



CARRINGTON
COLLEGE®

Carrington College

Nursing Manual

Registered Nursing

Registered Nursing LVN to RN

Nursing Bridge

Practical Nursing

Vocational Nursing

Volume I.I

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This handbook applies to all students attending Registered Nursing, Registered Nursing LVN to RN, Nursing Bridge, Practical Nursing, and Vocational Nursing programs at a Carrington College campus.

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Welcome to Carrington College. The intent of this manual is to provide you with important policies, procedures and guidelines that will facilitate your success in the program you have chosen. It is not meant to replace the Carrington College Academic Catalog or the Carrington College Student Handbook, but rather to augment and assist you to identify issues and policies specific to the nursing programs. **The Carrington College Nursing Manual** along with the [Carrington College Student Handbook](#) and [Carrington College Academic Catalog](#) are the primary sources of policy information.

As a nursing student, you are expected to function in an increasingly professional manner and some of your education is designed specifically to socialize you into the role of the professional nurse. You are also expected to assume responsibility for your learning and related events. The faculty will provide you the needed education and support necessary for successfully completing the program. The drive and will to succeed and achieve your goal must come from you.

On behalf of Carrington College faculty and staff, it is my distinct pleasure to welcome you to Carrington College. You are about to embark on an exciting journey as you prepare to become a professional nurse. Nursing is a challenging profession bringing science and liberal arts together to care for individualistic human beings.

Nursing is an art: and if it is to be an art, it requires an exclusive devotion as hard a preparation, as any painter's or sculptor's work; for what is the having to do with dead canvas or dead marble, compared with having to do with the living body, the temple of God's spirit? It is one of the Fine Arts: I had almost said, the finest of Fine Arts. ~ Florence Nightingale

Best Wishes!

Barbara Halle
Senior Dean of Nursing

1 Nursing Mission, Goals, Outcomes, Philosophy

The mission of the Carrington College Registered Nursing, Registered Nursing LVN to RN, Nursing Bridge, Practical Nursing, and Vocational Nursing programs (hereafter, ‘nursing program’ or ‘the program’) is to provide nursing students with the opportunity to develop knowledge, skills and attitudes needed to gain entry into the nursing profession. The nursing program prepares graduates for entry-level nursing positions where they will provide quality health care services in diverse settings and function as providers of patient centered care, members of a health care team, members within the profession and patient safety advocate (TBON, 2012).

1.1 Nursing Program Goals

The ultimate goal of nursing education program is to develop graduate nurses who are prepared to promote and enhance human flourishing; to demonstrate sound nursing judgment, to continuously develop their own unique professional identity and to develop and maintain an inquiring mind as she or he moves into the world of nursing practice and beyond (NLN, 2012).

1.2 Nursing Program Philosophy

The nursing faculty of Carrington College believes that nursing is a dynamic, evolving art and science discipline that involves application and facilitation of knowledge, skills and attitudes necessary to support human flourishing defined as an endeavor to achieve self-actualization and fulfillment of individuals within a larger community. Human flourishing encompasses the unique diversity of holistic wellbeing for patients and family. They believe that nursing practice is based on specific nursing knowledge together with a foundation derived from the biological, behavioral and social sciences. Nursing knowledge skills and attitudes arise from a technical, interpersonal, ethical, legal, leadership and scientific inquiry basis. (NLN, 2012)

Nurses function in a variety of health care settings as providers of patient centered care, members within a discipline, and members of a health care team and patient safety advocate. Through nurse-patient collaboration, the health needs of individuals and family in communities with diverse cultural backgrounds and lifestyles are addressed in order to promote optimal levels of functioning to support human flourishing. (TBON, 2011)

A person is an individual with biological, psychological, social, cultural, spiritual and developmental dimensions. A person’s health is influenced by their constant interaction with the environment and has the potential to flourish through interaction with the environment.

Environment impacts the person through interacting with internal and external components.

Health is comprised of wellness and illness dimensions with both subjective and objective dimensions, but is always viewed from the perspective of the person.

Nursing is a caring profession that promotes health, healing and hope in response to human conditions. Nurses provide concern and consideration for the whole person and reach out to those who are vulnerable. Nurses recognize and respond to differences among people and their families’, ideas, values and ethnicities. They affirm and embrace uniqueness, and value each person respecting the dignity,

values, behaviors, environment, social norms, cultural values, physical characteristics, experiences, religious beliefs and practices of each without condition or limitation. They encourage, expect, and value open communication and ethical decision making.

Nurses provide an essential service to patients in an ever-changing health care delivery system. They are committed to continuous growth with a goal of excellence within themselves and the environment in which they practice. Nurses must make complex decisions, adapt to new situations, and continually update knowledge and skills utilizing clinical decision making as an integral process. The nurse is accountable for abiding by all laws and regulations related to nursing practice within an ethical context. The nurse uses a process to approach care that is a systematic, problem-solving method used to identify, prevent, alleviate and protect, promote and restore health.

The nurse develops and implements therapeutic nursing interventions to support patients in adapting to dimensions of health. Nursing practice is based upon standards of practice and an ethical and legal framework.

The nurse effectively communicates to provide nursing care, patient education and leadership.

Graduates of the nursing programs at Carrington College function in a variety of health care settings to apply professional standards, apply health promotion and disease prevention strategies, and conduct transcultural health assessments and interventions (NLN, 2012).

Nursing has different levels of education and scopes of practice. The Licensed Practical and Vocational Nurses provide nursing care within a directed scope of practice under appropriate supervision. Patients for the Licensed Practical and Vocational Nurse are individuals in the context of their families with predictable health care needs. The entry level Associates Degree in Nursing (ADN) provides direct nursing care to, or coordinates care for a limited number of patients in various health care settings; the patients may have complex multiple needs with predictable or unpredictable outcomes. Patients for the ADN are individuals and their families (TBON, 2011).

Learning is a continuous, life-long process that involves changes in knowledge, attitudes and behavior. Learning, teaching, and evaluation are shared processes that support personal development and stimulate inquiry in students. Education is an integral component of each student's personal and professional growth and development. The student is viewed as a self-directed learner who is committed to life-long learning. Faculty view education as a process of continuous improvement enhanced by appropriate educational pedagogy that supports student development as a professional nurse.

Various learning experiences, both individual and group, are provided in order to meet and enhance individual student learning styles. Clinical learning experiences expose students to diverse health care settings within the community. These experiences provide the nursing student an opportunity to develop the core values of caring, diversity, integrity, excellence, ethics, patient-centeredness and holism identified by the National League for Nursing (NLN, 2012). Nursing students are accountable for learning by assuming an active role and by sharing responsibility in meeting learning outcomes. The student is expected to:

- Develop the appropriate study skills necessary to be successful, considering one's own cultural and ethnic background, learning styles and goals.
- Engage in the learning process through the use of critical thinking skills.
- Work independently and interdependently in multiple and varied learning experiences.
- Increase awareness of their and other's knowledge and behaviors, and how they affect nursing practice.
- Accept change as a process and product of learning acquisition.
- Demonstrate commitment to the knowledge and continued learning skills and attitudes inherent in the practice of professional nursing.
- Engage in the ongoing process of evaluation and continued learning.
- Develop an approach to learning that will assist in creating and planning an organized balance in life by developing a support system.

The Carrington College nursing faculty are committed to providing students with a program that provides instruction that will:

1. Develop highly educated, knowledgeable, skill-oriented graduates who possess the necessary knowledge, skills and attitudes that can transition into entry-level roles and serve the needs of the community.
2. Prepare graduates to successfully take the appropriate National Council Licensure Examination (NCLEX).
3. Provide quality didactic instruction, laboratory facilities and clinical experiences.
4. Provide quality clinical training that prepares graduates to perform nursing skills competently.
5. Advance the profession of nursing by articulating with institutions of higher education for transfer of credits.

1.3 Nursing Program Conceptual Framework

In addition to the mission and philosophy, the nursing faculty believe that with the rapidly changing health care environment, a nurse must be able to think critically and make appropriate decisions. The nurse also needs to apply the nursing process when assisting patients to adapt to changes in the wellness-illness dimension. The central component of Carrington College's nursing curriculum is the application of the nursing process and utilization of critical thinking in a professional manner. When nursing is viewed from this central component perspective, four role-specific professional competencies of graduate nurse evolve. Those roles include:

Roles of the Professional Nurse (Registered Nurse)

- Nurse as a professional provider of patient centered care
- Nurse as a professional member within the profession
- Nurse as a professional member of a health care team
- Nurse as a patient safety advocate

Roles of the Practical and Vocational Nurse (PN/VN)

- Nurse as a provider of patient centered care
- Nurse as a member within the profession

- Nurse as a member of the health care team
- Nurse as a patient safety advocate

Within each of these roles reside the core values and integrating concepts that are the basis for all of Carrington College's nursing program curricula. These include:

Core Values: The NLN (2012) core values, implicit in nursing's historic paradigm, are foundational for all nursing practice. These values are caring, diversity, ethics, excellence, holism, integrity and patient-centeredness. They are shown at the root of the model, to indicate that each type of nursing program and each type of competency must be grounded in these fundamental values.

