are interconnected and crucial for overall well-being.

3.7. Approval and Accreditation

The baccalaureate degree program in nursing at Providence College is pursuing initial accreditation by the Commission on Collegiate Nursing Education (<http://www.ccnaccreditation.org>) in 2026.

The nursing program at Providence College has received Initial Approval from the [Rhode Island Board of Nurse Registration](#). Upon graduation of the first nursing class in May 2027, we are eligible to submit for Approved status.

Upon successful completion of the Baccalaureate Nursing Program, the Nursing Department Chair will submit documentation to the RI BON or other BONs verifying that a graduate from the pre- licensure track has met the legal criteria to be eligible for the National Council Licensure Examination for Registered Nurses (NCLEX- RN).

3.8. Curriculum Plans

The Providence College Department of Nursing has a Pre-Licensure Traditional 4-year Degree program.

3.8.1. Prerequisites Traditional Track

First year students must complete the science courses with a grade of C or better to progress in the program. Students may retake one science course once during the duration of the program.

The prerequisite science courses include:

- HSC 101/101L (Anatomy & Physiology I and Lab)
- HSC 102/102L (Anatomy & Physiology II and Lab)
- PSY 100

- NUR 201 Nursing Fundamentals & Health Assessment with Lab

3.8.2. Traditional Curriculum Plans

See Page 14.

3.8.3. Notification of Changes

Providence College Department of Nursing is responsive to the internal and external factors which influence curricular currency, rigor, and integrity. Therefore, we reserve the right to alter policies, and the curriculum as needed at any time. Students will be notified of any changes in writing through email and posting on the Providence College Nursing Student Information Page on Canvas.

3.8.4. Fees

Providence College Department of Nursing charges a program fee to students for services and supplies beyond those utilized by other college majors. The fees for each academic year are posted on the [Bursar's webpage](#).

The fees for the traditional track Nursing Program for the 2025-2026 Academic Year include:

Personal iPad and Apps

Students will be provided with an iPad, an Apple pen, and associated apps for use during their time enrolled in the program. Devices are supported by PC-IT.

Nurse Testing – ATI

Students receive a license for access to ATI (Assessment Technologies Institute) beginning in your cohort's second year. ATI provides tutorials, case studies, quiz banks, intuitive assessments, and evaluation tools that are used in conjunction with didactic courses to best prepare students for the NCLEX board exam.

Uniform and Accessories

Students will be provided with uniforms for labs and clinicals including two scrub tops and bottoms, one lab coat, and two name-pins. Any necessary replacements will be the responsibility of the individual student. Students will also receive a watch with a secondhand timer.

Stethoscope

Each student enrolled in the Nursing program will be provided a Littman Stethoscope at the start of nursing curriculum. Students will be responsible for maintaining their stethoscope in working condition and replacement is the responsibility of the individual.

Complio

This secure web-based management system assists with the maintenance of student records that are required to attend Clinical Placements. Complio is a secure web-based management system that assists with the maintenance of student records that are required to attend Clinical Placements. There is a one-time Complio user fee of \$47.00 that will cover all undergraduate years. There is an additional cost for annual, required background checks. The cost is \$35.00 for the first time and \$35.00 for subsequent years. Please note, there are some instances when unique lab tests may be required by a given Clinical or Hospital Placement which might not be covered by health insurance and would be an additional out-of-

pocket expenditure.

CPR Courses

The current cost of the CPR class is \$65 plus \$20 for the optional book. It is recommended to purchase the book for first time certifiers; students do not need to purchase the book for recertification.

Undergraduate students are required to take CPR Freshman and Junior Years so that the 2-year CPR certification doesn't lapse during the academic years. The total cost for CPR would thus be on the order of \$130-\$170.

4. Admission Policies

4.1. State Requirements

Admission policies are listed in the Providence College Academic Catalog. In addition to those policies the Rhode Island Board of Nurse Registration requires that students provide satisfactory evidence of secondary school graduation, or its equivalent. Students must also meet the [immunization requirements](#) specified by the Rhode Island Department of Health. All admission policies are developed collaboratively by the Admissions and Nursing Departments.

4.2. Professional Nursing Licensure Disclosure

The Bachelor of Science in Nursing (BSN) Program at Providence College has approval by the RI State Board of Nurse Registration and will prepare students to take the national licensure examination for registered nurses (NCLEX-RN®). Individuals graduating from the program will meet the requirements for licensure in the state of Rhode Island and will be able to take the NCLEX-RN®. As of July 2024, Rhode Island nurses will receive Nurse Licensure Compact (NLC) licensure that allows a nurse to have one license, with the ability to practice in all [NLC compact jurisdictions](#).

Passing the NCLEX-RN® is a requirement for licensure in all 50 U.S. states, the District of Columbia and U.S. territories. Additional licensure requirements may vary widely from state to state including, but not limited to, the number of required clinical hours, specific coursework, documentation verifying citizenship (i.e., social security number) as well as criminal background checks/fingerprinting. These requirements are published on the [Providence College Nursing website](#). If you wish to review your state's Board of Nursing Professional Licensure Requirements, please visit [NCSBN.org](#).

If a graduating student wishes to test in a state other than Rhode Island, they should inform the Program Chair during their senior year and the Chair will work with the student to provide the necessary documentation to that state's Board of Nursing. To obtain the contact information for the nursing professional licensing boards, please go to the following link: <https://www.ncsbn.org/contact-bon.htm>

4.3. Essential Functional Abilities

Certain functional abilities are essential for the delivery of safe, effective nursing care during clinical education activities. Therefore, the Department of Nursing has determined that certain functional abilities are required for admission, progression, and graduation from nursing programs.

The College will consider an applicant who demonstrates the ability to perform, or to learn to perform,

the skills listed here. An applicant is not required to disclose the nature of a disability, but an applicant with concerns about these academic standards is strongly encouraged to discuss the issue with the [College's Student Success Center, Accessibility Services](#). If appropriate, and upon request from the applicant, reasonable accommodation for a qualified individual with a disability will be provided.

An individual must be able to independently, with or without reasonable accommodation, meet the following academic standards:

- General abilities
- Observation
- Communication
- Motor
- Intellectual, conceptual, and quantitative abilities
- Essential behavioral and social attributes
- Ability to manage stressful situations

Individuals unable to meet these academic standards, with or without reasonable accommodation, will not be able to complete the program.

General Abilities: The student is expected to possess functional use of the senses of vision, touch, hearing, and smell so that data received by the senses may be integrated, analyzed, and synthesized in a consistent and accurate manner. A student must be able to respond promptly to urgent situations that may occur during clinical training activities and must not hinder the ability of other members of the health care team to provide prompt treatment and care to patients.

Observational Ability: The student must have sufficient capacity to make accurate visual observations and interpret them in the context of laboratory studies, medication administration, and patient care activities. In addition, the student must be able to document these observations and maintain accurate records.

Communication Ability: The student must communicate both verbally and non-verbally to elicit information and to convey that information to others. Each student must have the ability to read and write accurately and comprehensively in English. The student must be able to thoroughly comprehend and fluently speak the English language to facilitate communication with patients, families, professionals in health care settings, instructors, and other students. The student must also be able to present information in a professional, logical manner and to provide counseling and instruction to effectively care for patients and their families.

Motor Ability: The student must be able to perform gross and fine motor movements with sufficient coordination needed to perform complete physical examinations utilizing the techniques of inspection, palpation, percussion, auscultation, and other diagnostic maneuvers. A student must develop the skills needed to perform or assist with procedures, treatments, administration of medication, and the management and operation of diagnostic and therapeutic medical equipment. The student possesses the physical and mental stamina to meet the demands associated with extended periods of sitting, standing, moving, and physical exertion required for satisfactory and safe performance in the clinical and classroom settings.

Intellectual, Conceptual, & Quantitative Abilities: The student must be able to develop and refine critical thinking skills that are essential to nursing practice. Critical thinking involves the abilities to measure, calculate, reason, analyze, and synthesize objective and subjective data, and to make decisions, often in a time-urgent environment, that reflect consistent and thoughtful deliberation and sound clinical judgment.

Behavioral & Social Attributes: Compassion, integrity, motivation, effective interpersonal skills, and concern for others are personal attributes required of those in nursing programs. The student must be able to work under supervision of a clinical instructor or preceptor; this is essential to ensure patient safety. The student must exercise good judgment and promptly complete all responsibilities in the classroom and clinical settings. The ability to establish culturally competent relationships with individuals, families, and groups and to respond effectively to patients who have different intellectual capacities is critical to nursing practice.

Ability to Manage Stressful Situations: The student must be able to adapt to and function effectively in stressful situations in both the classroom and clinical settings, including emergency situations. These stressors include personal, patient care/family, faculty/peer, and/or program related issues.

Providence College, through the Division of Academic Support Services, seeks to provide reasonable accommodations to qualified individuals as stated by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990 Title III, and the ADA Amendments Act of 2008 (ADAAA). Accommodation provides qualified individuals with an equal opportunity to obtain the same benefit or privileges as those available to a similarly situated individual without a disability. The law does not require institutions to waive specific courses or academic requirements considered essential to a particular program or degree if doing so would fundamentally alter the nature of the program or the degree.

Students requesting accommodations must self-identify and provide appropriate documentation of their disability to Accessibility Services. Eligibility for reasonable and appropriate accommodation will be determined on an individual basis.

Testing Accommodations

1. It is the students' responsibility to provide the instructor with written notification of testing accommodations.
2. It is the students' responsibility to schedule to confirm their exams with Academic Support Services at least 4 days prior to exams.
3. It is the faculty's responsibility to send the exam or exam code and any additional instructions to Academic Support Services at least 24 hours prior to the exam.

For more information, please contact:

Accessibility Services

Email: accommodations@providence.edu

Phone: 401-865-2494

Website: <https://academic-services.providence.edu/services/>

4.4. Direct Admission to Traditional Track

To best position themselves for admission, students should be prepared to have completed the following coursework during their time in high school:

- English – 4 years
- Math – 3 years minimum, 4 years preferred.
- Science – 3 years minimum (biology, chemistry, and physics), 4 years preferred.

As with all programs at Providence College, admission to the Nursing program is [test-optional](#).

4.5. Advanced Standings

AP, IB and Dual Enrollment credits are evaluated by the Office of the Dean of Undergraduate and Graduate Studies and then accordingly applied.

In order to receive credit for AP courses, students must score a 4 or a 5 on the AP exam. For IB credit, students must score a 5 or better on the Higher Level IB exams. Providence College requires that dual enrollment courses are taught on a college campus and by a full-time college instructor. These courses must also exceed the student's high school graduation requirements.

For these reasons, dual enrollment credit is rarely granted at Providence College.

Students who are granted AP, IB, or dual enrollment credit are still required to complete the College's full-time, eight-semester requirement.

The Dean of Undergraduate and Graduate Studies' website offers [more information on transfer credit](#).

4.6. Educational Mobility

The Department of Nursing fosters the educational mobility of nurses. The nursing program prepares students for graduate education and has opportunities for undergraduate students to participate in research at Providence College. Please reach out to the Chair of Nursing for more information.

4.7. Readmission to the Nursing Program

All readmissions to the nursing program are on an "as space is available" basis. Students' priority status is tracked by the Chair of Nursing. The order of priority for admissions is as follows:

- 1) Direct admission
- 2) Leave of Absence (LOA)
- 3) Course failures
- 4) Course withdrawals

4.7.1. Readmission following a leave of absence (LOA)

The Department of Nursing follows the College Leave of Absence Policy specified in the Providence College Academic Catalog. Students who are returning from an approved leave of absence must contact the Nursing Department Chair. Students returning from a LOA are reintegrated into the program as space is available after all in sequence, directly admitted students have been placed. Placement in nursing courses may not occur immediately upon return. The student's enrollment in specific nursing classes will be provided as soon as reasonably possible, on a space available basis.

Depending on the length of time away from Providence College, students may be required to take an exam, complete skills assessments and/or participate in a supportive remediation course. This process will be holistic and student-centered with the goal of ensuring patient safety and student success in the nursing program. If a student does not show competence in previously acquired nursing knowledge and skills, he/she may be required to repeat nursing course(s) before progressing in the curriculum.

