



CARRINGTON COLLEGE SCHOOL OF NURSING HANDBOOK

Bachelor of Science in Nursing

Associate Degree in Nursing

LVN to ADN

Nursing Bridge

Practical Nursing

Vocational Nursing

Effective 4/28/2025

Volume IV

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WELCOME TO CARRINGTON COLLEGE

Welcome to Nursing

This handbook applies to all students attending the Bachelor of Science in Nursing, Associate Degree in Nursing, Registered Nursing LVN to ADN, Nursing Bridge, Practical Nursing, and Vocational Nursing programs at Carrington College. This handbook intends to provide you with essential policies, procedures, and guidelines that will facilitate your success in your chosen program. It is not meant to replace the Carrington College Academic Catalog or the Student Handbook but rather to augment and assist you in identifying issues and policies specific to nursing programs. **The Carrington College Nursing Handbook**, along with the [Student Handbook](#) and [Academic Catalog](#), are the primary sources of policy information.

As a nursing student, you will be exposed to many educational experiences designed to help guide you into the ever-increasing role of professional nursing. With this comes responsibility and accountability for your education, including gaining the skills, knowledge, and attitude to complete this program successfully.

On behalf of Carrington College faculty and staff, the Deans of Nursing would like to welcome you to Carrington College and your nursing program. As you prepare to become a professional nurse, you are about to embark on an exciting and challenging journey.

I attribute my success to this – “I never gave or took any excuse,” Florence Nightingale

“You are not here merely to make a living. You are here in order to enable the world to live more amply, with greater vision, with a finer spirit of hope and achievement. You are here to enrich the world, and you impoverish yourself if you forget the errand,” Woodrow Wilson.

“Let me dedicate my life today to the care of those who come my way. Let me touch each one with a healing hand and the gentle art for which I stand. And then tonight when the day is done, let me rest in peace if I've helped just one,” -Author unknown.

“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!

Carrington College Deans of
Nursing



Carrington College Mission

The mission of Carrington College is to provide career-focused baccalaureate degrees, associate degrees, and certificate programs in healthcare, trades, and industrial majors to a diverse population of students.

Carrington College encourages students to work to achieve their highest potential while attaining their career goals. The College strives for excellence and quality in everything it does and instills in its students the same aspirations.

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 in the Academic Catalog. The Student Handbook can be found at 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 to which all nursing students must adhere. Each student will sign a form acknowledging their receipt of and responsibility to be familiar with the Nursing Manual, Student Handbook, and Academic Catalog.



Nursing Mission, Goals, Outcomes, Philosophy

The mission of the Carrington College Bachelor of Nursing, 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 to the nursing profession or continue in the nursing profession.

Nursing Program Goals

The goal of the 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 they move into the world of nursing practice and beyond (NLN, 2018).

Nursing Program Philosophy

The nursing faculty of Carrington College believes that nursing is a dynamic, evolving art and science discipline that involves applying and facilitating 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 families. They believe nursing practice is based on specific nursing knowledge and 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, 2018)

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 comprises wellness and illness dimensions with both subjective and objective dimensions but is always viewed from the person's perspective.

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 practice environment. 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, 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 on 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, 2018).

Learning is a continuous, life-long process involving knowledge, attitudes, and behavior changes. Learning, teaching, and evaluation are shared processes that support personal development and stimulate student inquiry. Education is integral to 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 individual and group learning experiences are provided 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, 2018). Nursing students are accountable for learning by assuming an active role and 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 using 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 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.

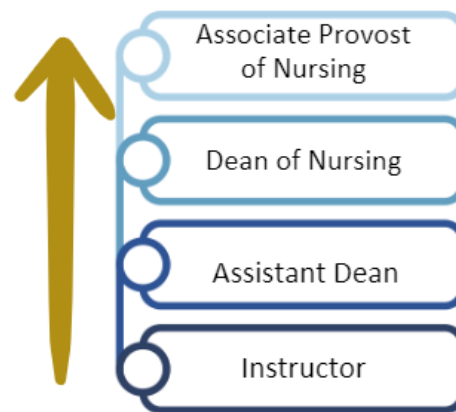


The Carrington College nursing faculty are committed to providing students with a program that provides instruction that will:

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

Nursing Chain of Command

The nursing program chain of command is as follows:



Notices / Information Bulletin Boards

A nursing student bulletin board or electronic display board for announcements/notices is outside the Nursing Department. All official announcements/notices will appear on this board, including faculty office hours, schedules, clinical assignments, etc. Students should check the bulletin board weekly. Additionally, students should check the announcement section within their Canvas courses for course-specific announcements or notices.