Integrating Concepts: Six integrating concepts are derived from the core values – context and environment; knowledge and science; personal and professional development; quality and safety; relationship-centered care; and teamwork. These concepts are shown as bands around the program outcomes, illustrating their progressive and multidimensional development in students during their learning experiences. The critical feature of the bands is an enveloping feedback mechanism that acknowledges the ongoing advancement of nursing education, as new graduates return new learning, gleaned from multiple sources, to nursing practice through nursing education. In this way, nursing practice and nursing education remain perpetually relevant and accountable to the public and all those in need of nursing.

End-of-Program Student Learning Outcomes: The goals of nursing education for each type of nursing program can be summarized in three broad program outcomes. The three outcomes are: 1) nurses must use their skills and knowledge to enhance human flourishing for their patients, their communities, and themselves. 2) they should demonstrate sound nursing judgment, and should continually develop their professional identity. 3) nurses must approach all issues and problems in a spirit of inquiry. All essential program specific core nursing practice competencies and course learning outcomes are assumed within these three general aims.

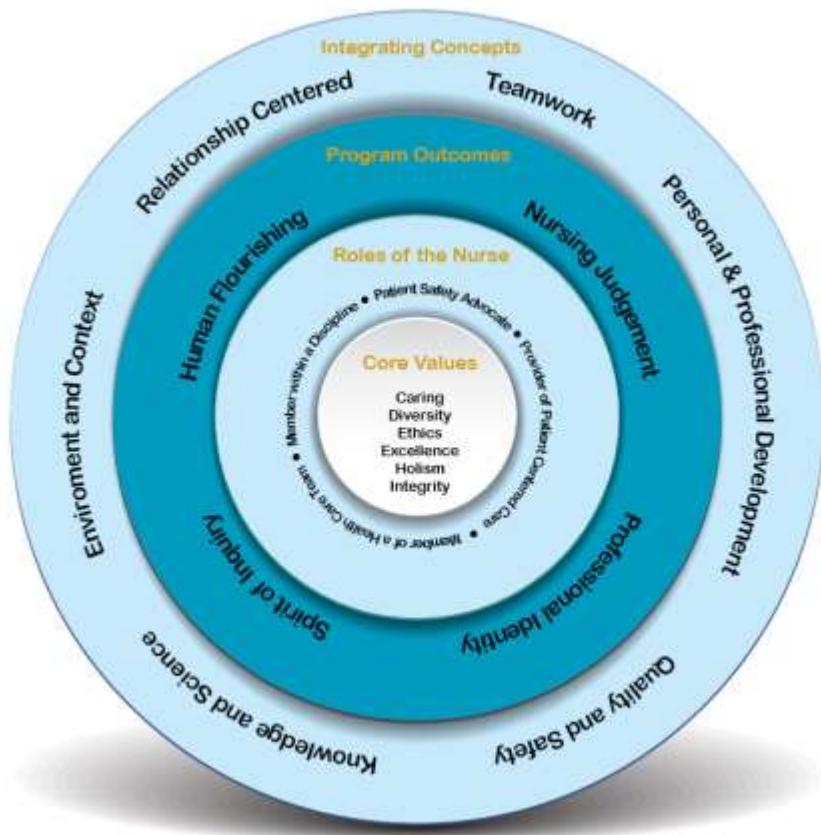
The ultimate goal of this program is to graduate mature, expert learners who can demonstrate competence in:

1. Human Flourishing: Advocate for patients and families in ways that promote their self-determination, integrity and ongoing growth as human beings.
2. Nursing Judgment: Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context.
3. Professional Identity: Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.
4. Spirit of Inquiry: Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, offer new insights to improve the quality of care for patients, families and communities.

The nursing theoretical content requires students to relate information from required courses to the process of interpreting patient data, planning patient-centered effective interventions and evaluating patient responses. To foster critical thinking and the application of the nursing process, a variety of learning experiences and teaching strategies are utilized such as patient simulations, case studies, clinical activities and interactive video/computer-assisted instruction and cooperative learning. Since the application of nursing knowledge to nursing practice requires more than merely learning a specific skill or task, students are asked to substantiate problems and action with appropriate rationale; address individual patient differences; review legal and ethical considerations; and teach others how to perform the necessary skills. These behaviors require utilization of critical thinking and application of the nursing process.

Nutrition, pharmacology and cultural diversity content are an integral part of theoretical/clinical nursing courses. Critical thinking activities incorporating these subjects are part of each course. All nursing courses provide for the integration and exploration of concepts related to the roles of the nurse as a professional provider of patient centered care, member within a discipline, and member of a health care team and patient advocate. Students will be able to facilitate the acquisition of knowledge, skills and attitudes in every nursing course and semester.

CONCEPTUAL FRAMEWORK



2 Classroom

2.1 Confidentiality

In the course of learning and education at Carrington College, students may have access to confidential health-related information concerning other students and faculty. It is understood that this information has been obtained and recorded for the purpose of supporting the educational mission of the program and to further advance the student's education. This applies to all forms of communication, i.e. verbal and written communications, social media, and email. Each student agrees to use this information only for the purpose of learning responsibilities and will not disclose information about any student or faculty member at Carrington College to non-Carrington personnel, or other Carrington student/staff/faculty members not directly involved with the current situation for which the information was collected. Violations of this section may result in the student being charged with a violation of the Student Code of Conduct. See the [Student Handbook](#) for more information.

2.2 Textbooks

The nursing program has hand selected textbooks (electronic or hard copy) designed to accompany the curriculum and assist the student to acquire the knowledge, skills and attitudes needed to work successfully in the health care setting. It is important that students understand the theory material to develop a strong foundation in the nursing process and clinical reasoning. It is also essential to demonstrate competency in performing clinical skills and develop an awareness of the role and responsibilities of the professional nurse. A list of textbooks and all assignments for the program can be found in each course syllabus.

Students will sign a book list acknowledging they have received their textbooks and clinical equipment for each course. If textbook or clinical equipment is lost it is the student's responsibility to purchase a new textbook and/or equipment.

2.3 Recording Devices in Clinical Settings

At NO time will recording devices or active camera devices be allowed in the clinical setting. Cell phones and pagers must be put on silent mode and only used during break times outside of the immediate clinical area. Clinical sites may have more strict policies that students are required to follow.

2.4 Grading/ Calculation of Course Grades

See the [Academic Catalog](#) for grading and calculation of course grade policies. See the [Carrington College Student Handbook](#) for the Grade Appeal policy.

2.5 Due Dates

Students are required to complete and submit all assignments on time. If an assignment will be late, it is the student's responsibility to notify the instructor. For each week day that an assignment is turned in late, five percent (5%) will be deducted from the final grade of the assignment. No assignment will be accepted more than five (5) week days past the due date. Any assignment submitted after the 5 days will earn a grade of "0". Emergency situations will be considered on a case-by-case basis.

2.6 Examination Procedure

Students are expected to take quizzes and examinations at the assigned time. Quizzes may **not** be made up in some courses. See individual course syllabi for make-up policy.

- If an exam is missed:

- Students must make arrangements for make-up quiz or examination with the faculty **within five (5) business days**. The make-ups must be completed within seven (7) days. The student will receive a zero (0) if the makeup is not completed.
- Ten percent (10%) may be deducted from the total points for the quiz or examination. The Dean of Nursing may not require the deduction for extenuating circumstances. *The examination format for make-up examinations may be altered at the discretion of the faculty.*

All examinations are to be completed by the student alone, unless otherwise assigned as a group project.

- Pagers, cell phones, cameras, video recording devices or any other electronic or copying devices are not allowed in the testing area or during examination review. If devices are seen or reported, the student may receive a zero (0) for the exam and further disciplinary action may result.
- All exams must be turned in prior to leaving the classroom.
 - The instructor may change the seating arrangements of any students before the exam.

2.7 Testing Procedures

All exams and quizzes will be timed. Plan to arrive early since the exam will begin and end as scheduled by the instructor. The instructor may choose to bar entry after a designated time to prevent disruption of the testing environment. If a student arrives after the designated time they must follow the exam policy as listed above.