Since nursing courses must be taken in a prescribed sequence it may not be possible for students to progress in the program as planned prior to their LOA and a verification of competency may be required. In addition to completing all paperwork with the dean of students, the student must also notify the Nursing Department Chair of their intent to return at least 40 days (about 1 and a half months) prior to the start of the semester. The Chair will verify if space is available at the desired return time. Please contact the Department of Nursing Chair at 401-865-2527 if you have questions about returning after a LOA.

4.7.2. Readmission following a Nursing Program dismissal (Course Failures)

Students should plan to meet with Dr. Nancy Meedzan, Nursing Department Chair, to develop a new schedule for the semester following a nursing major dismissal that does not include any nursing courses.

The student may petition this decision in writing to the Academic Success Committee which is chaired by Dr. Meedzan. In the petition, students should include a written personal statement for seeking reinstatement in the nursing major including a plan for success going forward. If there is any information the student would like to share with the committee, they should share that as well. Students must provide three letters of reference (one from a nursing faculty and one from the academic advisor) supporting their continuation in the nursing program.

If a student is not petitioning this decision, they should contact the School of Nursing & Health Sciences Associate Dean with their plans and for help facilitating the transfer process.

Students not currently enrolled in the College must reapply before their request may be heard.

Following readmission, students who do not receive a minimum grade of C+ in a nursing course or C in a science course will be removed from the nursing program without recourse.

4.7.3. Readmission following a voluntary withdrawal in good academic standing.

A student who withdrew from Providence College in good academic standing (GPA 2.5 or above) must contact the Chair of Nursing to be reinstated.

5. Academic Policies

5.1. Grades & Grade Schemes

Grades and grade points are calculated as follows:

- A minimum passing grade of C+ (77%) is required in all nursing courses.
- A minimum passing grade of C (73) is required for all science courses (Anatomy & Physiology I and II, Microbiology, Chemistry).

The Department of Nursing will follow this Grade Scheme:

A	93- 100%		B-	80 to < 83%		D+	67 to < 70%
A-	90 to < 93%		C+	77 to < 80%		D	63 to < 67%
B+	87 to < 90%		C	73 to < 77%		D-	60 to < 63%
B	83 to < 87%		C-	70 to < 73%		F	0 to < 60%

The general GPA Policy for Providence College found in the Undergraduate Catalog will be followed.

5.2. Grading Policy

To ensure that nursing students demonstrate adequate mastery of core content through examinations, the Department of Nursing has established a minimum average score on tests that must be achieved before other coursework (e.g., homework, projects, participation) is factored into the final course grade.

Students must attain a minimum average score of 75% on all major examinations (e.g., unit tests, midterms, finals) within a course. Only after meeting this threshold will additional coursework be included in the calculation of the final grade. Failure to achieve the minimum test average will result in a course grade based solely on the examination scores. In order to pass any nursing course (Course with the Prefix NUR), the student must achieve a course grade of C+.

Within this policy, major examinations are defined as assessments that evaluate comprehensive understanding of course material, including but not limited to unit tests, midterms, and final exams. Additional coursework is defined as assignments such as homework, projects, quizzes, and participation that contribute to the overall course grade but are not classified as major examinations.

Procedures:

- 1. Assessment Weighting:**
 - Major examinations will constitute a specified percentage (e.g., 60%) of the total course grade.
 - Additional coursework will constitute the remaining percentage (e.g., 40%).
- 2. Minimum Test Average Calculation:**
 - The average of all major examination scores will be calculated.
 - If this average is 75% or higher, additional coursework grades will be included in the final grade calculation.
 - If the average is below 75%, the final grade will reflect only the examination scores.
- 3. Communication:**
 - This policy will be communicated to students at the beginning of each course.
 - Instructors will provide timely feedback on examination performance to allow students to monitor their progress.
- 4. Remediation:**
 - Students who do not meet the minimum test average may be offered remediation opportunities as outlined in the program's academic support/tutoring policies.

This policy emphasizes the importance of mastering core nursing knowledge and skills, which are critical for safe and effective clinical practice. By requiring a minimum test average, the program ensures that

students are adequately prepared for the demands of the nursing profession. This policy will be reviewed annually and revised as necessary to reflect best practices and accreditation standards.

5.3. Appealing a Grade

Grade appeal will follow the policy of the College as outlined in the Providence College Academic Catalog.

5.4. Grade Rounding

Grade rounding policy: Grade rounding applies only to final course averages and not to individual assignments. Final averages for each course are rounded from the tenth place, not the hundredth place.

For example:

- 94.47 average is rounded down to a 94
- 94.51 average is rounded up to a 95

5.5. Progression in the Nursing Curriculum

The Department of Nursing follows all College policies for Good Standing, Academic Probation and Academic Dismissal. The Department of Nursing further requires a cumulative GPA of 2.5 on a 4.0 scale to remain in the nursing program and graduate with a bachelor's degree.

Academic progression is decided according to the following:

- Every student must maintain a cumulative GPA of 2.5
- A student who falls below the required GPA is placed on academic probation for the following semester and will have their academic record reviewed by the Academic Success Committee which may make recommendations that would, if followed, improve the student's academic status. The Committee may also recommend dismissal. This policy is described in the Providence College Academic Catalog: Academic Probation and Academic Dismissal Policy.
- Students must attain a minimum average score of 75% on all major examinations (e.g., unit tests, midterms, finals) within a course.
- Every student must earn at least a 77% (C+) or better in all nursing courses.
- If a student earns below 77% (C+) in a nursing course at the time of course completion or withdrawal from the course, the student may request permission from the Chair to repeat the nursing course, including theory and lab/clinical components. Only one nursing course may be repeated in the curriculum.
- Every nursing student must earn a grade of 73% (C) or better in Anatomy and Physiology I and II Science courses.
- If a student earns below 73% (C) in a science course at the time of course completion or withdrawal from the course, the student may request permission to repeat the science course. Only one science course may be repeated in the curriculum.
- Students presenting with any academic issues, clinical issues, or who have repeated a nursing or science course will be followed by the Academic Success Committee (See Academic Success Committee).

5.6. Computer Policy

Providence College provides guidance on purchasing computer equipment for students [here](#), and has established personal use policies that can be found at the [Information Technology](#) website.

All Department of Nursing students will be provided with an iPad at the start of the academic year. An Apple Pen and required software for applicable courses will be installed on the iPad. It is the student's responsibility to ensure the security and functionality of their device. Purchasing a protective case is recommended.

The Department of Nursing may require personal laptops for course testing, evaluations, and related work. Laptops should be brought to class fully charged.

The Department of Nursing uses ExamSoft for all exams. Students will access ExamSoft via their class Canvas site prior to the first exam. Students who come to the exam without a computer and the required software previously downloaded will not be allowed any additional time for computer/technical issues.

Procedure for taking and proctoring scheduled and make-up examinations:

1. All examinations are proctored by faculty and/or staff members.
2. Program-issued calculators and other testing supplies will be distributed for examinations, as needed.
3. Talking among students is not allowed for any reason.
4. Any scrap paper will be collected by the faculty.

5.7. Classroom Attendance

The essence of collegiate learning involves dialogue between faculty and students and all nursing courses involve active learning methods in the classroom which requires in-person participation. The attendance policy is nursing course specific, determined by the professor in the course, and is highly encouraged and expected. Each course syllabus will outline the penalties for absences and tardiness, and when make-up time, if any, will be permitted. These penalties will include additional and/or alternate assignments for any missed class. Zooming into class will ONLY be approved with official communication from the College or Department Chair.

5.8. Academic Integrity

The Undergraduate Catalog includes our policy on [Academic Integrity](#). All members of the college community are called on to be people of integrity. Students are challenged to produce and submit their own work for evaluation, and instructors are expected to ensure their students understand course policies and enforce standards of academic integrity.

5.9. Called to Care and Healing: Code of Ethics for Nursing Students

Preamble

The indelible mark of the graduate of the Nursing Program at Providence College is captured in these characteristics and behaviors:

- protecting and defending the dignity and freedom of every person regardless of gender, color, ethnicity, culture, diversity, socio-economic status or the reason for the illness or station in life.
- integrating the Catholic and Dominican values and traditions and the Mission of the Providence

College and the Philosophy of the Department of Nursing into the professional practice of nursing built on the moral principles of truth, human dignity, compassion, mercy and charity for every person who has ever been born.

- caring for the sick, the suffering, the disenfranchised, the vulnerable, those at the beginning of life, those at the end of life, those who live in the shadows of life and wherever they call home.
- providing excellence in nursing practice in caring and healing the whole person through the integration of the theories and science of nursing, the natural sciences, humanities and religious studies.
- embracing responsibilities as leaders and citizens of the community and of this nation to participate in shaping health and social policies through professional nursing in the tradition of Providence College and the Department of Nursing; and
- engaging in life-long learning as a moral commitment to assure continuing competency in nursing practice. appearance and in all forms of communications. The administration and faculty of the Department of Nursing hold you accountable for your behaviors in these areas.

Code of Ethics for Nursing Students

The Providence College Department of Nursing, consistent with the Ethical and Religious Directives for Catholic Health Care Services (6th ed. 2018) and the American Nurses Association Code of Ethics for Nurses with Interpretive Statements (2025) promulgates this Code of Ethics for Nursing Students applicable to all students in the Nursing Program.

The educational experience of students within the Department of Nursing is based on the moral principles of human dignity and respect for life from conception to natural death, the pursuit of truth, freedom, compassion, the exercise of an informed conscience, integrity, responsibility, self-discipline, and human service governed by charity as a health care professional and a citizen of the community which are inherent in the profession of nursing. The responsibility of students to adhere to this Code of Ethics is parallel to the responsibility of professionals to adhere to the standards of professional nursing practice.

As nursing students at Providence College, we embrace our first responsibility to all those entrusted to our care and with those with whom we work during our studies through:

1. Respecting and defending the dignity and freedom of every person: self, colleagues, faculty, patients, and families and all those with whom we work.
2. Respecting and advocating for the rights of all patients, families, and colleagues.
3. Maintaining confidentiality, privacy, truthfulness, and integrity in all privileged information and in the use of all methods of communication especially the emerging social networks.
4. Providing compassionate care to every person entrusted to our care regardless of their age, color, ethnicity, gender, religious preferences, illness, the reason for their illness and wherever they call home.
5. Engaging in evidenced based practice to assure the highest quality nursing care.
6. Refusing to participate in any action, behavior or procedure that is unethical violates the dignity, freedom, conscience and privacy of self or others and that places others at risk.
7. Engaging in self-care behaviors and activities through a balance of work and leisure time.
8. Facilitating the development of a caring community for other students in pursuit of their education through caring, listening, peer mentoring, advocacy, and other means of support.

9. Supporting policies, procedures and guidelines of Providence College and the Department of Nursing and using existing structures to promote understanding, dialogue and to facilitate responsible change.

Unacceptable behaviors include, but are not limited to:

- a. Providing client care in a predictably unsafe or harmful manner. For example:
 - i. To carry out a procedure without competence or without guidance of a qualified person.
 - ii. To do willfully or intentionally physical and/or mental harm to a client.
 - iii. To exhibit careless or negligent behavior in connection with the care of a client.
- b. Disrespecting the privacy of a client:
 - i. To use the full name of a client in a written assignment and/or remove data generated by the clinical facility of any sort and in any form that will be removed from the clinical area.
 - ii. To discuss confidential information in inappropriate areas, such as elevators, cafeteria, parking structures, etc.
 - iii. To discuss confidential information about a patient with third parties who do not have a clear and legitimate need to know.
 - iv. Falsifying patient records or fabricating patient experiences.
 - v. Failing to report omission of or error in treatments or medications.

(Please see Appendix C Policies and Guidelines on Health Care Ethics for Faculty and Students Engaged in Clinical Experiences)

1. **Violation of the Code of Ethics:** Violations of the Code of Ethics for Nursing Students or the Providence College Code of Conduct will be dealt with according to the policy in Providence College's Student Handbook.

5.10. Students' Rights & Grievances

Providence College is committed to fostering a diverse and inclusive community that is conducive to each community member's academic and personal pursuits. The College's policies for reporting harassment, discrimination, including Sexual and Gender-Based Harassment and Discrimination are found in the Providence College Student Handbook and on the Providence College website.