Transition Orientations

Transition Orientations are mandatory. 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. Students will receive policies and information regarding the upcoming semester. Times and dates for Transition Orientations will be posted. Students who are repeating a course will have a modified Transition Orientation. Students must seek prior approval from the dean of nursing in the event of an extenuating circumstance that prevents their attendance.

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

At Carrington College, the nursing programs maintain a professional environment similar to what is encountered in clinical and community healthcare settings where nurses practice. Programs are

responsible for upholding the highest level of nursing professionalism expected in the workplace. Students are expected to always conduct themselves in a professional manner. 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 Code of Conduct proceedings. Students may receive additional counsel or remediation from the program as appropriate.

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 the same duties to self as to others.
- Establishes, maintains, and improves the ethical environment conducive to safe, quality healthcare.
- Advances the profession in all roles and settings.
- Collaborates with other health professionals.
- Articulates nursing values, maintains the profession's integrity, and integrates principles of social justice.

The nursing student must have the attitudes and behaviors that always display professionalism in the classroom, lab, or clinical site.

Student Employment While in the Nursing Program

Carrington College recommends that students limit employment to a maximum of sixteen hours per week to help ensure success in the program. To ensure the safety of patients and their own ability to perform, students are advised not to work directly before or after their assigned clinical rotation as this may be considered unsafe practice and may affect public safety.



STUDENT AND CLASSROOM EXPECTATIONS



Attendance Policy

There are implications for absences. An absence rate of 10% for nursing students will result in a required meeting with the Dean of Nursing. At this meeting, a student success plan will be developed to improve attendance. An absence rate of 15% or greater for nursing students will result in a reduction of the overall course grade by one letter grade. In addition, the nursing student will be placed on attendance probation. For nursing students while on attendance probation, if any additional absences occur without proof of mitigating circumstances, which may include but are not limited to legal issues, military, accident or injuries, health issues, or care of critically ill family members, students will be withdrawn. The overall course grade will be reduced at the end of the course. Students may request a review by contacting the Campus Director or designee by week two of the subsequent term. Decisions by the Campus Director or designee will be final.

Dress Code for Campus, Clinical, and Laboratory Experiences

Students are expected to adhere to the Carrington College Dress Code listed in the [Student Handbook](#). The clinical dress code is to be worn in the clinical and simulation settings. Below are areas specific to all nursing programs' dress code expectations.

At no time should your school uniform be worn when you are partaking in any activity that could be considered a violation of the professional conduct requirements while you are in the nursing program, for example, drinking alcoholic beverages, using illicit substances, etc., as this is considered a violation of the professional conduct requirements while you are in a nursing program. Uniforms must be clean, odor-free (including smoke), and in good condition.

The Carrington College Dress Code will be enforced for all nursing students associated with Carrington College in the clinical and simulation setting, regardless of clinical agency dress code policy.

- **Scrub Tops:** ONLY solid white, black, or gray colored undershirts may be worn beneath Carrington-issued scrub tops in the clinical setting. The scrub top must be long enough always to cover the midriff and backside. Undershirts must be tucked into pants, so they are not visible. Maternity scrubs must be approved by the Nursing Dean/Assistant Dean. The Campus Nursing Dean/Assistant Dean must approve any variation of the Carrington-issued scrubs.
- **Outerwear:** Students may wear an approved uniform jacket. No head coverings are permitted unless religious in nature. Classroom setting: nonhooded zip-up jackets with no logo may be worn over scrub tops.
- **Shoes:** Predominantly white/black/grey in color, clean, closed-toed, and low-heeled, and predominately free of advertising logos must be worn in the clinical setting. The footwear is to have non-skid soles, clean laces, and a solid vinyl or leather top. **No** backless clogs or shoes, open toes, or open-heel shoes are permitted. Socks must be worn. At no time will sandals, slippers, or flip-flops be permitted on campus or clinical.
- **Nails:** Must be natural nails that are clean, short (less than ¼" long), and neatly trimmed. No nail polish is allowed for the clinical or simulation settings (no clear, lacquer, gel or acrylic).
- **Hair:** Must be neat, clean, and a natural hair color. 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 that is secured and does not enter into the personal patient care field for lab and clinical. Facial hair must be neatly