- Plan to use the restroom prior to taking the quiz or exam and before any test review time begins so that valuable testing time is not wasted and you are not disruptive to others.
 - Place all personal items in the area designated by the testing instructor or proctor. Nothing is to be present in the testing area. Calculators, writing instruments and scratch paper may be provided by the department.
- Please be considerate of others and avoid behavior which could be distracting
- No extensive stretching or hand movements are permitted during exams or quizzes.
- No form of communication will be tolerated once the exam has commenced.
- Students will be allowed to wear ear plugs.
- It is the expectation that students will report academic dishonesty and that any student who reports cheating will not compromise their status in the program.
- It is the student's responsibility to inform the test proctor or instructor of environmental noise, issues, etc. while they are in the process of taking the exam so it can be resolved immediately.
- Only uniform tops and bottoms may be worn, no hoodies etc. will be allowed.

- When a student has completed the exam they must raise their hand to acknowledge and dismiss them from the exam.

A violation of testing procedures detailed above will result in the student's immediate removal from the testing area and further disciplinary action will be determined by the Dean of Nursing. The student will receive a zero (0) for the examination.

2.8 Lab and Clinical Make-Up Work Information

The student is responsible for any missed content in theory and/or lab courses. In addition, faculty members may require a make-up activity to enhance learning. Although make up work may be required, it does not remove the absence or tardy from the student's record. For Vocational Nursing Programs in California: Hands on learning activities under the direction of an instructor either in the clinical site on patients or in the skills lab is required for clinical make-up.

There may **not** be an opportunity to make up clinical hours in a clinical facility. Clinical partners have multiple schools requesting student placements. This fact limits the ability to provide make up sessions for clinical activities. To satisfy course objectives, students may be assigned an appropriate learning activity, such as a case scenario in the Simulation Lab or Computer Assisted Instruction, per faculty discretion. Although the make-up work may be required in order to successfully complete the course, the work will not remove the absence from the student's record.

2.9 New or Changes in Policies, Procedures and Program Information

Any changes in policy, procedures, and program information are updated as needed or required and the most up to date version can be found at carrington.edu/carrington-college/catalog. The Student Handbook can be found at students.carrington.edu/student-handbook. Revisions to the Student Handbook are made as needed. The Nursing Manual is reviewed and revised every two years. This document contains information exclusive to the nursing programs which all nursing students are required to adhere to. Each student will sign a form acknowledging their receipt of and responsibility to be familiar with the contents of the Nursing Manual, Student Handbook and Academic Catalog.

It may be necessary to make changes to the Nursing Manual during a semester. When this occurs, students are informed of changes via e-mail, class presentation or distribution of new information. Students are required to sign acknowledgement of the change and the posting of this change to the Nursing Bulletin Board.

2.10 Standardized Testing Subject Matter Exams (SME)

Standardized nursing exams may be provided at the end of designated core nursing courses to allow students to measure their understanding of the course content, concepts and application. Each test performance will be ranked against the norm referenced scores of nursing students throughout the United States. Students may be provided extensive personalized remediation material after the exam to help ensure understanding of content prior to graduation.

Students in their final semester of all nursing programs will take an NCLEX – PN or NCLEX-RN Review course. They may be re-tested on all the subject matter exams as a method of integrating all the clinical concepts they have learned throughout the program and help prepare them to take the NCLEX – PN or NCLEX-RN standardized exam required to receive a license.

3 Laboratory Environments

3.1 Lab (Science and Nursing)

FOLLOW THESE BASIC RULES AND KNOW THE POLICY AND PROCEDURES FOR EXPOSURE TO HUMAN BLOOD AND OTHER POTENTIALLY INFECTIOUS MATERIAL

- Only trained faculty, staff and students are allowed to work in a laboratory.
- School or professional uniforms are to be worn when in a lab, including hair up off of shoulders, closed toe & closed heel shoes.
- No food and/or drinks are allowed in a laboratory at any time.
- Appropriate personal protective equipment (gown, gloves, goggles and mask) is to be used when handling items containing blood and other bodily fluids or microorganisms.
- Immediate disposal of needles, broken glass and tubes containing blood is to be performed in a puncture proof biohazard waste container. Broken glass must be picked up with a dustpan and broom.
- Cleaning of non-disposable supplies and equipment for reuse must be completed at the end of lab.
- Work surfaces must be disinfected with a professional hospital grade disinfectant and allowed to dry. This product is available in the lab.

3.2 Clinical Simulation Lab

- The goal of clinical simulation is to provide a safe learning experience which promotes successful understanding in all aspects of health care.
- Faculty, clinical instructors, and administration's goal is to help provide students with an educational and enlightening simulation learning experience. Simulations and case scenarios are designed to help the student develop problem-solving and decision-making skills. For enhanced learning, all students are expected to come to the clinical simulation prepared. The faculty and/or clinical instructor will provide students with constructive feedback on their performance, while students self-analyze and use critical thinking during the self-reflection process.

3.2.1 General Information

Clinical simulation mimics/replicates a hospital setting that is equipped to practice all clinical skills. There are currently high fidelity manikins. Skill lab rooms are equipped to practice clinical skills.

3.2.2 Simulation

What is simulation?

Carrington College recognizes simulation as "an attempt at replicating reality" (Missouri Southern University, 2015). The clinical simulation lab (CSL) environment allows students to participate in life-like situations and/or scenarios. "Simulation can also be used as a teaching method to help assess a student's skills acquisition. Simulating real-life experiences for students in a safe environment is conducive for developing critical thinking and clinical reasoning" (Missouri Southern University, 2015). It is the intent of the faculty, clinical instructors, and administration of Carrington College to provide a safe learning experience for all students, clinical instructors, and faculty.

The following policy and guidelines maintain safety when conducting clinical simulation. It is expected the following guidelines will be adhered to when involved in any clinical skills or simulation activity.

3.2.3 Simulation Scenarios

The faculty at Carrington College and administration are here to make the student's clinical experience educational and enlightening while serving in the best interest of the student. Simulations and case scenarios are designed to help the student develop problem-solving and decision-making skills. The faculty at Carrington College will attempt to include all environmental factors to make the students' learning experience realistic and authentic. For enhanced learning, preparation materials may be provided to students who are expected to come to the CSL prepared. The faculty will provide students with positive feedback and debriefing of their performance, while students will self-analyze their performance and use critical thinking during the reflection process.

3.2.4 What is debriefing?

The debriefing session involves immediate feedback and a reflective critical thinking analysis and communication tool for participants of the simulation experience. The purpose of the debriefing assessment is to provide an intense post conference and active evaluation process driven by students with faculty and/or clinical instructors guiding the discussion. The focus of debriefing is to provide a safe environment in which active learning and critical self-reflection is facilitated.

3.2.5 General Clinical Simulation Guidelines

The following guidelines have been established to maintain safety while using the CSL. It is expected all involved in clinical skills and simulation activities will adhere to these guidelines.

3.2.6 Simulation Conduct/Behavior

- A.** All students must know and practice within the safety guidelines at all times while participating within a clinical simulation. Failure to adhere to Carrington College CSL guidelines may result in disciplinary action.
 - i. Disciplinary action is defined as: a student who demonstrates behavior jeopardizing patient [student or faculty] safety, or practices nursing in a grossly negligent or incompetent manner, upon which the student will be removed from the clinical [simulation] setting and be subject to faculty and Program Director review which may include dismissal from the nursing program. If the student is not prepared for the CSL experience, he/she will be asked to leave the clinical [simulation] setting and time lost will need to be made up if possible. (Refer to *Nursing Manual*)
- B.** This Nursing Clinical Simulation Program Procedures and Guidelines will be available in the clinical simulation lab.
 - i. All students must read and agree to the procedural guidelines during their first orientation to CSL.
- C.** Unsafe or unprofessional behavior will not be tolerated and should be reported immediately to nursing faculty, clinical instructor(s), or staff. Any breech of security must be reported immediately.
 - i. Safe and professional behavior is defined as: Maintaining a professional environment similar to what you will encounter in your new career. At Carrington College, we have a responsibility to employers to uphold the highest level of professionalism expected in the

workplace. Students are expected to conduct themselves in a professional manner at all times. Any student whose conduct violates the rules will be subject to removal from the classroom [CSL] or clinical area and placed on a Student Success Plan or dismissal from the program. (refer to *Nursing Manual*)

- D. Student(s) should be knowledgeable in the care, handling and proper use of equipment prior to using it. It will be the duty of either the faculty and/or clinical instructor to orient the student to the clinical simulation environment every time a clinical simulation is run. Equipment and supplies are to be used safely and for their designed purpose only. Please report any malfunctioning or broken items immediately to faculty.
- E. No smoking, vaping, food, chewing tobacco or gum are allowed in the clinical simulation or at any time during the CSL. Bottled liquids with caps are permissible as long as items remain closed when not in use. No liquids near electronic or computer equipment will be allowed.
- F. When a clinical simulation experience is completed students are responsible for:
 - i. Returning beds to the lowest position
 - ii. Placing cleaned tray table at the end or middle of the bed
 - iii. Maintaining neat linens
 - iv. Manikins will be covered with bed linens similar to a real patient, with the linen not touching the ground and tucked in appropriately.
 - v. All debris will be placed in the appropriate trash receptacle.