5.10.1. Complaints about Faculty and Grades

Providence College has a set of procedures for resolving student complaints about faculty performance or about grades. A student who has concerns about either of these issues should, if possible, discuss the problem directly with the faculty member. If this is not possible, the student should contact the Chair of the Department or Associate Dean of the School of Nursing & Health Sciences who will provide the student with a copy of the procedures and, if the student wishes, review the process involved. If the student is, for good reason, reluctant to contact the Chair of the Department or Associate Dean, the student may also contact the Dean of the School of Nursing & Health Sciences. The Department of Nursing follows the College Academic Grievance Policy found in the Academic Catalog which specifies informal and formal attempts to resolve the grievance.

5.10.2. Grievance Procedure

This policy establishes a clear and consistent process for students, faculty, and stakeholders to formally raise concerns regarding the BSN Nursing Program. The goal is to ensure timely, fair, and constructive resolution of grievances that fall outside of academic appeals or Title IX matters.

This policy applies to:

- Current and prospective BSN students
- Faculty and staff within the School of Nursing
- Clinical site partners and community stakeholders
-

Grievances covered by this policy include, but are not limited to:

- Program Operations
- Faculty conduct (excluding harassment/discrimination, which follows other protocols)
- Clinical placement issues
- Resource access (e.g., lab, simulation center)
- Breach of program policies

A formal complaint/grievance is a written, dated, and signed document submitted by an individual or group expressing dissatisfaction with a policy, procedure, or behavior affecting the BSN program. Anonymous complaints will not be processed under this policy but may be reviewed at the discretion of the Program Director.

Complainants are encouraged to resolve issues informally through discussion with the relevant faculty or staff member before submitting a formal complaint.

If informal resolution is unsuccessful, the complainant must complete a **Formal Complaint** in the form of a letter and submit it to the **BSN Program Chair**. The letter must include:

- Complainant's name and contact information
- Description of the complaint with relevant facts and dates
- Prior attempts to resolve the issue
- Desired outcome or resolution

The Program Chair (or designee) will acknowledge receipt within 5 business days.

- The Program Chair will conduct an initial review and may interview involved parties or request documentation.
- If the complaint involves the Program Chair, it will be forwarded to the Dean of the School of Nursing & Health Sciences.
- A resolution or response will be provided within 20 business days, unless additional time is required, in which case the complainant will be notified.

A confidential record of the complaint and resolution will be maintained in the BSN program office for a minimum of 3 years and reviewed annually to identify patterns or areas for program improvement.

If the complainant is dissatisfied with the resolution, they may appeal in writing to the Dean of the School of Nursing & Health Sciences within 10 business days. The Dean's decision will be final.

All complaints will be handled confidentially to the extent possible. Retaliation against individuals who file complaints in good faith is strictly prohibited and may result in disciplinary action.

5.11. Process for Academic Review for Progression

The Academic Success Committee (ASC) will work with nursing faculty to review students for academic success, and to support the academic progression and retention standards of the Providence College Department of Nursing.

The Academic Success Committee will do a review at the end of each semester.

Students presenting with academic issues, clinical issues, or who have received a final grade of C+ or below in a nursing course or a C or below in a science course will be required to meet with the Academic Success Committee for support within 2 weeks of the start date of the following semester.

Students identified as not able to progress in the nursing program due to not meeting academic standards will be notified by the Dean of the School of Nursing & Health Sciences.

The Academic Success Committee will consider formal written requests from students who are seeking an exception to Department of Nursing (DON) policies and can provide documentation. Any cases that arise over the summer break will be heard in the fall.

The appeals process:

1. Student submits documentation to the Chair of the Academic Success Committee within 14 days of the date of dismissal notification letter.
2. Students must address the following documentation:
 - a) Explanation of the circumstances that contributed to dismissal from the DON. Include all relevant information regarding events/courses/semesters that contributed to the dismissal.
 - b) Provide a detailed plan for future academic success if an appeal is granted. This plan should clearly articulate the actions that have already been taken as well as actions to be taken in the future to be successful in the nursing curriculum.
3. Students are invited to appear at the DON Academic Success Committee meeting when their case is being heard. Students can have a support person attend the meeting with them if they choose. However, this person is not allowed to contribute to the meeting. The ASC will also invite academic advisors, clinical faculty, or course faculty to the meeting if deemed necessary.
4. Students will receive written notification of the ASC's decision within 10 business days of the appeals meeting.
5. Any student who is readmitted to the nursing program who has been absent from clinical for one or more semesters will be required to demonstrate skills competency prior to beginning any clinical experience.
6. Notification of the decision will be sent to the Dean of the School of Nursing & Health Sciences, the office of Academic Success, Student Affairs, Registrar and Academic Advisor.
7. The decision of the committee is final.

5.11.1. Course Withdrawals

The Department of Nursing follows the College policy for Withdrawal from a Course found in the Providence College Academic Catalog. In addition to the college policy, if a student withdraws from a course with a grade below a C+ in a nursing course or below a C in a science course, that course

withdrawal will be considered an attempt at a course and the student will be allowed to repeat one nursing course once and one science course once.

5.11.2. Peer Tutoring

Peer tutoring is available through the Christie Family Tutoring Center which is part of the Student Success Center. Peer tutors are current undergraduate students who have performed well in nursing courses, have received a recommendation from a faculty/staff member and have accepted a position with the tutoring center. Appointments are free and available to all Providence College students and accessible from the [Tutoring Center web page](#). If you have any difficulty scheduling an appointment, please call 401-865-2855 or email jsousa10@providence.edu. Students may make up to 2 appointments per course per week. If available, students may schedule additional appointments with approval from a Tutoring Center Administrator. In order to serve as many students as possible, the Tutoring Center requests tutees to cancel any appointments they cannot make at least 24 hours in advance. To cancel an appointment, please utilize [TutorTrac](#) and/or call 401-865-2855 or email jsousa10@providence.edu. Students who cancel more than two (2) tutoring appointments on the same day of their scheduled appointment will lose access to the self-scheduling system until they meet with a Tutoring Center Administrator. Students who miss more than two (2) tutoring appointments without canceling will lose access to the self-scheduling system until they meet with a Tutoring Center Administrator. Students who would like to set up a recurring appointment may do so by meeting with the Assistant Director for Tutorial Services. Please note scheduling policies for missed appointments and same-day cancellations. Violating either policy will result in the cancellation of the weekly appointment.

5.11.3 Professional Nursing Tutor Policy

The Professional Tutor is a doctoral prepared nurse faculty who assists students in all clinical courses in the nursing curriculum utilizing the Clinical Judgement Model as the conceptual framework for tutoring activities. The tutor consults with classroom faculty on topics and student progress. The Professional Tutor will review course material and will not have access to course tests. Full Time faculty will remediate any tests with students.

5.12. Snow Days & Cancellation of Classes

The DON follows the college-wide [Inclement Weather Policy](#). Providence College makes every attempt to maintain normal operations for students, faculty, and staff during periods of inclement weather. Extreme conditions, however, sometimes make it necessary to delay or cancel operations. These decisions are made by the Provost/Senior Vice President for Academic Affairs in consultation with the Associate Vice President for Human Resources. Several factors play a role in deciding whether to alter normal operations, including the severity and timing of a storm and the condition of roadways and campus walkways.

If a snow day is called when a student is expected in the clinical setting, the Director of Clinical Nursing Education will notify the clinical instructors of the snow emergency and cancellation/or postponement of the clinical day. The clinical instructor will then notify the clinical facility and inform students of the cancelled/postponed clinical day. Clinical instructors will review the process regarding notification of clinical cancellations/postponements at the start of the semester as these processes may vary from instructor to instructor.

5.13. Jury Duty

If a student receives notice regarding jury duty during the academic year the student should reply promptly requesting that the date be changed to the following summer. This is an acceptable procedure as status as a full- time student qualifies for such a request. If a student's absence involves jury duty or court appearance for another reason, the student must present the proper documentation verifying the requested absence and contact their instructor/faculty immediately for guidance and make-up arrangements.

5.14. Emergency Communication

Friar Alerts is our text-based mass notification system. Students are automatically signed up for FriarALERT with the contact information they provide at the time of enrollment. Any changes to student records and contact information must be made in person. Please visit the Office of the Registrar in Harkins Hall 310 to officially record changes.

- In the event of a campus emergency or school closing due to inclement weather, an alert is sent to registered users of the alert system via SMS (text) or email. Alerts are also broadcast across campus on digital signage, through desktop alerts in classrooms and Faculty and Staff offices, on the College website, and via social media.
- When inclement weather necessitates cancellation of operations for an entire day or a delayed start, an announcement will be made on the Weather Advisory Line. Members of the College community can reach the Weather Advisory Line by dialing 401-865-1012 or go to www.providence.edu to determine College operating status during weather-related emergencies.

6. Clinical Policies

6.1. General Clinical Policies

As guests of the agencies, you are expected to abide by their rules and regulations. You must also **respect the confidentiality of patient records and information concerning patients** that you may be privileged to learn in the process of fulfilling the clinical experiences. Do not discuss a patient's diagnosis or prognosis with anyone who is not involved in the direct care of the patient, either in the hospital, at the College, or in your home or social environment. You are liable for any information you give out verbally, in writing or digitally (including photos). No information should be copied and removed from the clinical agency. Any information obtained at a clinical agency should be placed in the shred bin prior to leaving the agency. No patient documents are ever to be removed from any clinical agency. Student coursework should not include any patient identifying information. If a student is discovered to have breached the confidentiality of a patient or agency, profound consequences up to and including dismissal from the nursing program could occur. Some clinical agencies require updates on specific topics including but not limited to: Infection Prevention and Control, Bloodborne Pathogen Standards, Hazardous Communication Standards, Materials Safety Data Sheets etc. These updates are usually completed on the Massachusetts/Rhode Island Centralized Clinical Placement.

Complio

The agencies and hospitals with which Providence College collaborates for clinical education have strict policies about criminal background checks, CPR certification, and immunization

documentation which are required prior to attending clinical. Students are responsible for keeping track of such clinical compliance via the third-party vendor, Complio, throughout their time in the Nursing Program at Providence College. Students are expected to submit documentation of all clinical requirements on their Complio account by the required date. Students who are out of compliance with these requirements cannot attend clinical and must follow the Missed Clinical, Simulation and Lab Policy (6.16). Failure to provide Complio documentation in a timely manner may result in failure of the clinical component of the course, and therefore, failure of the related nursing course. Students are responsible for meeting the necessary requirements and providing the appropriate documentation prior to beginning a clinical nursing course. Failure to provide this documentation will prevent the student from entering the clinical setting resulting in failure of the course.

6.2. Clinical Compliance

Clinical compliance refers to all requirements that need to be completed prior to entering the clinical setting. Clinical compliance includes state required immunizations, annual influenza immunization, TB testing, CPR certification, criminal background checks, Fit Testing, and agency specific orientation, as well as any other items that are requested by the Clinical Coordinator.

Fit testing will take place in the Fall semester of sophomore year. Repeat testing may be required per site policy. This will be held on campus. The students will be required to sign up for a specific day and time.

Clinical compliance requirements vary among our many contracted clinical agencies. Further, clinical agencies reserve the right to modify clinical compliance requirements at any time. Agencies may require 2-step TB tests, or tests within a specific time frame of starting clinical. Criminal background checks will be completed each semester. Influenza immunizations are due each fall.

Each semester, a due date for the various compliance items will be established and shared with students via the Canvas Student Information page and/or email. Students who do not submit all clinical compliance requirements by the stated deadline must meet with the Chair of Nursing. Failure to provide this documentation could result in failure of the clinical component of the course, and therefore, failure of the related nursing course.

6.3. Minimum Immunization Requirements

The Department of Nursing follows the college policy for immunization requirements.

In addition, the following vaccines are required by the Rhode Island Department of Public Health for all undergraduate and graduate students in a health science program who may be in contact with patients:

Immunization regulations

[Rhode Island's complete immunization regulations are available online](#). The individual vaccination requirements are summarized below.

Flu

Healthcare workers are required to either be vaccinated against the flu annually or wear surgical masks when the Director of Health declares flu to be widespread. ([more](#))

COVID-19

Healthcare workers or assisted living residence workers are required to be up to date with their COVID-19 vaccines, meaning a person has received all recommended doses of COVID-19—including a booster dose when eligible—or wear a National Institute for Occupational Safety & Health (NIOSH)-approved N95 mask while working in healthcare facilities during a period in which the COVID-19 prevalence rate in the State is greater than or equal to 50 cases per 100,000 people per week. Masks may be mandated by a particular clinical setting/organization in addition to state DPH mandates.