- trimmed and may not obscure the placement of PPE when it is required.
- A watch with a second-hand must be worn to all clinical (pending clinical site policy), simulation, and laboratory classes (a waterproof watch is recommended).
 - 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 earrings 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 at any time on campus or in the clinical setting. Non-facial skin piercings must be covered with a flesh-toned bandage/covering. This includes but is not limited to nose, eyebrow, lip, and/or tongue rings/studs/chains or stretch lobe piercing (gauges). Plugs must be solid, and flesh toned, and must be worn at all times in the clinical setting and on campus.
 - **Makeup:** No false eyelashes allowed.
 - **Tattoos:** Tattoos on the face, neck, arms, hands, legs, or any visible area must always be concealed. White, grey, or black long-sleeved shirts/sleeves are appropriate to cover tattoos, as are flesh-colored bandages or flesh-colored makeup (must be waterproof if on hands/wrists).
 - **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.
 - ✓ Watch with second-hand (waterproof recommended).
 - ✓ 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 and marked absent for the period. Repeated violations of this policy may result in a Code of Conduct violation.

Confidentiality

During learning and education at Carrington College, students may access confidential health-related information concerning other students and faculty. It is understood that this information has been obtained and recorded to support the program's educational mission and to advance the student's education further. 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 violating the Student Code of Conduct. See the Student Handbook for more information.

Testing Policy

Students are expected to take tests at the assigned time.

If quizzes are missed:

- ✓ Quizzes worth less than or equal to 20 points are not allowed to be made up unless an exception is granted by the Dean of Nursing.

If Test/exams are missed:

- ✓ Students must arrange make-up with the faculty within five calendar days.
- ✓ The make-up test must be completed within seven (7) calendar days. The student will receive a zero (0) if the make-up is not completed.
- ✓ Ten percent (10%) of the total point value of the test will be deducted. *Exceptions to this policy may only be made at the discretion of the Dean of Nursing.*
- ✓ All tests are to be completed by the student alone unless otherwise assigned as a group project.
- ✓ All tests will be timed.
- ✓ Smart Watches, tablets, cell phones, headphones, cameras, video recording devices, or any other electronic or copying devices are prohibited in the testing area or during test review.
- ✓ If devices are seen or reported, the student may receive a zero (0) for the exam and may be subject to Code of Conduct proceedings as outlined in the Student Handbook.
- ✓ All tests must be turned in before leaving the classroom.
- ✓ The instructor may change the seating arrangements of any students before any test.

Testing Procedures

Plan to arrive early since the test will begin and end as the instructor schedules. Students who are not present at the start of the test will not be eligible to take the test and will be subject to the Testing Policy.

- ➔ All personal items will be placed in a designated area. Nothing is to be present in the testing area.
- ➔ Scratch paper, calculators, earplugs, and writing instruments will be provided.
- ➔ Once the test has commenced, all communication must cease.
- ➔ Students are not allowed to utilize resources during testing unless the course faculty approves.
- ➔ It is the student's responsibility to inform the test proctor or instructor of environmental noise, issues, etc., while taking the exam so it can be resolved immediately.
 - ✓ Failure to report issues or distractions within the testing environment at the time of testing cannot be utilized as part of an appeal.

Any behaviors that disrupt the testing environment will result in the student's immediate removal from the testing area and may result in a code of conduct violation. The student will receive a zero (0) for the examination.

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 before 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 to integrate 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.

Medication Administration Proficiency Exam (MAPE)/Dosage Calculation

The Medication Administration Proficiency Exam (MAPE) is administered by campus programs. MAPE is a clinical compliance and progression requirement. Each time a student takes the MAPE, they must take the entire test that includes all four categories.

Students are not permitted to complete only a portion of the MAPE.

EACH MAPE contains four categories of questions:

1. Simple Conversions/Ratios
2. Calculation of Dosages
3. Safe Medication Administration
4. Label Reading and Reconstitution of Medications

MAPE Passing Score

Medication Administration Proficiency Exams (MAPE) are administered prior to progression into the next semester courses with a clinical component. The MAPE must be passed with a score of 100%. There will be no exceptions to this requirement. Three (3) attempts at passing the MAPE will be provided. If a student is unsuccessful at passing the MAPE after three (3) attempts, the student is ineligible to start any future course with a clinical component. The student must retake and pass the MAPE when the exams are administered again for that specific program. In addition, if a student does not successfully pass a course with a clinical component in their current level or is repeating any course, the student will be required to retake and pass the MAPE again regardless of their prior MAPE score.