3.2.7 Student Preparation Expectations/Dress Code for Clinical Simulation Lab

Students are expected to come to the CSL experience prepared by having read the scheduled lab objectives and assignment(s) and have completed any required documents, prior to the start of the simulation experience. Students are to attend clinical simulation wearing appropriate clinical attire per the clinical dress code. The student is also responsible to have in their possession any clinical equipment and supplies necessary for completion of the clinical simulation. **Students who do not comply with the student preparation expectations/dress code will be requested to leave the CSL upon which the student will be marked absent for the period.**

- a. Clinical dress code shall be worn as stated in the student handbook (
- b. Clinical equipment and supplies are defined as
 - i. Black ballpoint pen
 - ii. Stethoscope
 - iii. Penlight
 - iv. Bandage scissors
 - v. Calculator
 - vi. Necessary books (drug/medication book)
 - vii. Necessary papers/forms
 - viii. Name ID badge (mandatory): You will be sent home if you do not have one
 - ix. Passport

3.2.8 Physical Limitations

Students are encouraged to report any physical limitations to their instructors prior to the scheduled CSL so necessary precautions may be taken. In some cases, a facility may require a medical clearance by way of a written physician note stating the student is medically cleared for clinical practice must be obtained prior to the clinical simulation experience. Students are also encouraged to contact adacarrington@carrington.edu for any needed accommodations.

- a. Any student who has a physical injury, illness, surgery, or is pregnant may be allowed to practice, participate, or test in the CSL pending proper documentation as described above is provided. The final decision to participate in the clinical simulation will be made at the discretion of the Dean of Nursing after consultation with the Office of Disabled Student Services.
- b. All trash must be disposed of at the end of CSL. **All spills must be reported immediately** to faculty or clinical instructor. Spills must be cleaned up and disposed of immediately per Carrington College guidelines.
- c. Please keep voices at a low level, minimize unnecessary conversation, and avoid disruptions of the learning environment.
- d. No cell phone usage allowed.

3.2.9 Equipment Use

- A. All students, using the CSL must have proper orientation to the equipment.
- B. Manikins are to be treated with the same respect as live patients.
- C. ABSOLUTELY NO ink pens, felt-tipped markers, iodine, betadine, or KY jelly should be used near or on the manikins. These items PERMANENTLY stain.
- D. ALL personal electronic devices including but not limited to cell phones, cameras, camera phones, and video recorders are to be turned off during CSL.

3.2.10 Safety Guidelines

Infection Control

- A. All students must practice proper hand washing as defined by the Centers for Disease Control (CDC) while using the clinical simulation.
 - i. Gloves shall be worn by students during any contact with simulated body fluids or manikins.
- B. All sharps used will be disposed of in the approved sharps container. If a sharps container is full, please inform a faculty member or clinical instructor.
 - i. In accordance with the (CDC) all sharps are to be handled safely and disposed of properly in the red sharps container boxes. In the event of a “clean” needle stick, the clinical simulation faculty or clinical instructor should be notified immediately, so first aid can be provided. Faculty should be notified so an incident report form can be filled out. Complications from a “clean” needle stick may include: tenderness, minor bleeding, bruising or infection.
- C. Accidents and injuries are to be reported immediately to the faculty or clinical instructor.

- D. Student(s) shall not sit on the beds, stretchers, or wheelchairs unless identified as role playing patient during CSL.
- E. The wheels of all equipment are to be locked during practice, time of CSL, and after use.
- F. Access to the doorways in the clinical simulation will be free from obstruction at all times.

3.2.11 Security

- A. All doors and cabinets to lab supplies and equipment will remain closed when not in use. **NO** items shall be removed from the CSL without the faculty's knowledge.
- B. All simulation labs are to remain locked unless occupied by faculty and clinical instructors.
- C. Only students and faculty are allowed in the CSL.

3.2.12 Clinical Simulation Confidentiality Agreement

Clinical simulation experiences are created as a safe place for students, faculty, and clinical instructors to explore multiple components of providing realistic patient care through participation. The experiences gained provide an opportunity to transfer didactic knowledge into appropriate and applied patient care based on the nursing process, critical thinking, and team communication while utilizing evidence-based knowledge, skills, and attributes. All students will be required to sign a confidentiality agreement.

Students understand and agree to the following:

- A. The student will engage in and participate in CSL experiences fully as a professional and treat simulation as a realistic patient care experience.
- B. The student will commit to help, support, and guide my peers by providing a positive and professional environment. The student will not use demeaning, mocking, or negative verbal, written or body language, about any participant's actions, thoughts, or behavior before, during or after the scenario.
- C. The student must observe strict patient, peer confidentiality about the scenario, team member actions, and debriefing discussion at all times.
- D. The student will be expected to observe as a professional and to participate fully during the debriefing session. The work of clinical simulation experience may occur with the group divided into participants and observers.
- E. The student observing will not attempt to help or interfere in any way with a clinical simulation experience in progress.
- F. Clinical simulation experiences may be videotaped during an on-going scenario to be utilized during guided debriefing with participants immediately afterwards.
 - i. Simulation is an experiential learning experience. Any scenario information is confidential. Any discussion or disclosure of this information is a violation of the aforementioned policies.

4 Student

4.1 Professionalism and the American Nurses Association (ANA) Code of Conduct

At Carrington College, we maintain a professional environment similar to what you will encounter in clinical and community health care setting where nurses practice. We have a responsibility to uphold the highest level of nursing professionalism expected in the workplace. Students are expected to conduct themselves in a professional manner at all times. Any student whose conduct violates the rules of professionalism as outlined in this manual, the [Student Handbook](#), the state Nursing Practice Act and/or the ANA Code of Conduct will be subject to removal from the classroom or clinical area and may be referred to a Code of Conduct meeting. Students may receive additional counsel or remediation from the program as appropriate.

4.2 Professionalism in Relation to the American Nurses Association Code of Ethics for Nurses

The conduct of the professional is the highest level of accountability and responsibility in nursing. Nurses are expected to conduct themselves with dignity, morality, and integrity. The nurse conducts oneself following the Code of Ethics for Nurses from the American Nurses Association (Fowler, 2015):

- Practices with compassion and respect
- Primary commitment is to the patient
- Promotes and advocates for the rights, health and safety of the patient
- Has authority, accountability and responsibility for nursing practice
- Maintains same duties to self as to others
- Establishes, maintains, and improves the ethical environment conducive to safe, quality health care
- Advances the profession in all roles and settings
- Collaborates with other health professionals
- Articulates nursing values, maintains the integrity of the profession, and integrates principles of social justice

The nursing student needs to have the attitudes and behaviors that display professionalism at all times whether in the classroom, lab or clinical site:

4.3 Professional Attitude and Behaviors

Attitude	Behavior
Accountability	Takes responsibility for actions
Caring	Volunteering Acts of service
Desire for self-improvement	Continued learning Self-instruction
Diversity	Fair treatment of all people regardless of demographic characteristics
Honesty	Behaviors that demonstrate honesty and trustworthiness
Open-minded	Increased receptiveness to new ideas

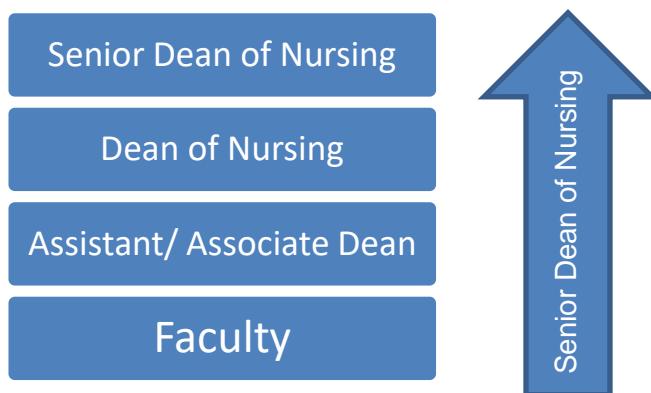
Respect	Dresses appropriately Punctual Maintains confidentiality
Responsibility to learn	Come to class prepared Actively participates in class activities, such as engages in discussion
Team player	Engage in constructive peer assessment
Values new experiences	Accepts and applies constructive critique Desire to seek out and take on new challenges

Submitted by participants in the 2000 AACP Teachers' Seminar on Developing Professional Attitudes and Behaviors.

Professionalism begins the first day you decide to enter into the nursing profession. The attitudes and behaviors should be reflected in your everyday student activities, in the classroom, at your clinical experience, and in your personal life. Decisions you make today regarding behavior and attitude reflects in your accomplishments of tomorrow.