Hepatitis B

Workers at risk of exposure to blood-borne pathogens must be offered hepatitis B vaccine within ten days of employment. The hepatitis B vaccination series consists of three doses of vaccine given as two doses four weeks apart followed by a third dose five months after the second dose. It is recommended that testing for anti-HBs be performed one to two months after the last dose. People failing to develop a titer shall be offered a repeat three dose series with follow up titers. (Employees have the option of signing a standard OSHA declination form if they choose not to be vaccinated and should be counseled regarding risk.)

Measles, Mumps, and Rubella

For new healthcare workers, two doses of MMR are required for pre-employment. For current healthcare workers, two doses of MMR are recommended. (These individuals will be required to be vaccinated during outbreaks.)

Tetanus, Diphtheria, and Pertussis

One dose of Tdap is required for both new and current healthcare workers.

Tuberculosis

Evidence that the healthcare worker is free of active tuberculosis based upon the results of a negative two-step tuberculin skin test is required. (A negative FDA-approved blood assay for *Mycobacterium tuberculosis* (BAMT) may be used instead of a two-step tuberculin skin test.) For healthcare workers who can present documentation of serial tuberculin testing with negative results in the prior two years (or more), a single baseline negative tuberculin test result is sufficient.

Sophomore, Junior and Senior Students: Tuberculosis testing will be completed during the Fall semester prior to October 31st. The testing can be completed at the Providence College Health Services Center by calling 401-865-2422 to set an appointment. Appointments are available Monday-Friday at 1:00 pm, 1:15 pm, and 1:30 pm.

Varicella (Chickenpox)

Two doses of varicella vaccine are required (or laboratory evidence of immunity or laboratory confirmation of disease; or a healthcare provider diagnosis of varicella or healthcare provider verification of history of varicella; or history of herpes zoster based on healthcare provider diagnosis).

All pre-licensure nursing students will be required to submit their proof of meeting minimum state

immunization guidelines for health professionals to the Director of Clinical Education at least 1 month prior to beginning nursing courses.

6.4. Clinical Experiences for Unvaccinated Nursing Students

Clinical affiliates may require students to be vaccinated to participate in clinical experiences. Participation in clinical experiences is required for progression in the Nursing program.

Providence College Department of Nursing requires students to be vaccinated. Students can refuse vaccinations.

If a student refuses vaccination and is not entitled to a reasonable accommodation under the disability laws or is not entitled to a reasonable accommodation for a sincerely held religious belief by the clinical placement site (hospital, healthcare organization, or other) then, the student may be disenrolled from the nursing program or may not be able to fulfill the clinical requirements of the program, resulting in either an extension of their program or them not graduating. The Department of Nursing is not obligated to provide substitute or alternative clinical experiences based on a student's request or vaccination preference.

If a student has been granted an accommodation, in providing an academic adjustment to students with disabilities, the program will not lower or substantially modify essential requirements. The Department of Nursing will provide accommodations within the mandated restrictions by the Board of Nursing and accreditors. Students may not be able to fulfill the clinical requirements of the program without extension of the program.

6.5. Cardiopulmonary Resuscitation Program (CPR) Requirement

Traditional students must submit a CPR card by August 15th that does not expire during the academic year. The student will not be allowed to attend clinical if documentation is not received.

The American Heart Association (AHA) CPR Basic Life Support for the Health Care Provider is required of all nursing students. American Heart Association CPR courses usually expire in two years. Since CPR certification must not expire during the academic year, you are required to take/update CPR with the Department of Nursing course offerings in the spring of your freshman and junior years. Information is posted on the Student Canvas Information Page for registration. The student is responsible for the cost of the CPR course which is about \$75.00.

Failure to provide this documentation could result in failure of the clinical component of the course, and therefore, failure of the related nursing course.

6.6. Potential Hazardous Exposure/Unusual Occurrence in the Course of Clinical Education

Presence on clinical units incorporates a risk of exposure to certain infectious diseases and other potential hazards. The risks of such exposure can be minimized, but not totally eliminated, by proper technique. Students are advised to carefully follow standard precautions and exercise sound judgment. Students are required to inform faculty of any possible exposures, unusual occurrences (including illness or injury) immediately so that agency protocol can be followed. Students who become ill or injured in the classroom or clinical setting will be evaluated by the faculty responsible for the student to determine

the appropriate course of action.

In the event of a hazardous exposure or unusual occurrence in the clinical setting:

1. In non-emergency situations, the clinical instructor will initiate an intervention based on the specific clinical agency's policy. The student may also be directed by the faculty to return to the campus Health Center or the student's primary care provider for follow up and care. During clinical learning experiences in the facility(s), students are not employees, and thus, are not covered by Worker's Compensation and should not be sent to Occupational Health. Any expenses related to an exposure or unusual occurrence will be billed to the student's health insurance plan.
2. In emergency situations, the clinical instructor will initiate emergency procedures which may include requiring the student to be transported to the closest emergency department (within the facility or by means of ambulance) for evaluation. If the event is considered an emergency by the clinical instructor, the student will not be allowed to leave the clinical agency until such emergency care is provided, and the student is cleared by a physician to safely leave the facility.

In the event of a student exposure or unusual occurrence on the Providence campus during daytime hours when the campus Health Center is open:

1. In non-emergency situations, the student will report the exposure or unusual occurrences to the faculty. The faculty will assist the student in filling out the required form(s). The student will be directed to call the campus Health Center to arrange an appointment. For non-emergency illness, the student may choose to see their own primary care provider.
2. In emergency situations, the faculty member will alert Public Safety (401-865-2222) or 911 services depending on the nature and time of exposure or unusual occurrence. The student will be transported by the appropriate means to the appropriate facility.

In the event of a serious exposure or unusual occurrence to a student on the Providence campus during evening and weekend hours, when the campus Health Center is closed:

1. Faculty will assess the seriousness of the exposure or unusual occurrence.
2. If the student who is ill or injured needs to be seen in the hospital emergency department, faculty will decide the most appropriate way of transporting him or her (e.g., Public Safety or ambulance).
3. If the student is unable to walk or be transported by wheelchair, an ambulance will be called.

In all exposures or unusual occurrences, after the student has obtained appropriate care, the classroom or clinical instructor will:

1. Contact the Chair of Nursing
2. Fax, securely email, or bring a copy of the Department of Nursing Unusual Occurrence Report (Appendix B) to the Chair as soon as possible.

6.7. Substance Abuse

For purposes of this policy, "illegal drugs" means illegal use of controlled or illegal (i.e., prohibited

substances). Although marijuana is legal in the State of Rhode Island, marijuana is a Schedule 1 Substance under federal law and continues to be an illegal substance for purposes of this policy. In addition to illegal drugs as described above, the overuse and/or abuse of alcohol in the learning environment is also prohibited under this policy as stated in the *Providence College Student Handbook, General Policies; Drugs: Policy and Possession, Use, Distribution and/or Sale and the Alcohol and Drug-Free School & Workplace Policy*.

6.8. Drug Screening

Nursing students may be subject to drug screening for two different reasons.

6.8.1. Impairment Policy

This policy applies to all students who have matriculated into any program in the Department of Nursing. Use of alcohol, marijuana, or any unlawful possession, use, manufacture, distribution, diversion, or improper use of any substances by any student in the DON may result in removal from clinical, classroom, or lab. Students must also comply with all local, state, or federal laws and regulations controlling the possession, manufacture, use, or distribution of controlled or illegal substances and alcohol and placement site rules. Undergraduate students must also adhere to The Alcohol and Drugs: Policy, and Possession, Use, Distribution and/or Sale Policy found in the Providence College Student Handbook.

There are circumstances in which students may need to take over the counter or prescribed medications that have the potential to impair their performance. As such, all students are responsible for being aware of the effects these medications may have on performance and must notify the clinical faculty within 72 hours prior to clinical attendance or drug testing about the use of any medication that could impair performance or has the potential to influence a drug screen.

Failure or refusal to comply with the substance abuse policy may be grounds for disciplinary action, including, but not limited to, dismissal from the program as described in the Providence College Student Handbook. Any attempt to delay, hinder, or tamper with any drug testing or to alter the results of drug testing will be considered a refusal to comply with this policy. In addition, failure, or refusal to comply with any aspect of the substance abuse policy will be reported to the Dean and/or Associate Dean or her/his designee for possible disciplinary action in accordance with the College's Policy.

6.8.2. Pre-clinical Placement Screening

Some affiliated agencies have mandated that students be screened for drugs before beginning clinical affiliations in their facility.

Any student nurse assigned for clinical to such an agency are subject to compliance with this policy. Pre-clinical drug screening will be done at the college's expense, off-campus, at a clinical agency contracting with Providence College. Screening will be done immediately prior to the student's placement in a clinical setting that requires drug testing. Results from the laboratory will be sent directly to the Director of Clinical Nursing Education and reported to the Chair, Department of Nursing. Information obtained is confidential. If the drug test comes back negative, then the test result will be deemed adequate for the student to be in a clinical placement. If the drug screen comes back positive, and a valid prescription exists (as verified by Health Services Medical Director), then the test result will be deemed adequate for

the student to be in a clinical placement. If the drug screen comes back positive and no valid prescription exists (as verified by Health Services Medical Director) the student will not be allowed to participate in the clinical experience and may be referred to the College's Student Conduct Process. If the student refuses to submit to a drug screen, the College will treat the screen as positive, and the student will not be allowed to participate in the clinical experience and will be referred to the Dean, School of Nursing & Health Sciences.

Students will be provided with clear instructions and dates for the pre-clinical drug screen. Student clinical assignments will not be manipulated to eliminate this requirement. Those agencies requiring drug screening provide no option other than participation. A nursing student may opt to refuse drug screening; however, refusal to meet this requirement will prevent the student from meeting course student learning outcomes.

6.8.3. Reasonable Suspicion Screening

If a student is suspected of being under the influence of alcohol and/or drugs (illegal, prescription narcotic medication and or other medications that impair cognitive functioning) the responsible faculty will assess the student in person to verify suspicion.

- At clinical sites: Follow the substance abuse policies of the clinical facility. The faculty should assist the student to obtain safe transportation home and initiate Providence College Student Handbook: Standards of Conduct and Resolution Procedures.
- On the Providence campus: Remove the student from the department or classroom and inform the student of their observations and concerns and notify the Dean and/or Associate Dean or her/his designee.

If there is reasonable suspicion of impairment the student may be subject to drug screening. Drug screening will be done at the college's expense, off-campus, at a clinical agency contracting with Providence College. Results from the laboratory will be sent directly to the Associate Director for Clinical Education and reported to the Dean and Associate Dean of the Department of Nursing. Information obtained is confidential. If the drug test comes back negative, then the test result will be deemed adequate for the student to be in a clinical placement. If the drug screen comes back positive, and a valid prescription exists (as verified by Health Services Medical Director), then the test result will be deemed adequate for the student to be in a clinical placement. If the drug screen comes back positive and no valid prescription exists (as verified by Health Services Medical Director) the student will not be allowed to participate in the clinical experience and may be referred to the Providence College Code of Conduct and Resolution Procedures Policy. If a student is found to have a positive drug screen for illegal drugs, the student will be subject to the Providence College Student Handbook: Providence College Code of Conduct and Resolution Procedures Policy. If the student refuses to submit to a drug screen, the College will treat the screen as positive, and the student will not be allowed to participate in the clinical experience and will be referred to the Providence College Code of Conduct and Resolution Procedures Policy.

6.8.4. Voluntary Self-Disclosure

Students who voluntarily self-disclose a substance or alcohol abuse problem to a faculty member, academic advisor, staff member, Chair, Dean, or Associate Dean of the School of Nursing & Health

Sciences prior to a positive drug/alcohol test result, and who are willing to enter in and complete an appropriate program of treatment, may be granted a medical leave of absence while she/ he undergoes treatment. The student, in consultation with her/his health care provider and providers from the College Counseling and Health Center, will identify and enter a treatment program. The student must sign appropriate College forms providing designated College providers, Counseling, Health Center and Student Accommodations and Support Services, and the Department of Nursing, permission to communicate to the student's private providers about his/her recovery status prior to returning to the program. Confidential Program counseling services will be offered to the student.