In the event of technical issues or situations that impair the regular testing format or environment of the MAPE procedures, the student must notify the proctor prior to the completion of the exam. The Dean of Nursing has the discretion to add additional attempts as they seem warranted if the issues have been previously disclosed. Students will receive advance notice of the specific exam dates. If unexpected circumstances require modification of the exam dates, students will be notified as soon as possible.

Students requesting testing accommodations should contact ADA@carrington.edu.

As the MAPE is a timed exam, it will begin and end as scheduled. Time provided for the exam is 60 minutes. Students should arrive early and be prepared (i.e. proper dress code, badge, etc.) to begin the exam at the scheduled start time.

If the student arrives after the designated start time, the student will not be seated. Students who do not present for their scheduled MAPE will forfeit the exam attempt for that scheduled exam. Extenuating circumstances will be taken into consideration by the Dean of Nursing.

Preparation & Remediation

- The MAPE Study Guide and Sample MAPE Exam will be provided to students.
- After each MAPE exam, students are eligible for remediation.
- Students who do not pass the MAPE exam are required to attend a remediation session prior to the next attempt.

Appeal of MAPE

Appeals and concerns should be provided to the MAPE committee in writing within 5 days of that MAPE attempt. The appeal should outline the issue clearly. The MAPE Committee will meet to discuss the concern or appeal. The MAPE committee will have 7 days to review the appeal and make a determination. This determination is the final disposition of the appeal.

Testing Rules

Students will follow the testing rules set in this handbook.

Lab (Science and Nursing)

Follow these basic rules and know the policy and procedures for exposure to human blood and other potentially infectious material. The OSHA and HIPAA modules will be introduced into the first science course that has a lab. Students will be required to renew annually while in the nursing program.

- Only trained faculty and staff can accompany students to work in a laboratory setting.
- Students must follow lab dress code standards.
- No food and/or drinks are allowed in a laboratory at any time.
- Appropriate personal protective equipment (gown/lab coat, 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

CLINICALS AND CLINICAL SIMULATION



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 a review of expectations for the courses' clinical component. 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.

Clinical Simulation Lab (CSL)

Clinical simulation mimics/replicates a hospital setting equipped to practice all clinical skills. Mid and high-fidelity manikins are utilized in the CSL setting.

Faculty, clinical instructors, and administration aim to help provide students with an educational and enlightening simulation learning experience. Simulations and case scenarios help the student develop problem-solving and decision-making skills.

All students are expected to come to the CSL prepared for enhanced learning. 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.

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 before the start of the simulation experience. Students should attend clinical simulation wearing appropriate clinical attire per the clinical dress code. The student is also responsible for possessing any clinical equipment and supplies necessary to complete the clinical simulation. Students who do not comply with the student preparation expectations/dress code will be required to leave the CSL, and the student will be marked absent for the period.

→ Clinical dress code shall be followed as stated in the [Student Handbook and Nursing Manual](#).

→ Clinical equipment and supplies are defined as

- ✓ Black ballpoint pen
- ✓ Stethoscope
- ✓ Penlight
- ✓ Bandage scissors
- ✓ Calculator
- ✓ Necessary books (drug/medication book)
- ✓ Necessary papers/forms
- ✓ Name ID badge (mandatory)
- ✓ Any other items required by your CSL faculty

Physical Limitations

Any student who has a physical injury, medical restrictions, or illness may be allowed to practice, participate, or test in the CSL pending proper documentation. Students who are experiencing physical limitations or medical restrictions that could impact the student's ability to meet the learning objective of the clinical rotation are

encouraged to contact ADA@carrington.edu. Any student who attends a clinical rotation without disclosure of a known restriction that could result in patient harm may be subject to Carrington's Code of Conduct process.

The final decision to participate in the clinical simulation will be made after all documents are received and reviewed by ADA@carrington.edu.

General CSL 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.