4.4 Chain of Command

Your issues and concerns are of interest to us. Faculty and staff at Carrington College follow an open door policy and look forward to working with you to resolve problems you may encounter. Most issues can be best solved by working directly with your instructor. If you would like to address your concerns or share successes with another individual, you may address these issues with the Dean of Nursing or the Campus Management Team. The Formal Complaint Process is outlined in the [Student Handbook](#). The nursing program hierarchy is as follows:



4.5 Attendance Policy

See [Academic Catalog](#) for Attendance Policy

4.6 Leave of Absence Policy

See [Academic Catalog](#) for Leaves of Absence Policy

4.7 Transition Orientations

Transition Orientations are required orientations into the new semester. Students will meet their new faculty, may receive or gain electronic access to their books and syllabi, and obtain their clinical schedules for the next semester. In addition, Administration will go over any new policies and reiterate important procedures and policies for the upcoming semester. Times and dates for Transition Orientations will be posted.

A Student calendar will be posted with all the dates by the 3rd week of each semester. Students are responsible for knowing the dates and times and attending orientation each semester.

4.8 Notices / Information Bulletin Boards

A nursing student bulletin board or electronic display board for announcements/notices is located outside the Nursing Department. All official announcements/notices will appear on this board, which may include faculty office hours, schedules, clinical assignments, etc. Students should check the bulletin board weekly.

4.9 Preparation for Graduation and Licensure

4.9.1 Pinning Ceremony

Pinning is a traditional ceremony during which graduates receive their nursing pins. All graduating students, their Registered Nursing LVN to RN and Registered Nursing program preceptors, family, and friends are invited to attend the ceremony. The Carrington College Nursing Faculty and the Dean of Nursing will plan the ceremony in collaboration with the students. The Pinning Ceremony is not intended as a substitute for commencement by Carrington College or the nursing program.

The Carrington College Reno Campus has two programs. Until the need arises, Commencement, Nursing Pinning Ceremony, and Medical Assisting Ceremony are held as one event at the end of each nursing term, three times per year.

Campus specific guidelines for pinning ceremony attire may vary. If pinning is conducted with the graduation ceremony, graduation caps and gowns will be the minimum required attire with appropriate professional dress underneath. If the pinning ceremony is held as a separate event, please consult your campus Dean of Nursing regarding mandatory dress requirements.

4.9.2 Planning of the Pinning Ceremony

Students of the graduating class may:

1. Choose a Key Note Speaker for the event (optional)
 - a. Community Speaker who has supported or inspired graduates
2. Elect a Faculty Speaker for the event (optional)
3. Elect one Faculty or Family Member to “Pin” graduate
4. Elect one Faculty to announce graduate names
5. Elect a Graduate Class Speaker or the Graduate with the highest GPA will speak for the class (campus specific)
6. May design a slideshow of pictures to play prior to the event and/or after the ceremony (optional)

7. May design a slideshow for a special topic to play during the ceremony (optional)
8. Graduate speech and slide show/video must have prior approval of the Dean of Nursing

Pictures and/or music **MUST NOT** contain:

1. Inappropriate behaviors
2. Alcohol or Illegal drug use
3. Gambling
4. Vandalism
5. Inappropriate sexual activity
6. Inappropriate language including violent, threatening, offensive, or degrading remarks to race, religion, sex, national origin, disability, intellectual ability, or physical attributes are prohibited
7. Behavior harmful to the College's image, function, and/or contractual arrangements
8. Or any images that would violate the American Nurses Association Code of Ethics or the State's Nurse Practice Act (Fowler, 2015)

4.10 Review Courses

The NCLEX-RN and NCLEX-PN Review courses are designed to prepare the student to successfully complete NCLEX licensure examinations applicable to their program of study. Review course attendance guidelines are identical to any nursing course offered at Carrington College. Students are expected to actively participate in the learning process through review of materials and identification of knowledge deficits. Students will develop study plans, enhance strengths and identify areas of weakness.

In the final semester, students may be re-tested on all subject matter through comprehensive exams integrating theory and clinical components of the nursing program in preparation for NCLEX licensure standardized exams. Exams are a part of the course requirement and the overall course grade.

Review courses are also offered after graduation to ensure preparedness for the NCLEX-RN and NCLEX-PN examinations. Graduates are expected to continue contact with Nursing Faculty and the Dean of Nursing as they prepare for licensure examinations and subsequent employment.

5 Medication Administration Proficiency Exam (MAPE)/Dosage Calculation

MAPE exams are administered by campus program and as follows:

- EACH MAPE exam contains four categories of questions:
- Simple Conversions/Ratios
 - Calculation of Dosages
 - Safe Medication Administration
 - Label Reading and Reconstitution of Medications

5.1 The MAPE Passing score is 100%

MAPE exams are administered before the start of each clinical course. The MAPE exam must be passed at 100% to allow the student to proceed to the next course with a clinical component. Three (3) attempts are given to pass at 100%, if they are unsuccessful they will not proceed to the next course with a clinical component.

Students will receive advance notice of the specific exam dates. In the event unexpected circumstances require modification of the exam dates, students will be notified as soon as possible.

Students are required to complete the entire MAPE, which includes all four categories of questions. Students are not permitted to complete only a portion of the MAPE.

Each MAPE exam is scheduled for a maximum test time of one hour unless the student has been approved for extended test taking through the Office of Student Disability Services.

5.2 Preparation & Remediation

- The MAPE Study Guide and Sample MAPE Exam will be provided to students.
- After each MAPE exam, students will be informed of opportunities for remediation.

5.3 Testing Rules

Testing rules will be provided at the exam site.

6 Clinical Guidelines

6.1 Student Orientation

Students will have both a Carrington College on-campus orientation session and/or a clinical agency orientation. The orientation sessions are **mandatory** and will include introductions to key individuals and review of expectations for the clinical component of the courses. Some agencies may have orientations online, which students are expected to complete. If students do not attend mandatory clinical orientations they will not be able to attend clinical and will be withdrawn from the course.

6.2 Dress Code for Campus, Clinical, and Laboratory Experiences

The clinical dress code is to be worn in the clinical and simulation settings. The dress code is in addition to the Carrington College Dress Code listed in the [Student Handbook](#). The below lists areas that are more stringent or detailed from the Dress Code. The Carrington College Dress Code will be enforced in the clinical and simulation setting along with the below additions:

- **Scrub Tops:** ONLY solid white or gray colored undershirt may be worn beneath Carrington issued scrub tops. Scrub top must be long enough to cover midriff and backside at all times. Undershirts must be tucked into pants so they are not visible.
- **Outerwear:** Students may wear an approved uniform jacket. Hats, scarves or gloves are not allowed at any time in the clinical setting.
- **Shoes:** Predominantly white in color, clean, closed-toed and low-heeled, and predominately free of advertising logos. The footwear is to have non-skid soles, clean laces and vinyl or leather top. **No** backless clogs, open toes or open-heel shoes are permitted. White socks or neutral nylons must be worn. At no time will sandals or flip-flops be permitted footwear on campus or clinical.
- **Nails:** Must be clean, short (less than $\frac{1}{4}$ " long) and neatly trimmed. No nail polish is allowed for the clinical setting or simulation setting (no clear, lacquer, gel or acrylic).

- **Hair:** Must be neat and clean. Long hair must be kept off the face. Men and women with hair that is shoulder length or longer must be in a ponytail style for lab and clinical. Facial hair must be neatly trimmed.
- A waterproof watch with a second-hand must be worn to all clinical (pending clinical site policy), simulation and laboratory classes.
- No perfume, cologne or highly scented body products/lotions may be worn in the clinical setting.
- **Jewelry:** Keep jewelry to the very minimum for safety reasons. One post earring for each ear is acceptable. Hoop and “spike” type earring are not permitted. No necklaces in the clinical setting for safety reasons. One band is allowed on a ring finger. Exceptions made only by the campus Dean of Nursing. Facial jewelry, piercings or grills are not allowed. This includes but is not limited to nose, eyebrow, lip, and/or tongue rings/studs/chains or stretch lobe piercing (gauges).
- **Tattoos:** Tattoos on the face, neck, arms, hands, legs, or any visible area must be concealed at all times. Neutral long-sleeved shirts that coordinate with scrubs are appropriate to cover tattoos, as are flesh colored bandages.
- **Name ID badge (mandatory):** You will be sent home if you do not have one.
- Mandatory Items are considered part of the dress code:
 - Black ballpoint pen
 - Stethoscope
 - Penlight
 - Bandage scissors
 - Calculator
 - Necessary books (drug/medication book) and papers/forms

Students who do not comply with the dress code will be requested to leave the campus or clinical. The student will be marked absent for the period.