6.9. Criminal Record Inquiry

Clinical agencies require criminal background inquiries as a condition for clinical practice. All nursing students are required annually to submit a National Criminal Background Check. The Department of Nursing is currently using Complio to perform a national computerized search to determine if an individual has convictions, outstanding warrants, or pending complaints. Information obtained is confidential. The Director of Clinical Education forwards positive inquiries to the Department of Nursing Chair. Positive criminal inquiries are then forwarded to the Providence College Campus Police Chief for review. If deemed necessary, and with the student's written permission, positive criminal inquiries are forwarded to the specific clinical agency Compliance Officer who determines if the student may be placed in that particular clinical setting.

Students have an obligation to inform the Department of Nursing Chair if any new convictions, outstanding warrants, and/or pending complaints have occurred after the inquiry is obtained.

All student clinical placements are at the discretion of the agency; therefore, agencies do not have to accept students with documented criminal convictions, outstanding warrants, or pending complaints. Although an alternate clinical placement may be sought, the Department of Nursing cannot guarantee that a student will be placed in another facility. The Department of Nursing cannot be responsible for alternate clinical placements for students who are withdrawn from a clinical placement or who cannot be placed in an agency because of issues with background checks. The Department of Nursing reserves the right to decline a student clinical placement for an unsatisfactory background check, resulting in clinical failure.

The student is responsible for the cost of the Background Checks. The initial background check costs: \$35.00 and then \$35.00 for annual background checks thereafter.

6.10. Eligibility for Licensure as a Registered Nurse

Any applicant for initial licensure as a registered nurse who has a criminal conviction(s) and/or past or pending disciplinary action against a professional/trade/license/certificate should contact the Board of Registration in Nursing in the state in which they plan to practice determining if their court record or disciplinary action will be a barrier to eligibility for licensure as a registered nurse. Applicants planning to apply for initial licensure in [Rhode Island](#) should review the requirements [here](#).

Please note: a previous court conviction does not automatically preclude someone from eligibility for licensure as a registered nurse. However, if someone falsifies a statement concerning a felony or misdemeanor conviction on the license application, and it is later discovered, the individual could be denied from practicing in nursing for the remainder of their life.

6.11. Professional Liability Insurance

Providence College purchases an Internships & Professional Services Liability Insurance Policy for student practicums, clinical training, externships or internships under the direction, control and supervision of Providence College or a Providence College approved internship host. Practice outside of PC's approved programs is not covered by this policy.

6.12. Clinical Scheduling & Transportation to and from Clinical Sites and Internship Placement

Clinical schedules and clinical placements depend on the availability of qualified faculty and appropriate clinical sites. Infrequently, a clinical placement may have to be rescheduled, and every effort will be made to reasonably accommodate affected students.

The Department of Nursing registers students for clinical placements to assure all students receive an equal balance between urban and community placements. Student needs are also considered along with the level of supervision required. Students are responsible for providing their own transportation to and from clinical sites and all associated fees (i.e., public transit, parking, Uber, trains, etc.). This includes unanticipated costs when carpooling plans fail.

Parking should be in areas designated by the agency. Students may be asked to provide relevant information relative to the color, make, model and registration number and state in which the car is registered. Students leaving the campus or arriving to the campus in the dark (late night shift or early morning shift) are encouraged to request an escort from Campus Safety to/from their dorm/car.

All internship placements offered to students will fulfill the objectives of the Internship course. Internship placements will include a variety of settings. Students will provide the DON with their preferences for an internship site, but it is not guaranteed that the student will be placed in one of their preferences. Providence College DON's contracts with clinical agencies state we will assure students are safe to practice in the areas they are being placed. Therefore, clinical and classroom faculty recommendations are elicited and considered during the placement process for student internships particularly in ICU, NICU and specialty settings.

6.13. Attire in Clinical Facilities

The following regulations must be adhered to whenever a student enters a clinical agency as a Providence College student or representative. In clinical areas, a neat and clean professional appearance is important for safety/infection control and to confirm patient's expectations that they are cared for by professional staff. Any student who does not adhere to the dress code may be asked to leave the clinical area until properly dressed/groomed.

6.13.1. Regulations Related to Uniforms

- The ID badge must always be worn while in the clinical agency.
- Agency identification may also be required.
- Nursing uniform
- White socks

- White shoes – no strapless clogs, closed-toe only
- Sneakers are allowed but must be all white vinyl or leather
- Jewelry must be simple and basic and not interfere with patient care. Only 1-2 simple rings and one pair of stud earrings worn in the ear are allowed. Other visible piercings (including facial and tongue jewelry) are not acceptable in the clinical setting.
- Visible tattoos are to be covered when possible.
- Perfume, heavy scents, and fragrances are not allowed in patient areas, and, in non-clinical areas, any fragrance should be mild and considerate of others' intolerance or allergies.
- Make-up, if worn, must not be excessive.
- Nails should be short and neatly trimmed; artificial nails are not allowed due to infection control standards; only clear and light neutral nail polish may be worn.
- Hair should be neat, clean and conservative in style and color. For example, blue, green or bright shades of purple hair colors etc. are not acceptable. When caring for patients, hair must be worn away from the face and off the shoulders. Beards and mustaches must be neatly trimmed.
- Basic hygiene practices should be followed to avoid offensive breath, body odor, or smoke odor.
- Chewing gum is not allowed in the clinical setting.

When a uniform is not required, and in instances where alternative attire is permitted, the student must appear professional, neat, and clean. Slacks, skirts, and dresses may be worn. No jeans, stretch/yoga pants, sweatshirts, sweatpants, or tee shirts are allowed. Revealing clothes, short skirts, shorts, or tight-fitting clothes are not appropriate for professional practice. The facility and/or instructor has the right to dismiss a student from the setting for inappropriate attire.

6.13.2. Purchase of Uniforms

Providence College will supply uniforms for students in the program. Uniforms will be provided to students prior to the start of the Sophomore year.

6.14. Medication Administration

Medication administration will be directly observed by the clinical faculty at all times. No medication can be given without the clinical instructor/preceptor present. Faculty and students must follow the medication administration and patient identifier policies of the agency. Course failure will result if a student does not demonstrate a pattern of safe medication administration behaviors.

6.14.1. Math/Medication Exam Policy

Students are expected to achieve, maintain and demonstrate a consistent pattern of accuracy in dosage calculation throughout the curriculum. Medication dosage calculation examinations will be given at the beginning of all nursing clinical courses. Students must pass medication dosage calculation examinations with a grade of 90% or better. Students exhibiting difficulty in medication dosage calculation will be referred for remediation with the faculty and professional tutors. Students may take a total of three (3) medication dosage calculation examination(s) until a grade of 90% or better is achieved. Students must pass the medication exam within three weeks of the start of the semester. Students may not administer medications in any course until the prerequisite medication dosage calculation examination is passed. Passing medications in clinical is required to pass the course.

6.15. Evaluation of Clinical Performance

Clinical practice is graded on a pass/fail basis. Students who fail a clinical course will be required to repeat the associated theory course on a “space available basis” and will be unable to progress if the course is a prerequisite to another course.

6.15.1. Satisfactory Clinical Performance

Students are expected to demonstrate consistent and progressive mastery of nursing in the clinical area. Students’ performance and behavior must always be safe and appropriate. Evaluation of student’s clinical performance is based on attainment of student learning outcomes (SLOs) for each clinical course with equal amounts of guidance and instruction as required by other students at the same level. Only prepared students may practice in the clinical area. SLOs are defined for each course in a clinical assessment tool which is used to guide the students’ learning.

Clinical Assessment Tools (CAT) are completed at least twice per clinical course, at midterm and at the end of the course. Students who are not progressing toward meeting the clinical course learning outcomes may be referred to the nursing lab for remediation at any time during the course, will be placed on a clinical improvement plan, and may require more frequent evaluation to monitor the student’s progress toward achievement of the course outcomes and provide feedback. In addition to not meeting course outcomes, a student may be placed on a clinical improvement plan at any time for behavior not deemed appropriate in the clinical area that might jeopardize the meeting of the course learning outcomes. Behaviors include, but are not limited to, unsafe care of a patient, inappropriate language, actions disrespectful to others, inappropriate use of cell phone, and disruptive behavior.

Completion of Clinical Evaluation Tool

The final clinical grade, a component of the course grade, is expressed as pass (P) or fail (F). Students must meet the SLOs for the course to pass the clinical component of the course. If a student has not shown adequate progress in one or more student learning outcome(s), they would be given a “F” for the clinical and consequently fail the course.

6.15.2. Unsatisfactory Clinical Performance

For unsatisfactory clinical performance and /or behavior, the clinical instructor will issue a Clinical Warning to the student. The faculty member, intending to place a student on clinical warning, will confer with the Chair prior to issue of the clinical warning. A clinical warning is a written statement specifying the student learning outcomes that are not being met, comments on how they are not being met, and what the student must do to satisfactorily meet the clinical objective(s). The clinical warning with a specific plan of action that would lead to the meeting of SLOs and a timeframe for achievement may be given at any time during the semester. The faculty member will have a conference with the student who is being placed on clinical warning and the warning will be signed by the Chair, the faculty member, and the student. The original copy is retained in the student’s record.

Continued unsatisfactory clinical performance and/or behavior will result in a course failure at any point

during the semester.

6.15.3. Dismissal from Clinical Performance

Students may be dismissed from clinical by their clinical instructor for unsafe behavior, violation of department nursing code, or breach from any policy and procedure at the agency. In the event of such a circumstance, the faculty will remove the student from the area and inform the student of their observations and concerns and notify the Department Chair. The Department Chair may contact the Student Affairs Office if the breach may be a violation of the Student Code of Conduct listed in the Providence College Student Handbook. If the behavior is related to illness, injury or impairment, please refer to the Potential Hazardous Exposure/Unusual Occurrence in the Course of Clinical Education Policy above. In the event the student is dismissed from the program, Procedures Following Academic Dismissal Policy in the Providence College Academic Catalog will be followed.

6.16. Clinical/Lab/Simulation Attendance

As an inherent part of each clinical nursing course the student is given planned experiences in the clinical agency. Accordingly, clinical experience is not an optional or an additive experience; it is intrinsic to the course. Therefore, all **students are required to attend clinical**. Attendance is mandatory for clinical, simulation and laboratory sessions. Students who miss clinical, lab, or simulation for any reason jeopardize their ability to meet the student learning outcomes, which will result in course failure. There are times, however, such as illness that may require a student to miss clinical. In this case, the following should be followed:

All clinical or simulation absences are reported by the student to the clinical/simulation faculty and the Chair or Director of Clinical Education. The student is required to present documentation of the reason for the missed clinical/simulation to the Chair upon the student's return to school. All absences are made up in the clinical or simulation setting. An exception to this is for Missed Clinical Day for Inclement Weather. When clinical is cancelled for inclement weather or school closure, the students are excused from clinical and there is no makeup for the missed clinical hours.

Providence College's Department of Nursing contracts with clinical agencies prohibit students from being in settings outside of contracted days and times. Students may NOT negotiate with their clinical instructors to come in early, stay late, or shadow for a day in any setting outside of the assigned clinical dates/times. If a student expects to miss more than one clinical day due to a health or personal/family emergency, it is imperative that they notify the Centers for Disease Control (CDC), Department of Nursing immediately. Students should note that missing more than 2 clinical days in any particular course, even if the absences are excused and/or remediated, may lead to the student being considered to have not met the learning outcomes for that course and be required to repeat it.

First missed clinical/simulation day

The student will complete the missed clinical/simulation hours during finals week.

Second missed clinical/simulation day

The student will meet with the Chair and may receive a "failure" for the clinical course. The academic standing of the student will be considered in allowing the student to continue in the course. If a student is allowed to make-up clinical hours, any additional cost incurred will be the responsibility of the

student. Special circumstances may be evaluated by the Chair. The Department of Nursing follows CDC and RIDOH guidelines for COVID 19. Students testing positive for Covid should self-isolate in their room or at home if that is an option, until they are fever free for 24 hours without the use of fever reducing medication (e.g. Tylenol, Advil, Motrin), and symptom free of a productive cough or continuous nasal secretions for 24 hours. Fever and secretions shed virus which cause the spread of Covid and other viral illnesses. Once fever and symptom free, students can go about normal daily activities.