Simulation Conduct/Behavior

- All students must be aware of and practice within the Carrington College professional guidelines. Unsafe or unprofessional behavior will not be tolerated and should be reported immediately to nursing faculty, clinical instructor(s), or staff. Simulation content must be kept confidential within each assigned simulation group to maintain the integrity of the simulation experience. Any breach of confidentiality must be reported immediately. Failure to adhere to the Carrington College CSL guidelines may result in a code of conduct violation.
- This Nursing Clinical Simulation Program Procedures and Guidelines will be available in the CSL.
- All students must read and agree to the procedural guidelines during their first orientation to CSL.
- 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 CSL every time a clinical simulation is performed. Equipment and supplies are to be used safely and for their designed purpose only. Students must report any malfunctioning or broken items immediately to faculty.
- No smoking, vaping, food, chewing tobacco or gum are allowed in the CSL.
- No cell phone, smartwatch, or Bluetooth device usage is allowed in the CSL.
- When a CSL is completed, students are responsible for:
 - ✓ Returning beds to the lowest position
 - ✓ Placing a cleaned tray table at the end or middle of the bed
 - ✓ Maintaining neat linens
 - ✓ Manikins will be cleaned per guidelines and covered with bed linens like a real patient, with the linen not touching the ground and tucked in appropriately.
 - ✓ All debris will be placed in the appropriate trash receptacle.
 - ✓ All supplies/equipment used will be cleaned per guidelines.
 - ✓ All trash must be disposed of at the end of CSL. All spills must be reported immediately to the faculty or clinical instructor. Spills must be cleaned up and disposed of immediately per Carrington College guidelines.

Equipment Use

- ✓ All CSL students must have proper orientation to the equipment.
- ✓ Manikins should be treated with the same respect as live patients.
- ✓ ABSOLUTELY NO ink pens, felt-tipped markers, iodine, betadine, or KY jelly should be used near

or on the manikins. These items PERMANENTLY stain.

- ✓ Removal of personal electronic devices, including cell phones, smartwatches, and Bluetooth devices.
- ✓ Students may be required to use an iPad/Tablet during CSL

Infection Control

- ✓ All students must practice proper hand washing as defined by the Centers for Disease Control (CDC) while participating in the CSL.
- ✓ Gloves shall be worn by students during all simulated patient contact.
- ✓ All sharps used will be disposed of in the approved sharps container. Please inform a faculty member or clinical instructor if a sharps container is full.
- ✓ In accordance with the CDC, all sharps are to be handled safely and disposed of properly in an approved sharps container. If a “clean” needle stick occurs, 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 can be completed.
- ✓ Accidents and injuries must be reported immediately to the faculty or CSL instructor.
- ✓ Student(s) shall not sit on the beds, stretchers, or wheelchairs unless identified as role-playing patients during CSL.
- ✓ The wheels of all equipment are to be locked during practice, time of CSL, and after use.
- ✓ Access to the doorways in the CSL area will always be free from obstruction.
- ✓ 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.

Security

- ➔ 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.
- ➔ All simulation labs are to remain locked unless occupied by CSL instructors and staff.
- ➔ Students are not permitted in CSL without faculty, CSL instructors or staff present.

Clinical Simulation Lab (CSL) Confidentiality Agreement

CSL experiences are created as a safe place for students, faculty, and clinical instructors to explore multiple components of providing realistic patient care through hands-on participation. The experiences gained provide an opportunity to transfer didactic knowledge into the application of 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:

- ➔ The student will fully engage in and participate in CSL experiences as a professional and treat simulation as a realistic patient care experience.
- ➔ The student will commit to helping, supporting, and guiding 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.

- The student must observe strict patient and peer confidentiality about the scenario, team member actions, and debriefing discussions.
- The student will be expected to observe as a professional and to participate fully during the debriefing session. The work of CSL experience may occur with the group divided into participants and observers.
- The student(s) observing will not try to help or interfere with a CSL experience in progress.
- CSL experiences may be recorded during an ongoing scenario to be utilized during a guided debriefing with participants immediately afterward.
- Simulation is an experiential learning experience. Any scenario information is confidential. Any discussion or disclosure of this information violates the confidentiality agreement.

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 debriefing assessment aims to provide an intense post-conference and active evaluation process driven by students, with faculty and/or clinical instructors guiding the discussion. Debriefing aims to provide a safe environment in which active learning and critical self-reflection are facilitated.

Clinical Compliance Requirements

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

- ✓ Background Checks and Drug Screens
- ✓ Current AHA BLS for the Healthcare Provider card
- ✓ Health Requirements documentation
- ✓ Students are required to pass the medications administration proficiency exam at 100%.

The STUDENT is responsible for completing student health requirements and providing proof of completion.