6.3 Clinical Compliance Requirements

The following must be completed as detailed in the Carrington College Academic Catalog prior to entering clinical educational experiences:

- **Background Checks and Drug Screens**
- **Current CPR card**
- **Health Requirements documentation**
- **Students are required to pass at 100% the medications administration exam before they can attend clinical.**

Completing student health requirements and providing proof of completion is the STUDENTS' responsibility. If health requirements are not complete prior to the start of a clinical semester, the student will not be allowed to attend clinical. In addition, it is the students' responsibility to **maintain** these health requirements throughout the program. If they expire, it is the students' responsibility to provide proof of a current requirement. If this is not met the student will be prohibited from attending clinical, and will not progress in the program.

6.4 Clinical Attendance

- Students are expected to attend **all** clinical and lab hours. Due to the nature of the clinical setting, not attending all scheduled clinical time poses the risk of not meeting all the clinical requirements on the evaluation tool to pass the clinical component of the course.
- The student must attend any scheduled hospital orientations and mandatory facility required trainings. Not attending mandatory orientation may result in the student not being able to attend clinical and being withdrawn from the course.
- If an absence from clinical is unavoidable, the student must personally call the clinical instructor at least one-hour prior to the beginning of the scheduled clinical. Notifying the instructor through another student is not acceptable.
 - Students who do not notify the appropriate contact of a clinical absence are considered a no-call/no-show. Professionalism and integrity are core values that are emphasized in this program. Students must meet with the campus Dean of Nursing for disciplinary action which may include recommendation for failure of the course.
- Absence from assigned clinical sites, labs or simulations that are designated clinical hours, may not be more than 10% of total clinical hours assigned for component. Any hours missed over this time will result in failure of the clinical component, and ultimately the course.
 - There may not be an opportunity to make up clinical hours in many clinical facilities. To satisfy course objectives, students may be assigned an appropriate learning activity, such as a case scenario in the Simulation Lab or Computer Assisted Instruction, per faculty discretion. Although the make-up work may be required in order to successfully complete the course, the work will not remove the absence from the student's record.
- Any exceptions to the above policies must be made by the campus Dean of Nursing.

6.5 Clinical Assignments

The Master Calendar for the next semester will be posted one-month in advance of the start of a new semester. The Master Calendar will provide class times, laboratory time, and general clinical and simulation days and times. The more specific group breakdown of clinical and simulation semester clinical assignments may not be posted until the end of the previous semester during Transition Week (16th Week of Class). Each student will receive, individually, their assigned group during their Transition Orientation.

If a student would like to change clinical groups, they must meet with the Course Instructor or Dean of Nursing. Students are solely responsible to find another student who wants to switch with them for that semester's clinical rotation.

6.6 Clinical Cancellation

The responsibility for informing the student about the cancellation of a clinical experience is delegated to each Clinical Instructor. Students are to provide Clinical Instructor's with a current telephone number at the beginning of the clinical rotation. Students will also be notified by the instructor when a clinical will be rescheduled. Students are responsible for updating their contact information with the Registrar on campus as well for campus emergencies and closures.

6.7 Clinical Grading

All clinical assignments must be completed 3-days prior to the end of the clinical rotation.

6.7.1 Clinical Evaluation Tool

Evaluation of performance in the clinical setting is measured through the objectives on the Clinical Evaluation Tool. The Clinical Evaluation Tool (CET) is based off of the Student Learning Outcomes at the beginning of this Manual. The CET is provided in each syllabus for the clinical nursing courses. The grading scale for the clinical setting is a Pass / Fail. **Clinical failure will result in a grade of 'F' for course regardless of scores in theory.**

Students will self-evaluate mid-way through the clinical rotation and then again the end of each clinical rotation. Faculty will provide feedback at those points as well. If a student is not passing clinical at mid-term or improvement is needed, a Student Success Plan will be initiated at that time to assist the student in passing the clinical rotation.

6.7.2 Care Plans

The Care Plan process is part of the Nursing Process. The American Nurses' Association describes the Nursing Process as, "*The common thread uniting different types of nurses who work in varied areas is the nursing process—the essential core of practice for the nurse to deliver holistic, patient-focused care.*" (2013, ANA). The Nursing Process develops and transcends subconsciously as nurses move across the continuum from novice to expert. As students move through the program, the Care Plan assignment will change based on the growth of the expectations.

The Care Plan assignments will be completed based upon an actual patient encounters in the clinical setting, the selection of which must be approved by the clinical instructor. All data must be collected during the assigned clinical rotation time. Please follow syllabi instructions for completion of Care Plans.

Please note: Fabrication is the intentional use of false information or the invention of any information used in an academic exercise. For example: citing information not taken from the source indicated; listing sources in a bibliography not used in the academic exercise; inventing data; and, submitting work previously used for credit in another course without permission from the instructor. Fabrication is academic dishonesty and any violation of academic dishonesty is a serious violation. More information may be obtained in the Student Code of Conduct available in the [Student Handbook](#).

6.7.3 Clinical Skills Check-Off

Student's skills must be checked off in the laboratory setting prior to being attempted in the clinical setting. Each student will bring their own skills check off list to the clinical setting. There may be instances at the discretion of the Clinical Instructor AND with the Clinical Instructor **PRESENT** that a student may attempt a new skill in the clinical setting. Again, this is at the discretion and justification of the Clinical Instructor with their presence **ONLY**.

Each student will be supervised by the instructor in all procedures while in the clinical area until the instructor determines the student can perform them safely with the reference nurse. At no time will a

student perform a procedure without an instructor or reference nurse present. Medications are to be passed with instructor or reference nurse only, **NO EXCEPTIONS**. If at any time a student demonstrates behavior jeopardizing patient/client safety, or practices nursing in a grossly negligent or incompetent manner, the student will be removed from the clinical setting and be subject the Student Code of Conduct which is available in the [Student Handbook](#). Sanctions could result in failure of the course and dismissal from the program.

6.8 Student Accountability in Clinical Areas

Performance and practice in the clinical setting constitutes a large portion of the students' assigned time in the program. Students need to be prepared for each clinical experience and procedure in order to ensure safe delivery of patient care. If at any time a student demonstrates behavior jeopardizing patient safety, or practices nursing in a grossly negligent or incompetent manner, the student will be removed from the clinical setting and may be dismissed from the program. If the student is not prepared for the clinical experience, he/she will be asked to leave the clinical setting and time lost will need to be made up if possible (see Clinical Attendance above). Repeated absences will result in failure in the clinical course.

Students are responsible for being aware of, and complying with, the clinical agencies' policies and procedures regarding fire, disaster, cardiac arrest, incident reporting, confidentiality, infection control and standard precautions.

Throughout the program, the student will be held accountable for his/her actions or lack of actions. Professionalism is expected at all times. Overall, the student is responsible and accountable for his/her educational success. Students are to be proactive in seeking assistance and educational opportunities in the clinical environment.

Students **will be responsible** to their instructors, as well as, the clinical staff for ensuring patient safety in the following ways:

- Provide competent care to the patient
- Report immediately to the instructor any incident affecting a patient
- Report all urgent needs of the patient promptly
- Report and fill out the necessary paperwork for the college and clinical site
- Report immediately to the instructor and designated hospital personnel any accident, injury or near-miss involving the student
- Report on the condition of the patient before leaving the clinical area
- Follow the procedure established by the faculty for breaks
- Arrange for nursing supervision of the patient when he/she is off the assigned unit
- Demonstrate courteous, professional behavior
- Follow hospital policies and procedures

6.9 Competencies and Functional Abilities

Carrington College recognizes that nursing is an intellectually, mentally and physically demanding profession. Students seeking admission should be aware that they are expected to assimilate basic

competencies and abilities throughout their education with or without reasonable accommodation. Competencies and functional abilities required of all nurses are summarized in the table below. If you need accommodations, please contact the Office of Student Disability Services <mailto:adacarrington@carrington.edu>.

6.10 Transportation

A variety of health care agencies are utilized for clinical practice. Transportation to and from the clinical agency is the responsibility of the student. While car-pooling is encouraged, students should have an alternative arrangement for transportation to class and clinical in case of emergency. It is the student's responsibility to arrive on time at all scheduled clinical assignments. Field trips are taken occasionally, and the student assumes the responsibility for transportation, meals, and any other necessary expenditures.

6.11 Professional Boundaries

Students must maintain a professional relationship with patients, families, and the health care team and faculty members as described in the National Council of the State Boards of Nursing resource, *A Nurse's Guide to Professional Boundaries* National Council of State Boards of Nursing (2014). Examples of boundary violations include, but are not limited to:

- Interacting with patients inappropriately or outside of assigned clinical time
- Accepting or exchanging expensive gifts
- Inappropriate self-disclosure
- Interacting with faculty in a non-professional manner

6.12 Braces, Splints, and Casts in the Clinical Setting

Many clinical settings have restrictions on students who have injuries requiring casts, splints, braces or crutches. Student with physical limitations are encouraged to contact the Office of Student Disabilities Services at adacarrington@carrington.edu to request accommodations. Students will be evaluated on an individual basis. Clinical sites generally require:

- Have a written physician note that states the student is medically cleared for clinical practice. Final decision is made by the clinical agency.
- Meet the criteria listed in the Physical and Mental Health Guidelines.
- Be able to meet all learning objectives for the clinical rotation.