6.17. Clinical Site Delays

If Providence College experiences a school delay, students will be expected at the clinical site following the end of the delayed school start if allowed by the clinical site. Clinical instructors will communicate with students the night prior to the clinical day and create a plan for the possibility of a school closing or school delay, in accordance with clinical site-specific guidelines.

6.18. Handheld Communication Devices

The Department of Nursing uses iPads in the classroom and clinical settings (when approved by the healthcare organization (HCO)). The iPads have apps uploaded for students to use. The use of all cell phones, smartwatches, pagers, or tablets for personal use (texting, email, personal calls, etc.) are not allowed in the classroom or clinical setting. Students will be using the iPad in the clinical setting to access Nursing Central and Sim EMR. The iPads are to be used for patient care purposes only. The iPads are not allowed in the patient rooms. The hospitals are not responsible for loss or damage to the iPads.

6.19. Fit for Duty

If a student experiences a situation that affects his or her ability to perform safely in the classroom, laboratory, or clinical practice settings, the student may be asked to provide documentation verifying his or her fitness for participation before continuing in the program.

6.20. General Medical Clearance

Nursing students must be fully able to participate in all aspects of the clinical experience with no restrictions or accommodations. "Observational" and/or "light duty" status is not an option.

When participating in the clinical setting, nursing students must be adequately prepared to provide safe patient- centered care for patients. This requires the ability to calculate and administer appropriate dosages of medications, as well as to utilize assessment skills in order to implement appropriate patient care.

6.21. Registration for Clinical Courses

Registration for clinical courses is done by the faculty in order to provide fairness in the process. Faculty meet to register students for clinical with the goal of providing all students with the right mixture of urban and community healthcare facilities for their clinical experiences. Faculty also assure that students do not have the same faculty for multiple clinical courses allowing for a variety of teaching learning methods for each student. Every effort is made to provide students with an enriching clinical experience.

7. Simulation Policies

A nursing simulation is a training exercise designed to provide nursing students or professionals with a realistic, hands-on experience that mimics real-life medical situations. These simulations are essential for developing clinical skills, clinical judgement, teamwork, and decision-making under pressure. Here's a guide on what to expect, what to bring, and expectations for professional behavior.

What to Expect in a Nursing Simulation

Realistic Scenarios: The simulation will often feature a manikin or actor playing the role of a patient or family member allowing you to practice various nursing skills in a controlled, yet realistic environment. You may be asked to respond to a medical emergency or manage a patient's care.

Interactive Learning: You'll likely be working as part of a team with other students or professionals, so communication and teamwork are crucial. The simulation faculty or facilitator will guide you through the scenario, provide feedback, and may ask you to make decisions in real-time.

Standardized Patients: Standardized Patients (SPs) are trained individuals who simulate real patients in a consistent, controlled, and repeatable way. They portray specific medical conditions, symptoms, histories, emotions, and behaviors to aid in healthcare education and assessment.

Assessment and Feedback: Expect to receive constructive feedback from instructors and peers, both during and after the simulation. This may include evaluations of your clinical skills, communication, clinical judgement, and professional behaviors.

Pre-briefing: A pre-brief occurs before the simulation begins. It prepares participants, establishes expectations, and aligns participants with the simulation goals and objectives.

The pre-brief helps define the overall goals of the simulation, what participants are expected to achieve, and how the simulation will be conducted. This ensures that everyone understands the purpose of the simulation and the role within it. Participants may feel nervous or unsure before the simulation. The pre-brief helps to alleviate these feelings by providing an overview of what to expect and reassuring participants that the simulation is a safe environment to make mistakes and learn on your journey to professional nursing practice. The pre-brief also helps to provide background information about the simulation scenario. This might include situational details, constraints, resources available, and specific challenges that participants will encounter.

In many simulations, particularly those involving teams or complex systems, participants may be assigned specific roles (e.g. nurse, ethics committee, nursing assistant). The pre-brief outlines these roles and clarifies any expectations for behavior or performance.

Debriefing: A debrief follows the simulation and is a critical component of the learning process. It allows participants to reflect on their performance, understand their mistakes, celebrate successes, and identify areas for improvement. The debrief allows participants to reflect on their actions during the simulation and assess how well they met their objectives. This might include discussing what went well, what didn't, and why. The debrief provides an opportunity for instructors, facilitators, or peers to offer feedback on participants' performance, highlighting both strengths and areas for improvement.

SPs participating in debriefing assist in providing feedback surrounding communication, empathy and emotional responsiveness, and professional behaviors. The debrief often involves a detailed analysis of areas for improvement during the simulation. This is done in a supportive environment, where mistakes are seen as opportunities to learn rather than failures. In team-based simulations, the debrief provides a chance for participants to discuss their collective performance, improve communication, and better understand the group dynamics that influenced the simulation. The debrief helps participants consolidate their learning by discussing takeaways and setting actionable goals for future improvement. This encourages continuous development and application of lessons learned.

Stress and Time Pressure: Simulations are designed to replicate real-life situations, so you may feel pressure to act quickly and accurately. Time constraints, which replicate realistic healthcare environments, may be part of the scenario, challenging you to prioritize and make clinical judgements in real time.

Learning Opportunities: These scenarios are excellent opportunities to practice new techniques or procedures in a safe environment where you can learn from mistakes without real-world consequences.

What to Bring to a Nursing Simulation

- **Uniform or Scrubs:** Wear your standard clinical uniform, including scrubs and closed-toe shoes. You may wear a white long sleeve shirt under your scrub top or your black Providence College Nursing vest. No sweatshirts or hoodies are allowed.
- **Assessment Tools:** These items are considered components of a nurses's uniform and should be present with you during every simulation and every clinical day.
- **Stethoscope:** A stethoscope is essential for assessing heart and lung sounds, among other things. It's also a professional tool that you'll use during the simulation.
- **Nursing Supplies:** Analog wristwatch with second hand, clinical clipboard to hold your iPad, and skills bag with equipment. Any other tools you are asked to bring that might be part of the simulation scenario.
- **iPad:** Have your iPad to write down any important observations, instructions, or feedback provided during the simulation. You will also use this to access SimEMR and Nursing Central during the simulation.
- **Professional ID/Badge:** If you are participating as part of a clinical rotation or professional training, be sure to have your ID badge for identification.

Simulation and Skills Lab Rules

Items Will be Secured in Lockers: All personal belongings must be stored in designated lockers before entering the simulation area. This is to ensure safety, security, and reduce distractions during simulation. Lockers are provided next to the elevator. Participants must store all personal items before entering the lab. Lockers should be locked during the simulation (if applicable), and any electronic devices (e.g., phones, smartwatches) should be turned off or placed on silent mode to avoid disruption.

No Food or Drink in the Simulation or Skills Lab: Simulators, computers, and other technological tools are expensive and vulnerable to spills, crumbs, or stains that could interfere with their proper functioning.

Only water will be allowed in the debriefing rooms as well as in the skills labs lecture tables.

Respect Simulation Equipment: Always handle all simulation equipment and devices with care, following instructions provided by the simulation lab staff.

Clean-Up After Sessions: Clean up after your simulation session by returning all equipment to its proper place and disposing of any waste (e.g., used paper, tissues, etc.). Wiping down tables of any spills, debris, pushing in chairs, re-making beds, repositioning mannikins, etc. This ensures that the lab remains in a neat, organized state for the next users

No Recording of Sessions Without Permission: Recording of simulation sessions (audio, video, or still images) is prohibited without prior consent from the Director of Simulation and Lab. This is due to privacy and confidentiality concerns. Students have signed waivers to be recorded using Providence College's simulation AV equipment only.

Quiet Environment During Sessions: Maintain a quiet, distraction-free environment in the lab while simulations are running. Disruptions can affect the focus of participants or compromise the quality of the simulation.

Professional Behavior in a Nursing Simulation

Respect and Professionalism: Treat the simulation as a real clinical environment. Be respectful to everyone involved—whether they are instructors, fellow students, or simulated patients or families. During training, simulation sessions, or debriefings, Standardized Patients (SPs) may disclose personal information or experiences to enhance authenticity or offer context for feedback. This information must be treated with the same level of confidentiality and respect as protected patient data. Professional behavior reflects your readiness to work in healthcare settings.

Clear Communication: Demonstrate clear and concise communication with your team members, the instructor, and the patient (or simulated patient). Explain your actions and decision-making process to ensure that everyone can follow your clinical judgement.

Active Participation: Engage in the simulation fully, whether you're taking the lead or assisting a peer. Demonstrate initiative, ask questions if you're uncertain, and be proactive in problem-solving.

Confidentiality: Maintain confidentiality regarding patient information, SP information, and simulation results. This includes respecting the privacy of any fellow students or participants and not discussing specific cases outside the simulation environment. Doing so would be a breach of the Providence College academic integrity policy and will be reported as such.

Respect for the Learning Environment: Be punctual and prepared for each simulation session. Engage in the debriefing process afterward, as this is where much of the learning and growth occurs.

Professional Demeanor: Maintain a calm, focused, and composed demeanor, especially in high-pressure scenarios. Avoid panicking, and demonstrate confidence in your abilities, even if you make mistakes (which are learning opportunities).

Helpful Feedback: During the debriefing session, be open to receiving and providing feedback. This is a learning process, and embracing helpful feedback from your instructor and peers will help you grow as a nurse.

Enforcement of Handbook Policies: Depending on the severity of the policy violation, there may be penalties, such as removal from the simulation and/or required re-demonstration of simulation at another time.

Additional Tips for Success

- **Prepare Mentally:** Before the simulation, review the material that might be relevant (e.g., procedures, medications, or patient conditions). Mental preparation helps reduce anxiety and ensures you perform at your best.
- **Stay Organized:** Develop a systematic approach to simulation. Prioritize patient needs and communicate clearly with the team. Use clinical judgement to assess the situation and make appropriate decisions.
- **Reflect on Your Experience:** After the simulation, take some time to reflect on what went well and where you could improve. This is a key part of the learning process.
- **Adaptability:** Sometimes simulations take unexpected turns. Be ready to adapt your approach based on new information or changes in the scenario.

By understanding what to expect, bringing the necessary tools, and maintaining professional behavior, you can make the most out of your nursing simulation experience and develop the clinical competence and confidence required in real-life healthcare settings.

8. Examination Policies

8.1. Course Examination/Special Considerations

Examinations for all nursing courses are specified in the course syllabus. Students are expected to be present in class for all scheduled exams. No cell phones are allowed in the classroom during exams. In very rare instances a makeup exam will be provided. If a student must miss an exam, for any reason, the student must notify the instructor in advance of the exam. The student may be required to provide medical or other documentation for the absence. If the student fails to notify the professor or provide the requested documentation, make-up of the scheduled exam is at the discretion of the instructor. All make-up given extra time to complete a timed exam. It is the student's responsibility to get to class in a timely manner. Final exams will be given as scheduled and posted by the Registrar at the beginning of the semester. Students who cannot take the final exam during the scheduled time may be subject to a failing grade on the final. Students are expected to arrange their end of semester travel schedule based on the school calendar.

Students with disabilities who believe that they need accommodations are encouraged to contact the **Student Success Center, Phillips Memorial Library, 2nd floor, 401-865-2495, SSC@providence.edu**

8.2. Missed Exams

Students are allowed to take course exams and quizzes once. Students unable to take exams as scheduled should follow the procedure for missed examinations:

- The student must notify the professor in advance of the exam.
- The student must provide documentation from their healthcare provider if appropriate.
- The student should schedule the make-up exam with the professor on return to class.

8.2.1. Final Exams and Attendance

All courses that have a Final Exam scheduled by the Registrar's office will have a 2-hour instructional period. The attendance policy as outlined in the course syllabus applies to the final examination period. Class attendance, therefore, is expected of all students up to and including the last day of scheduled final exams in the semester. Students should plan accordingly. Final Exam assessments vary, so failure to attend may result in failure of the course. The Department of Nursing follows the Final Exam Conflict policy of the College and can be found here <https://registrar.providence.edu/policies/exam-policy/>

8.3. Testing Competency on Standardized Exams

All students will participate in standardized testing selected and provided by the nursing program. All mandatory proctored tests must be completed prior to graduation from the program.