If health requirements are not complete before the start of a clinical semester, the student will not be allowed to attend clinical. In addition, it is the **student's responsibility to maintain** these health requirements throughout the program. **If they expire, it is the student's 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. Students requesting religious exemptions must contact Student Affairs at

StudentAffairs@carrington.edu.

Infectious Disease and Standard Precautions

Prior to clinical attendance, OSHA training and all site-specific training must be completed. If a student requires more than Standard Precautions for the clinical environment, please see the Dean of Nursing or designee.

HIPAA Regulations/Patient Confidentiality for Nursing Students

Patients' confidentiality and rights must be protected. Carrington College will provide instruction on HIPAA Regulations to each nursing student. Students must complete the training and pass the exam found on the Carrington Student Portal at [HIPAA Guidelines for Clinical Practice](#) with 80%.

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 (2018)**. 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 and other students in a non-professional manner

Clinical Assignments

The Master Calendar will provide class times, laboratory times, and general clinical and simulation days and times. During orientations, each student will receive their assigned group individually.

If a student requires/requests a change in clinical groups, they must meet the specific criteria provided by the Dean of Nursing. The student must meet with the Clinical Coordinator/Dean of Nursing for approval of the request.

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 training. Not attending mandatory orientation will result in the student being unable to attend clinically and being withdrawn from the course.
- ✓ Students found sleeping at the clinical site will be removed from the clinical site.
- ✓ If an absence from clinical is unavoidable, the student must personally call the clinical instructor at least one hour before the beginning of the scheduled clinical. Notifying the instructor through another student is unacceptable and will not be considered a notification.
- ✓ Students who do not notify the appropriate contact of a clinical absence are considered a no-call/no-show. Students must meet with the campus Dean of Nursing to develop an attendance success plan and may not be an opportunity to make up the hours.
- ✓ 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 to successfully complete the course, the work will not remove the absence from the student's record.
- ✓ 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.
- ✓ Any exceptions to the above policies must be made by the campus Dean of Nursing.

Clinical Cancellation

The responsibility for informing the student about canceling a clinical experience is delegated to each Clinical Instructor. Students must provide Clinical Instructor with a current telephone number at the start of the clinical rotation. Students will also be notified by the instructor when a clinical is rescheduled. Students are responsible for updating their contact information through the student portal.

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 absences or tardiness from the student's record. For successful course completion, the student must make up all missed assignments, regardless of if the assignment is accepted for points toward the student's grade. For Vocational Nursing Programs in California: Hands-on learning activities under the direction of an instructor, either in the clinical site for patients or in the skills lab, are 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 to complete the course successfully, the work will not remove the absence from the student's record.

Students who are removed from a clinical site due to behavioral issues, including attendance and clinical negligence, will not be issued a new clinical site and will receive a failing grade for the clinical attempt. Additionally, students may be subject to a Code of Conduct violation.

Clinical Grading

Students must complete and submit all clinical assignments and clinical timecards by 11:59 p.m. PST on the due date. If the student cannot submit the assignment by the due date, the student must e-mail the instructor about their inability to submit the assignment prior to the due date. The student will then have 5 calendar days to complete the assignment, and a point deduction of 5% per calendar day (maximum of 5 calendar days) will be applied to the final grade of the assignment. No late submissions will be permitted beyond the end of the course unless arrangements have been made with the instructor and with the approval of the Dean of Nursing. Missing clinical assignments and timesheets can lead to clinical failure and subsequent failure of the course associated with the clinical.

Clinical Evaluation Tool

Performance evaluation in the clinical setting is measured through the objectives of the Clinical Evaluation Tool. The Clinical Evaluation Tool (CET) is based on the 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 the course regardless of scores in theory.**

Students must retake the clinical and theory portion of the course. Students will self-evaluate at mid-point through the clinical rotation and then again at the end of each clinical rotation. Timely and continuous feedback will be provided throughout the entire clinical experience. Faculty will provide formative and summative feedback at the midpoint and at the end of clinical using the same CET. A Student Success Plan will be initiated if a student is not passing clinical at mid-point or improvement is needed.

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.” (2018, 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 Plan of Care assignments will change based on the growth of the expectations.

The Plan of Care assignments will be completed based on an actual patient encounter 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 the syllabi instructions for completing the Plan of Care documents. Failure to submit a Plan of Care will result in clinical failure.

Clinical Skills Check-Off

A student's skills must be checked off in the laboratory setting before 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 in their presence **ONLY**.