6.13 Physical Limitations or Health Issues

Students who become ill, pregnant or have permanent disabilities which affect their enrollment in the nursing program are encouraged to seek advice from their personal physician and assistance from the Office of Student Disability Services at adacarrington@carrington.edu.

- Some clinical sites may require a letter from your physician each semester verifying that you are able to perform the physical tasks required during that clinical rotation and that you have been properly advised of the potential risks to you or your baby (if applicable) of contact with blood borne pathogens,

common chemicals agents commonly used at the medical practices, and exposure to radiation when applicable.

- Students take full responsibility for your health if electing to continue in their program. Students are encouraged to consult their personal physician states to ensure that it is safe for the student to continue in the program.
- Adhere to the attendance and readmission policies of Carrington College and the nursing program.
- Notify the faculty of any significant changes that may affect clinical/classroom attendance.

6.14 Breast Pumping

If the need arises for a student to use a breast pump while on campus and/or in the clinical setting, Carrington College faculty will assist in locating an appropriate room for this activity. It is the student's responsibility to be proactive and notify the faculty of their needs and to store breast milk in their own appropriate cold pack for transport home. Breast milk cannot be stored in refrigerators located on the campus or in the clinical setting.

6.15 Infectious Diseases and Standard Precautions

Carrington College will provide instruction to each nursing student in Standard Precautions according to recommendations by the Center for Disease Control. Students must indicate in writing that they understand the use of Standard Precautions to reduce risk of exposure to infectious diseases for both the student and the patient. Refer to the bodily fluid exposure control plan available from nursing faculty/instructors. If a student requires more than Standard Precautions for the clinical environment, please see the campus Dean of Nursing.

6.16 HIPAA Regulations/Patient Confidentiality for Nursing Students

It is imperative that patients' confidentiality and rights are protected. Carrington College will provides instruction to each nursing student on HIPAA Regulations. Students must complete the training and pass the exam found on the Carrington Student Portal at <http://carrington.edu/hipaa/guidelines/> with an 80%. No pictures or autographs of patients are permitted. Facility specific requirements must be met by students. Student nurses are required to follow professional conduct related to social media as described in the National Council of the State Boards of Nursing resource, A Nurse's Guide to the Use of Social Media.

6.17 Student Employment While in the Nursing Program

The Carrington College nursing program can be very demanding, challenging and often overwhelming. Activities related to nursing courses must take priority in the student's energies; therefore, full-time work is discouraged. The nursing student's first commitment needs to be to the nursing curriculum and employment related and other time commitments secondary. Carrington College recommends that students limit employment to a maximum of sixteen hours per week to help ensure success in the program.

6.18 Negligence, Drug and Alcohol Use Related to Clinical Sites and Nurse Practice Acts

Please refer to the [Carrington College Student Handbook](#) for the following: Code of Conduct, and Alcohol and Drug Policy.

Patient safety is of utmost priority to faculty, staff and the Boards of Nursing. While in the clinical setting students are responsible for the care they provide to other human lives. Impairment of cognition related to drugs, lack of sleep, alcohol and/or being over worked, etc. jeopardizes patient safety.

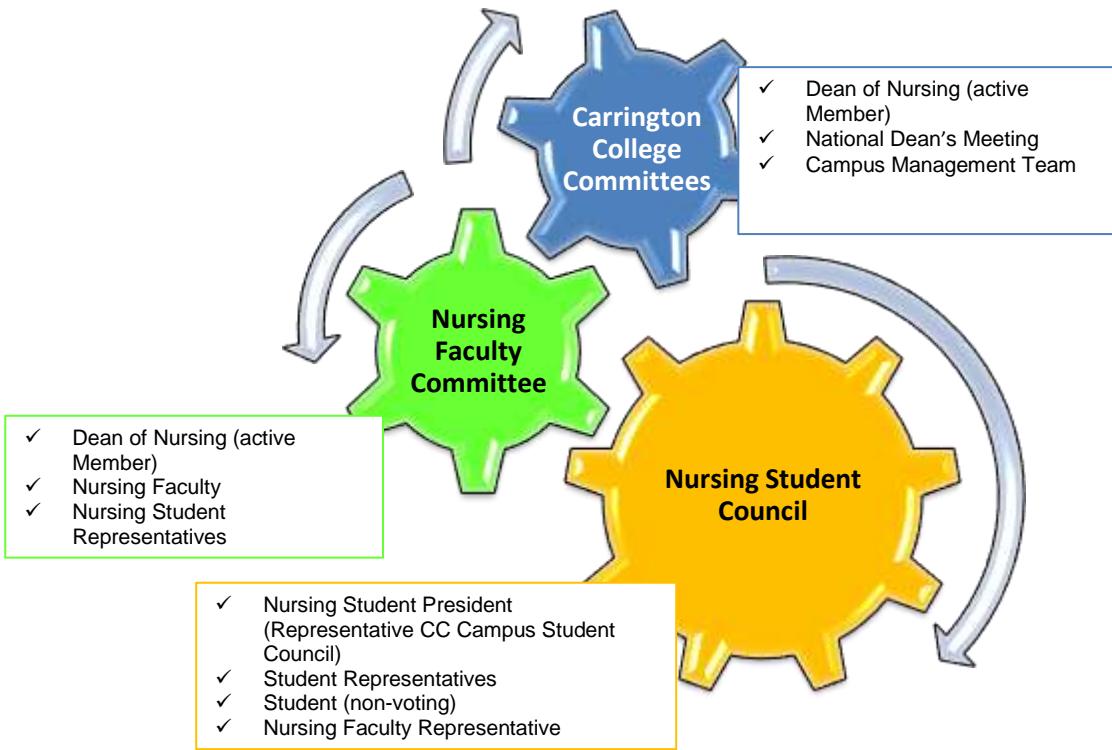
If at any time a student demonstrates behavior jeopardizing patient/client safety or practices nursing in a grossly negligent or incompetent manner, the student will be removed from the clinical setting and may be in violation of the Student Code of Conduct. The Code of Conduct is available in the [Student Handbook](#).

If at any time a student is suspected of impairment related to cognition or motor function from alcohol or other drugs the Code of Conduct and Alcohol and Drug Policy will be followed from the [Carrington College Student Handbook](#).

In some states, Nurses (licensed or certificate holding) are required to report other nurses (licensed or certificate holding) who they (in good faith) believe are threats to public health or safety as defined by Law or the State Board of Nursing in their state of residence. Carrington College is not responsible for these reports or for the actions of the individuals who make them.

7 Nursing Programs Shared Governance

Shared governance is a system of rules and policies that serve to engage individuals and groups to participate in decision-making. The responsibility and accountability for decisions is shared by members of the group. The objective of shared governance is to afford those who are impacted when a decision is made to have an opportunity to express opinions and participate in the decision-making process. The Students, Faculty and Administration at Carrington College make up the Shared Governance of the nursing program.



7.1 Student Representatives

The first semester cohort of the nursing program elects two students to represent their class on the Nursing Student Council and at nursing faculty meetings. The first semester cohort replaces the graduating cohort. Those elected representatives serve for their tenure in the nursing program. The election of these representatives takes place within the first 2-3 weeks of the semester.

When a student resigns their representative position, he/she must do so in writing within 3 business days to the Student Council President and courtesy copy the Nursing Faculty Representative, or if the representative is not fulfilling their responsibilities (as listed below) or is on academic probation the student will step down from the student council immediately. Nursing student officers will hold an election for a new representative before the next faculty meeting or Nursing Student Council or whatever comes first.

The responsibilities of the Student Representatives are committed representation of your class to include, but are not limited to:

- To promote and encourage students' participation in interdisciplinary activities.
- To promote and encourage participation in nursing student activities, and educational opportunities regardless of a person's race, color, creed, national origin, ethnicity, age, gender, marital status, lifestyle, disability or economic status.
- Evaluate student suggestions and determine solutions.
- Participation in monthly nursing faculty meetings. At least one representative from each semester will need to be present at each nursing faculty meeting.

- Participation in Student Council meetings.
- Participation in Student Council activities.
- Distribution and information transfer from meetings to the class you represent in a professional manner.
- Participate in student support and academic mentoring processes.
- Plan activities for special events including spirit week, charity events, holidays or end of semester celebrations.

7.2 Student Council By-Laws

7.2.1 Purpose

The purpose of the Nursing Student Council is to engage nursing students in decision-making, leadership, the act of responsibility and accountability for decisions which are shared by members of the program. Information regarding the nursing program may also be provided to the student representatives to share with the student body.