The nursing program curriculum includes the use of Assessment Technologies Institute® (ATI), a standardized testing package. This testing package mentors' students in learning course material throughout their years of nursing school and also allows students to measure their achievement levels toward mastering the NCLEX exam against national norms that have been researched by the company. The complete package includes: (1) a combination of standardized proctored, secured "web" assessments, (2) practice assessments that are "unsecured, web tests", and (3) review module booklets for each student.

Students will need to go online to the ATI website: www.atitesting.com, **register**, and create a password. A sample of how the standardized testing is used in most nursing courses is presented: Students will be given access to practice assessments early in a course and they are expected to complete two practice assessments to prepare for the proctored exam. There are additional, optional materials available for students to remediate nursing material online based on material they did not understand on the practice assessments. After completion of the practice assessments, proctored exams are given throughout the curriculum according to the schedule in the policy.

Some advantages of the ATI testing package include extensive analysis and feedback about student's achievement levels in content areas. Also, students can access test results through the company's internet site immediately after the tests are taken. Books that are focused on the content of the exam are supplied and can be used to study prior to exams. In addition, prediction of success on the NCLEX is available using scores achieved on the proctored tests.

It is important to recognize that a major purpose of the secured testing is to help direct students' learning. As outlined by the course overview in each course, students who remediate and complete the practice assessments will be given a higher grade. The purpose of this grading is to encourage the student to use the "focus review tool" supplied as part of each secured test. **Some of the material on the**

exams may not have yet been covered in class. Students are asked to answer each question to the best of their ability and use the individualized focus review to study.

Also, the “online” practice tests with rationales for correct answers will assist students in preparation for the NCLEX-RN examination. The proctored, secured examinations will be given as an entire class (see the course syllabus for dates) as “scheduled testing”.

Participation in secured standardized testing is a **MANDATORY** expectation. Also, we strongly encourage students to take all the “practice” tests. **ALL SECURED TESTING** must be completed by specified deadline dates and prior to graduation from the Program.

Standardized Examination Testing and Remediation Schedule

*All standardized ATI Proctored Exams will be given in the last month of the course two weeks prior to the final exam. Practice and Content Mastery Exams will together count for no more than 10% of the course grade.

Content Mastery Series Assessments (CMS)	Course Administered
Fundamentals	NUR 301 Medical Surgical Nursing II
Mental Health	NUR 306 Psychiatric Mental Health Nursing
Pediatrics	NUR 304 Pediatric Nursing
OB	NUR 303 Maternal Newborn Nursing
Medical/Surgical	NUR 402 Complex Nursing Problems
Community Health	NUR 307 Public Health Nursing and Health Promotion in the Community
Nutrition	NUR 401 Transition to Professional Nursing
Pharmacology	NUR 302 Pathopharmacology II
RN ATI Capstone Proctored Comprehensive Assessment A	NUR 404 NCLEX - RN Preparation
RN ATI Capstone Proctored Comprehensive Assessment B	NUR 404 NCLEX-RN Preparation
Comprehensive Proctored Predictor Exam	NUR 404 NCLEX-RN Preparation

Procedure:

- Students will complete Practice Test A & B (not proctored) prior to the proctored test.
- Quality remediation of the practice exams is required and will prepare students for the proctored exam.
- Best practice is to wait 72 hours between taking Practice Test A and Practice Test B

Step 1: Take Online Practice A

- After the Assessment: Print and review your Assessment Report.
- From the Assessment Report, identify 10 concepts that you scored less than 68%.
- For each of the 10 concepts write 5 bullet points about the concept.
- To find specific bullet points related to the identified concepts, click “Focused Review.”
- Students must spend a minimum of 1-hour in the “Focused Review.”

Step 2: Take Online Practice B

- Follow the same process as Step 1.

Step 3: Take the ATI Proctored Exam.

- Your goal is to score at least Proficiency Level 2 on ATI proctored assessments, which means that you're mastering the content well enough to likely pass that part of NCLEX.
- Proctored exams will be administered using a secure, proctored environment and represent no more than 10% of the course grade in each course.

Step 4: Remediate the ATI Proctored Exam

- After the Assessment: Print and review your Assessment Report.
- Review your Assessment using the Focused Review and Complete the Post Review Quiz.
- If you score < 75% on the Post Review Quiz, *for each topic missed, create and complete a quiz within Learning Systems. Students will choose questions that relate to topics missed and/or any Client Need Category scoring below 68%.*
- *Retake the Proctored Exam. If a student meets the program benchmark on the retake (i.e. achieves Level 2), that student can earn an additional percentage point (for example, a Level 1 student can now earn 8 points). ***

•
All students will participate in standardized testing selected and provided by the nursing program. All mandatory standardized tests must be completed prior to graduation from the program.

The nursing program curriculum includes the use of Assessment Technologies Institute® (ATI), a standardized testing package. This testing package mentors students in learning course material throughout their years of nursing school and allows students to measure their achievement levels toward mastering the NCLEX exam against national norms that have been researched by the company. The complete package includes: (1) a combination of proctored, secured “web” examinations, (2) “unsecured, web tests” for practice, and (3) review module booklets for each student.

Students will need to go online to the ATI website: www.atitesting.com, **register**, and create a password. A sample of how the standardized testing is used in most nursing courses is **currently under review and individual course faculty will present the process in each course.**

*In the event a course or program has a different grading policy for ATI proctored exams, it will be indicated within the course syllabus.

ATI GRADING RUBRIC

(Use a combination of the practice and proctored assessments to achieve no more than 10% of the course grade. This sample assumes a 100-point course.)

Practice Assessments	
4 points	
Complete Practice Assessment A. <i>Remediation:</i> <ul style="list-style-type: none">• Minimum 1-hour Focused Review on initial attempt• From the Assessment Report, identify 10 concepts that you scored less than 68%. For each of the 10 concepts write 5 bullet points about the concept. *	Complete Practice Assessment B. <i>Remediation:</i> <i>(Must wait 72 hours between Practice Assessment A and B)</i> <ul style="list-style-type: none">• Minimum 1-hour Focused Review on initial attempt• From the Assessment Report, identify 10 concepts that you scored less than 68%. For each of the 10 concepts write 5 bullet points about the concept. *

Standardized Proctored Assessments			
Level 3 = 4 points	Level 2= 3 points	Level 1= 1 point	Below Level 1 = 0 points
Remediation = 2 points: 1. Minimum 1-hour Focused Review 2. Complete Post Review Quiz. (if score >75% skip step 3). 3. For each topic missed, Create and complete 10-question quiz within Learning Systems. Students will choose questions that relate to topics missed and/or any Client Need Category scoring below 68%.	Remediation = 2 points: 1. Minimum 2-hour Focused Review 2. Complete Post Review Quiz. (if score >75% skip step 3). 3. For each topic missed, Create and complete 15-question quiz within Learning Systems. Students will choose questions that relate to topics missed and/or any Client Need Category scoring below 68%.	Remediation = 2 points: 1. Minimum 3-hour Focused Review 2. Complete Post Review Quiz. (if score >75% skip step 3). 3. For each topic missed, Create and complete 25-question quiz within Learning Systems. Students will choose questions that relate to topics missed and/or any Client Need Category scoring below 68%.	Remediation = 2 points: 1. Minimum 4-hour Focused Review 2. Complete Post Review Quiz (if score >75% skip step 3). 3. For each topic missed, Create and complete 30-question quiz within Learning Systems. Students will choose questions that relate to topics missed and/or any Client Need Category scoring below 68%.
10/10	9/10	7/10	6/10
Proctored Assessment Retake			
No Retake Required	No Retake Required	Retake Required**	4. Retake Required**
N/A	N/A	Achieves Level 2 8/10	Achieves Level 2 7/10

* 4 points are given for the remediation between practice test A and B

** If a student meets the program benchmark on the retake (i.e. achieves Level 2), that student can earn an additional percentage point (for example, a Level 1 student can now earn 8 points).

9. Additional Information

9.1. Providence College Student Nurses' Association (PCSNA)

Providence College Student Nurses' Association (PCSNA) is an official component of the Rhode Island Student Nurses Association. Participation in professional nursing organizations is an important activity that nurses engage in throughout their professional careers. The faculty invites and encourages all Providence College nursing students to become professionally involved during their college years through the Student Nurses Association, an affiliate chapter of the National Student Nurses' Association (www.nsna.org).

The Providence College Student Nurses' Association promotes leadership and mentorship among the nursing students, plans social events, participates in community service, and works to build a relationship with the greater Providence community.

9.2. Professional Behavior

It is expected that students will maintain professional, respectful relationships with their patients and their families, staff members, faculty members, college staff and fellow students. Students are expected to refrain from hostile, intimidating, and/or threatening behavior. Students are expected to adhere to

the Providence College Code of Conduct. Students should be aware that in certain circumstances, college disciplinary records regarding their conduct may be shared with school officials with a legitimate educational interest, including but not limited to faculty in the Department of Nursing.

9.2.1. Professional Communication

Providence College is committed to effective and fluid communication between students, faculty, and staff. We value the ideas and suggestions of the entire community. In situations where concerns or conflicts arise related to the educational experience, students are encouraged to try to resolve the issue by proceeding through the following staff members until the issue is resolved:

- Course Instructor
- Department Chair
- Associate Dean
- Dean

If resolution of the issue is not reached, the student should write a letter to the Dean or Provost informing them of the issue and asking for a meeting to discuss it.

Each nursing class will meet monthly with the Student Class Representatives for an open dialogue about curriculum and other matters pertaining to the Department of Nursing.

Students are encouraged to attend these meetings to voice their opinions about general issues in the Department of Nursing. (Please Note: Specific course issues should be addressed with the instructor, Chair, Associate Dean or Dean).

9.3. Social Media Policy

Students are required to adhere to the Code of Conduct as outlined in the Providence College Student Handbook. Students are advised that State Boards of Nursing Registration may investigate complaints of inappropriate use of social media (see <https://www.ncsbn.org/professional-boundaries.htm#350200>).

Violations of patient rights, breeches of confidentiality, or postings suggesting impairment may be investigated and could result in difficulties obtaining RN licensure. Social media may be defined and described as sharing information through social networks and the Internet for rapid knowledge exchange among many people. Social media and other electronic networks include but are not limited to blogs, instant messaging, social networking sites (Instagram, Snapchat, etc.), email, public media sites and the taking and sharing of photos. Student nurses have a professional obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Providence College Department of Nursing recognizes that individuals working in health care have a moral, ethical, and legal responsibility to maintain other's rights to privacy.

The Health Insurance Portability and Accountability Act (HIPAA), and applicable state laws protect patient privacy by law and includes any individually identifiable patient information in oral or recorded form where the information could identify an individual by name, medical condition, demographic data, etc. Even if unintended, social media use can breach a patient's privacy, and in doing so, breeches the federal HIPAA law. Failure to adhere to this policy may result in a course failure or dismissal from the Providence College Department of Nursing.

Guidelines for Students:

- Do not post confidential or proprietary information about patients, the college, staff, students, clinical facilities, or others with whom one has contact in the role of an Providence College nursing student.
- HIPAA guidelines must be followed at all times. Identifiable information concerning clients/patients must not be posted in any online forum or webpage.
- The use of cell phones for personal use is not permitted in any clinical setting. No personal phone conversations or use of social media sites are allowed at any time while in patient/client areas. Students are not permitted to wear smart watches (i.e., Apple Watch) in the clinical settings.

9.4. Graduation

All degree candidates (both undergraduate and graduate) who have been pre-certified by the Office of the Dean of Undergraduate & Graduate Studies, to receive their degrees pending successful completion of spring courses, will be awarded their degrees at the May Commencement.

9.5. NCLEX-RN Application Process

Students must be graduates of the College with a completed nursing major before applying for licensure in Rhode Island. Students are eligible to take the NCLEX-RN only **after their official graduation date is conferred**.

The Department of Nursing will provide the student with an application for licensure in Rhode Island. If a student intends to obtain licensure in a state other than Rhode Island, the individual student is responsible for obtaining the appropriate state application and the Chair of Nursing will work with the student on this.

The Rhode Island application includes a national background check. Students who have concerns about the national background check or who have a court record should seek legal counsel.

Students requesting testing accommodations for NCLEX-RN must complete a request form, provide original documentation showing the accommodations approved during their pre-licensure education, and a verification letter from the Chair of Nursing. This information must be submitted either with or prior to submitting the NCLEX-RN application. Students may contact the Department of Nursing administrative assistant for more information.