The instructor will supervise each student in all procedures while in the clinical area until the instructor determines the student can perform them safely with the reference nurse. A student will not perform a procedure without an instructor or reference nurse present. Medications are to be passed with the instructor or reference nurse only, **NO EXCEPTIONS**. Failure to abide by this requirement will result in a code of conduct violation. If a reference nurse is utilized, the student's competency must be verified by the current term clinical instructor before attempting the procedure.

Student Accountability in Clinical Areas

Performance and practice in the clinical setting constitute many students' assigned time in the program. Students should arrive at the clinical site at the assigned time. Students who arrive late may be dismissed from clinical for that day. If dismissed from clinical, a makeup assignment will be required, but the hours will be counted as missed clinical time.

Students need to be prepared for each clinical experience and procedure to ensure safe delivery of patient care. If at any time a student demonstrates behavior jeopardizing patient safety, confidently or practices nursing in a grossly negligent or incompetent manner, the student will be removed from the clinical setting and may be subject to Code of Conduct proceedings, which may result in permanent dismissal from the program. 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 always expected. The student is responsible and accountable for his/her educational success. Students must proactively seek assistance and educational opportunities in the clinical environment.

Students **will be accountable** 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 patient's condition before leaving the clinical area, including breaks and meal breaks.
- ➔ 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 and professional behavior
- ➔ Follow hospital policies and procedures

Competencies and Functional Abilities

Carrington College recognizes that nursing is an intellectually, mentally, and physically demanding profession. Students seeking admission should know that they are expected to assimilate basic competencies and abilities throughout their education with or without reasonable accommodation. If you need accommodation, please contact Student Affairs at ADA@carrington.edu. ADA accommodations are not retroactive, and requests will not result in an additional attempt in any failed deliverables attempted prior to ADA accommodation approval.

Braces, Splints, and Casts in the Clinical Setting

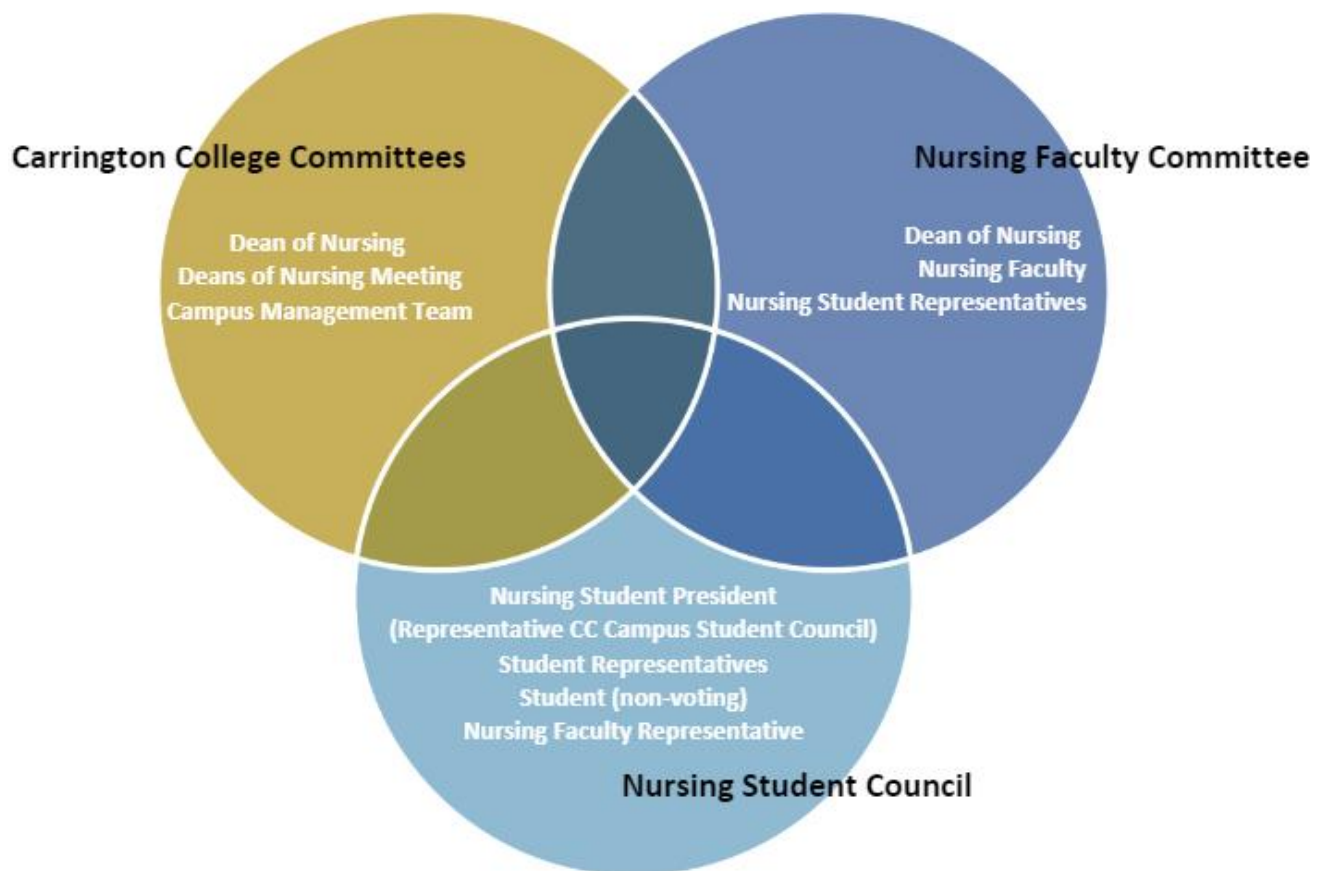
Many clinical settings restrict students with injuries requiring casts, splints, braces or crutches. Students with physical limitations are encouraged to contact Student Affairs at ADA@carrington.edu to request accommodation. Students will be evaluated individually. With or without accommodation, students must meet all learning objectives of the clinical course and comply with all clinical site requirements.