7.2.2 Function

- To have direct input into standards of nursing education and influence the educational process.
- To influence health care, nursing education and practice through legislative activities as appropriate.
- To promote and encourage participation in community affairs and activities towards health care and the resolution of related social issues.
- To represent nursing students to the consumer, to institutions, and other organizations.
- To promote and encourage collaborative relationships with nursing and health related organizations.
- Be professional with information presented from their class to the faculty committee

7.2.3 Membership

Membership will include: Student Class Representatives, Student Officers and a Nursing Faculty Mentor

Student Council Class Representatives

- School constituent membership is composed of students in the Carrington College Nursing program.
- Nursing Student Council shall be composed of at least 8 members.
- All Students members must have a current 2.0 GPA or better and not be on probation or have any Code of Conduct violations on record. Any member that is on probation or falls below the academic standards will be removed from the Student Council. Notification to the member will be given by the Dean of Nursing within 5 business days.
- Members are elected by a peer majority vote in each semester.
- At least 2 members represent each semester.

Responsibilities of the Nursing Student Council Class Representatives see section 8.2 above

7.2.4 Elected Officers/Leaders

Elected officers will be elected out of the Student Representative constituents. They must be in good academic standing and accept their election.

7.2.5 Term of Office

No member may hold more than one elected office at any one time. The official term of office shall be a minimum of 4-months a semester. The election of officers will be held in the last month of the semester for representation of the next semester. An officer may be re-elected for an unlimited number of terms. Outgoing officers shall serve as active consultants to their newly elected counterparts through the first scheduled meeting and as needed.

When the officer steps down from their position the student will remain a member of the student council throughout their tenure of the nursing program. All student council elections shall be done by secret ballot. A plurality vote of the members present, who are entitled to vote, and voting shall constitute an official election. In the event of a tie, a revote shall be held. All nominations shall be made from the floor.

7.2.6 President

- Shall preside at all meetings of this council and appoint special committees as needed and perform all other duties pertaining to the office.
- Shall serve as chairperson of the Nursing Student Council.
- Shall represent the nursing program at the Carrington College Student Council meetings.
- Shall represent the Nursing Student Council at the Nursing Program Advisory Board meetings.
- Shall represent the Nursing Student Council at the Nursing Faculty meetings.

7.2.7 Vice President

- Shall assume responsibility of the office of President in the event of the vacancy occurring in the office until the next regular election.
- Shall preside at student council and faculty meetings in the absence of the President.
- Shall assist the President as delegated and act as advisor to the President.
- Shall maintain the Nursing Student Council bulletin board where applicable.

7.2.8 Secretary

- Shall record and distribute the minutes of all meetings of this council to all members of the student council, officers, faculty mentor and Dean of Nursing.
- Shall facilitate a permanent record of all reports, papers and documents to the faculty mentor.
- Deliver to the newly elected Secretary all student nursing council papers.

7.2.9 Responsibilities of the Officer members:

- Fill vacancies in any office by a majority vote of elected officials except the office of President.

7.2.10 Faculty Representative Mentor

- There shall be one Nursing Faculty Representative Mentor on the Nursing Student Council. If the program has an Assistant Dean of Nursing this person will be the default Faculty Representative Mentor. The campus Dean of Nursing will appoint a faculty member to this role.
- Duties of the Faculty Representative Mentor shall be to serve as resource person, attend meetings, consult with the officers, and reduce barriers for the activities and functions of the Nursing Student Council.
- The Faculty Representative Mentor is not eligible to vote on Nursing Student Council business

7.2.11 Absences

Any member or officer who missed more than two regularly scheduled meetings of any current term year without prior notification to the President or Vice President and does not offer a valid reason for such absences will be removed from office by the discretion of the Dean of Nursing.

7.2.12 Membership Meetings

- All nursing student council meetings will be conducted in a professional manner.
- Meeting shall be held monthly and dates, times, and location shall be set by a plurality vote of members present and the faculty mentor at each previous meeting.
- The President shall have the authority to convene a special meeting at such time as is deemed necessary and shall notify the general membership of such meeting, location, and time.
- Meeting dates and times will be posted on the Student Council bulletin board, on student calendars, where applicable, and emailed to all nursing student body.

7.3 Committees

Any committee formed by the Nursing Student Council for special activities shall be responsible to the officers of the Nursing Student Council for reporting activities on a regular basis. Committee members may be appointed by the officers from a group of volunteers. It is the responsibility of each committee chair to coordinate committee meetings apart from the monthly Student Council meetings.

7.4 Amendments

Amendments may be submitted by students or the Dean of Nursing. Only proper amendments submitted in writing and carrying the proponent's signature will be considered. The Dean of Nursing will discuss any amendments to the bylaws with the student council. The student council must provide feedback with 20 days of the amendment.

Amendment will then go to the campus Dean of Nursing who will send them out to the other Deans of Nursing and Senior Dean of Nursing. The Senior Dean of Nursing will send out to all Carrington College Nursing Student Councils for a vote. Each Nursing Student Council will have 20 calendar days from the receipt of the proposed amendment to respond with comments. The comments will be sent to the Senior Dean of Nursing. Once collected, the Senior Dean of Nursing will aggregate the comments and

give the decision back out to all Carrington College Nursing Student Councils and Deans of Nursing. The Senior Dean of Nursing will begin the bylaws amendment process if the amendment is approved.

8 National Organizations for Student Nurses



National Organization of Associate Degree Nursing
7794 Grow Drive
Pensacola, FL 32514
850-484-6984 www.noadn.org

The National Organization for Associate Degree Nursing's (N-OADN) mission is to promote Associate Degree Nursing through collaboration, advocacy, and education to ensure excellence in the future of health care and professional nursing practice. Its goals include: **Collaboration Goal:** Advance associate degree nursing education through collaboration with a diversity of audiences. **Education Goal:** Advance associate degree nursing education. **Advocacy Goal:** Advocate for issues and activities that support N-OADN's mission.



National Student Nurses Association
45 Main Street, Suite 606
Brooklyn, NY 11201
718-210-0705 www.nsna.org

The National Student Nurses Association's (NSNA) mission is to "mentor students preparing for initial licensure as nurses, and to convey the standards, ethics, and skills that students will need as responsible and accountable leaders and members of the profession." Founded in 1952, NSNA is a nonprofit organization for students enrolled in associate, baccalaureate, diploma, and generic graduate nursing programs. It is dedicated to fostering the professional development of nursing students.



American Nurses Association
8515 Georgia Avenue, Suite 400
Silver Spring, MD 20910
1-800-274-4ANA
www.nursingworld.org

American Nurses Association's mission is Nurses advancing our profession to improve health for all. The ANA advances the nursing profession by fostering high standards of nursing practice, promoting the rights of nurses in the workplace, projecting a positive and realistic view of nursing, and by lobbying the Congress and regulatory agencies on health care issues affecting nurses and the public



National Organization of Nurses with Disabilities
c/o Erika Magallanes, MS
1640 West Roosevelt Road, Room 736
Chicago, IL 60608

NOND is an open membership, cross-disability, professional organization that works to promote equity for people with disabilities and chronic health conditions in nursing through education and advocacy by:

- promoting best practices in education and employment;
- providing resources to individuals, nursing and disability organizations, and educational and healthcare institutions;
- influencing the provision of culturally responsive nursing practice; and
- creating systemic improvements.

9 Accreditation and Licensing Information

Please refer to <http://carrington.edu/accreditation/> for information on accreditation and licensing.

10 Students' Rights to Notify Boards of Nursing

Students have the right to notify state Boards of Nursing. Notification information can be found in the Accreditation and Approval section of the [Academic catalog](#).

Supplemental Information

Since the release of the Carrington College 2017 Nursing Manual, the following significant changes have been implemented and are incorporated into this publication. **Entries in red indicate changes to this edition. The effective date for the changes in red is 7/12/2017.**

Volume I Supplemental Information

Volume Number	Pages on which Changes Appear	Change/Update
I.I	14	Updated section 2.8 to include additional language regarding CA Vocational Nurses
I.I	17	Added “tobacco” to language in section 3.2.6 E.
I.I	36	Addition of section 10 Students’ Rights to Notify Board of Nursing

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CARRINGTON COLLEGE®

This Nursing Manual prescribes standards of conduct for students enrolled in the Carrington College Nursing program. The standards are in addition to those prescribed for students in the Carrington College Student Handbook and the Carrington College Academic Catalog. Every student is expected to know and comply with all current policies, rules, and regulations as printed in the Carrington College Academic Catalog, Carrington College Student Handbook, Nursing Manual, and the class schedule. Violation of any such standard may serve as grounds for program dismissal, suspension, or other disciplinary action.

I have received a copy of the Nursing Manual and understand the information contained within. I also understand that I can find the Carrington College Academic Catalog and the Carrington College Student Handbook online at www.carrington.edu.

PRINT – Student's Name

Student's Signature

Date