9.6. Surveys & Program Evaluation

Periodically, surveys are given to students and graduates to elicit information on program effectiveness and attainment of program outcomes. We ask for your assistance in completing these surveys promptly. This information is needed for review of the curriculum and for data that must be supplied to regulatory agencies. There is no release of individual data.

9.7. Student Evaluation of Faculty, Courses, & Clinical Sites

All students can evaluate nursing faculty members, courses, and clinical sites at the end of courses. A link to an electronic survey is posted on the course Canvas page. Student evaluations provide valuable feedback to the instructors and assist faculty in determining ways to better support students in the

achievement of student learning outcomes. **Instructors do not have access to the evaluations until after final grades are submitted.** We encourage you to treat the evaluations seriously, be honest and specific with praise and/or criticism and offer constructive ideas for improvement.

9.8. Scholarships

As the Department of Nursing becomes aware of scholarships, they will be posted under the Scholarships tab on the Student Canvas Information page.

9.9. Pledge of Confidentiality

To follow HIPAA Regulations, students will complete instructions on the pertinent HIPAA regulation and sign a pledge of confidentiality. Students are required to adhere to the federal rules and regulations regarding patient confidentiality (HIPAA) when in or out of the health care environment and when accessing social network systems. A breach of patient confidentiality may result in dismissal from the program.

9.10. Email

The usual method of communicating is via Providence College email per the Undergraduate Catalog. The Department of Nursing faculty and staff expect that email will be read in a timely manner. The student's official Providence College email address is the destination to which the program will send email communications. An un-read email is NOT an acceptable excuse for a missed communication. Information concerning invitations to nursing functions, scholarship availability, and other important information will be emailed using the student's Providence College email address and/or posted on the Student Information Canvas page. Students are encouraged to use a professional signature with their email such as:

Student Name
Providence College School of Nursing & Health Sciences
Department of Nursing
Candidate for Bachelor of Science in Nursing 'XX (Class Year)

8.11 Study Abroad Policy

Students who are interested in participating in a semester study abroad during their junior year will meet with their advisor during First Day in Friartown to adjust their Freshman Fall schedule. Students will follow the advising plan for study abroad. Students in their Freshman Spring semester will make a final declaration for study abroad which will impact the courses they register for in the first semester sophomore year. Advisors will approve students to go abroad by sending an email to the Chair. Students will be placed in a lottery to determine which semester they will go abroad. Equal numbers of students will go abroad for the fall and spring semesters.

10. Student Governance Committee

To promote ideal, shared governance within the Department of Nursing and assure that all nursing students have input into the governance of the department, the department has established the Student Governance Committee within the Department of Nursing at Providence College. The Student

Governance Committee will strive to strengthen the overall nursing education experience, offering a resource for student feedback and engagement. The committee will develop processes for Nursing students to share suggestions and concerns and provide feedback to Nursing Department leadership. Student Governance Committee members may be asked to join leadership meetings, help with the accreditation site visit, and other projects related to student governance.

The Student Governance Committee is comprised of three (3) student representatives from each Nursing class and serves as a liaison between the Department Chair and the Nursing student body. Members are nominated and elected by the nursing student body each Fall via a digital ballot. Student Governance Committee members serve for 1 academic year with the exception of the inaugural governance committee members, who are serving for 2 years. There are no limits to how many years a student can be re-elected.

The Student Governance Committee meets bi-monthly with the student body and the Nursing Department Chair (October, December, February, April) to compile class level and department level feedback and data to present to the Chair.

- Student Governance Committee Meetings may take the form of office hours, anonymous surveys, focus groups, and/or other ways for students to provide feedback.
- All meetings must include an agenda, meeting minutes, and attendance.
- Minutes for all committee meetings must be presented to the Department Chair.

The Student Governance Committee meets bi-monthly with the with the Nursing Department Chair one week before the Department Faculty meeting to share student suggestions and concerns.

The Department Chair will provide a summary report from the Student Governance Committee meetings at the October, December, February, and April Nursing Department meetings. Student feedback is reported and discussed at the Nursing Department Meeting as well as with the Curriculum and Policy Committee, Assessment and Outcomes Committee and Faculty Development Committee as appropriate. This process ensures student inclusion in ongoing program assessment and improvement.

11. Maintenance of Department, Student & Graduate Records

11.1. Records Maintenance and Retirement Policy

Purpose

This policy provides guidance on the maintenance, security, retention, and disposal of academic, faculty, and program records within the School of Nursing and Health Sciences. It ensures compliance with the Commission on Collegiate Nursing Education (CCNE) standards, the Family Educational Rights and Privacy Act (FERPA), and institutional policies and procedures.

Scope

This policy applies to the maintenance of:

- Undergraduate student academic and clinical records
- Faculty personnel files and qualifications documentation
- Programmatic and accreditation-related records (including outcomes, policies, and evaluations)

I. Student Records

A. Types of Student Records Maintained

Record Type	Office
Admission and application materials (including high school transcripts)	Admissions Office
Advising and progression documentation	Professional Advisor Office
Course grades and academic performance	Registrar
Clinical evaluations and preceptor feedback	Nursing Department
Health and immunization records (for clinical clearance)	Nursing Department
Disciplinary or grievance documentation	Nursing Department
Graduation and licensure tracking records	Registrar, Nursing Department

B. Access and Confidentiality

Access is restricted to authorized personnel for legitimate educational purposes. Students have the right to review their own records under FERPA. Written consent is required before disclosing records to third parties, unless permitted by law.

C. Retention and Disposal Schedule

Record Type	Retention Period
Admission and transfer records	5 years after graduation/separation
Academic evaluations and grades	5 years after graduation/separation
Immunization and health documents	5 years after graduation/separation
Graduation records	Permanent (maintained by Registrar)
Disciplinary records	7 years after incident resolution

II. Faculty Records

A. Types of Faculty Records Maintained

Record Type	Office
CV/resume and academic credentials	Nursing Department/ Academic Affairs
Licensure and certification documentation	Nursing Department
Employment and appointment letters	Nursing Department/ Academic Affairs
Teaching assignments and workload	Nursing Department
Performance evaluations and peer reviews	Nursing Department/ SNHS Dean's Office/ Academic Affairs
Professional development records	Nursing Department

B. Access and Confidentiality

Personnel files are confidential and accessible only to the Dean, Program Director, Human Resources, and the faculty member. Faculty may review their own files upon request.

C. Retention and Disposal Schedule

Record Type	Retention Period
CVs, licenses, certifications	Duration of employment + 5 years
Employment and appointment files	Duration of employment + 7 years
Teaching evaluations and assignments	7 years
Performance evaluations	Duration of employment + 5 years

III. Program and Accreditation Records

A. Types of Records Maintained

Record Type	Office
Systematic Evaluation Plan and outcomes data	Nursing Department
Curriculum committee and faculty meeting minutes	Nursing Department
Program outcomes (e.g., NCLEX pass rates, graduation rates, employment rates)	Nursing Department/ College Assessment Office
Accreditation self-studies and correspondence	Nursing Department
Clinical site contracts and memoranda of understanding (MOUs)	Nursing Department
Student and employer survey data	Nursing Department
Strategic and operational plans	Nursing Department/ SNHS Dean's Office
Catalogs, course descriptions, and information regarding the Program's curriculum	Registrar

B. Access and Storage

Program records are maintained securely in administrative offices and electronically in shared secure drives (with restricted access). Accreditation documentation is accessible to program leadership and designated faculty.

C. Retention and Disposal Schedule

Record Type	Retention Period
Self-studies and site visit reports	10 years
Clinical site agreements	7 years after contract end
Evaluation plans and data	7 years or as required by CCNE
Meeting minutes	10 years
Catalogs, course descriptions, and curriculum plans	Permanent (maintained by Registrar)

IV. Security and Compliance Measures

All electronic records are maintained on secure, access-controlled institutional platforms. Physical records are stored in locked cabinets in secure administrative offices. Annual internal audits are conducted to verify compliance with this policy. The Systematic Evaluation Plan (SEP) includes a review of records

maintenance processes to ensure ongoing compliance with CCNE Key Element I-H (accuracy and integrity of documents and publications).

V. Review of Policy

This policy will be reviewed every three years, or more frequently as needed, by the Program Chair and to ensure compliance with evolving accreditation standards, institutional regulations, and federal requirements.

Appendix A

Providence College Department of Nursing Unusual Occurrence Report

Date_____ Time_____

Name of Person Reporting

Contact Information

Name of Person Injured

Contact Information

Summary of Event

Summary of Follow up

Reported To

Submit this form to the Chair of Nursing.

Appendix B

Providence College Department of Nursing Student Handbook Sign Off

Student Printed Name: _____

I understand that it is my responsibility as a student to read and understand the information contained in this handbook, and to acquaint myself with all academic policies, rules and regulations promulgated by Providence College Department of Nursing. Not every policy statement, rule or regulation is contained in this handbook. Although the Department of Nursing administration, faculty, and staff have attempted to ensure that the information contained in this Handbook is accurate and complete, there may be changes throughout the semester. If a policy change is made during the semester and after the student has signed off on the handbook, the policy will be updated in the online Handbook posted on the Canvas Student Information page and students will be sent an email notifying them of the changed policy. The contents of this Handbook, including all statements pertaining to the nursing program and graduation requirements may be changed during the course of the program.

I acknowledge that I have received the Providence College Department of Nursing, Nursing Student Handbook. All other versions of this Handbook are to be considered invalid.

I understand that any questions I have about the Providence College Nursing Student Handbook may be directed to the chair, faculty, or staff of the Department of Nursing.

Student Signature _____

Date _____

Appendix C

Policies and Guidelines on Health Care Ethics for Faculty and Students Engaged in Clinical Experiences

In alignment with the Mission and core values of Providence College, the School of Nursing and Health Sciences (SNHS) is committed to academic excellence in the pursuit of truth, the cultivation of virtue, and the service of God and neighbor.

This policy statement herein affirms the ethical responsibilities of nursing faculty and students to provide compassionate, competent, and morally sound nursing care. Faculty and students uphold a deep and unwavering respect for the dignity of every human life, from conception to natural death, and seek to promote human flourishing in all care settings.

Grounded in Providence College's Catholic and Dominican tradition and guided by Catholic moral principles and the [*Ethical and Religious Directives for Catholic Health Care Services \(ERDs\)*](#), SNHS faculty and students are called to serve as compassionate healers, acting always with respect, integrity, and fidelity to conscience.

Policy: In accordance with the Ethical and Religious Directives for Catholic Healthcare Services (ERDs) and to the extent of their own control, SNHS faculty will not assign students to directly or indirectly participate in any procedures that violate human dignity, moral conscience, or personal integrity. Moreover, faculty and students will not actively or passively participate in any clinical procedures or decision-making that conflict with Catholic moral teaching and their well-formed conscience.

Implementation. All SNHS faculty and students in the Department of Nursing will review the policy described in this document, along with the entire *Code of Ethics* as outlined in the *PC Nursing Student Handbook*. Faculty and students will provide a signature confirming their review of these materials at the beginning of each new academic year, or more frequently as determined by the Director/Chair of Nursing. All documentation will be maintained in the faculty and student files within the Department of Nursing. A variety of resources will be available to support faculty and students to successfully put these policies into practice. This will include mandatory participation in activities deemed necessary by the Nursing Chair/Director in consultation with the Director of the St. Martin de Porres Center for Health and Human Dignity. Examples of activities to support the policy as described above include:

- Review the Mission of Providence College and Mission of the Department of Nursing as part of new student orientation and faculty onboarding.
- Discussion of the Department of Nursing Code of Ethics as part of the Introduction to Nursing Professions course required of all first-year nursing students.
- Participate in seminars, webinars, certifications, and other educational programs offered through the St. Martin de Porres Center for Health and Human Dignity, including discussions on the ERDs, ethical case studies, and more.
- Consults with the Director of the St. Martin de Porres Center as well as engagement with experts from across the PC campus, such as experienced clinical nursing faculty and faculty from other disciplines with relevant expertise and experiences in health care ethics.



NURSING AND
HEALTH SCIENCES
PROVIDENCE COLLEGE

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The Department of Nursing reserves the right to alter the policies and curriculum of the nursing program at any time.