NURSING PROGRAMS SHARED GOVERNANCE

Shared Governance

Shared governance is a system of rules and policies that engages individuals and groups in decision-making. Members of the group share responsibility and accountability for decisions.

The objective of shared governance is to afford those impacted when a decision is made 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.



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 from 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 the Nursing Student Council or whatever comes first.

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

- ➔ Promoting and encouraging students' participation in interdisciplinary activities.
- ➔ Promoting and encouraging 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.
- ➔ Evaluating student suggestions and assisting in determining solutions.
- ➔ Participating in monthly nursing faculty meetings. One representative from each semester will need to be present at each nursing faculty meeting.
- ➔ Participating in Student Council meetings.
- ➔ Participating in Student Council activities.
- ➔ Distributing and providing information obtained from meetings to the class professionally.
- ➔ Participating in student support and academic mentoring processes.
- ➔ Planning activities for special events, including spirit week, charity events, holidays, or end-of-semester celebrations.

Student Council representatives cannot represent students involved in code of conduct, academic integrity proceedings or institutional complaints. The scope of student Council representatives is limited to nursing processes and academics.

Student Council By-Laws

Purpose

The Nursing Student Council engages nursing students in decision-making, leadership, responsibility, and accountability for decisions shared by program members.

The student representatives may also provide information regarding the nursing program to share with the student body.

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 to 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.

Membership

Membership will include Student Class Representatives, Student Officers, and a Nursing Program Faculty Advisor. The faculty advisor position is determined by the program.

Student Council Class Representatives

- ➔ School constituent membership comprises students in the Carrington College nursing program.
- ➔ The Nursing Student Council shall be composed of at least 8 members.
- ➔ All Student members must have a 2.0 GPA (Grade Point Average) or better and not be on probation or have any Code of Conduct violations on record. Any member on probation or below academic standards will be removed from the Student Council. The Dean of Nursing will notify the members within 5 business days. The Dean of Nursing can make any exceptions to these requirements.
- ➔ A peer majority vote in each semester will elect members.
- ➔ At least 2 members represent each semester.

Elected Officers/Leaders

Elected officers will be elected from the Student Representative constituents. Candidates must be in good academic standing and accept their candidacy.

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 four months a semester. The election of officers will be held in the last month of the semester to represent 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 presents, 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.

President

- ✓ Shall preside at all council meetings, appoint special committees as needed, and perform all other duties about 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.

Vice President

- ✓ Shall assume responsibility for the office of President in the event of a 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.
- ✓ The Nursing Student Council bulletin board shall be maintained where applicable.

Secretary

- ✓ The minutes of all council meetings shall be recorded and distributed to all student council members, officers, faculty mentors, and Dean of Nursing.
- ✓ Shall facilitate a permanent record of all reports, papers, and documents to the faculty mentor.
- ✓ Deliver all student nursing council papers to the newly elected Secretary.

Responsibilities of the Officer members:

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