Purpose of the Student Handbook

The purpose of the Student Handbook is to provide each nursing student with information essential to the functions and operations of the Bachelor of Science in Nursing program. It includes information on the School of Nursing guidelines, policies, and procedures. Students are encouraged to familiarize themselves with the handbook, as each student is accountable and responsible for its content.

Relationship of Handbook to Platt College Catalog

The current School of Nursing at Platt College Student Handbook, Platt College policies and procedures, and the Platt College Catalog are interrelated and interdependent documents. Information not found in the Student Handbook is contained in the College catalog and/or on the website within policies and procedures: www.plattcolorado.edu. In the event of a conflict between the School of Nursing Student Handbook and the policies and procedures, the policy and procedures will prevail.

Questions

Questions or clarifications about the information contained in the Student Handbook should be directed to the Associate Dean of Nursing.

Authors

Platt College administration would like to express sincere appreciation for the faculty, staff, and students who took time to contribute to the authorship of this handbook.
Welcome from the Dean of Nursing:

On behalf of the faculty and staff here at Platt College, I would like to extend a warm welcome to you. We hope that you find your time with us challenging, stimulating, encouraging, and growth-producing. We are committed to your success and we believe your success is best fostered in an environment of mutual respect, caring, and high expectations. As adult learners, each of you brings unique life experiences to our classrooms. We encourage you to share these perspectives, be open to learning, and listen to those around you. With dedication, perseverance, and hard work, each of you may realize your goal of becoming a professional nurse.

The faculty seeks to instill in you a commitment to life-long learning and a passion for professional nursing practice. It is our goal to never lose sight of these goals as we assist you in progressing through our curriculum. The School of Nursing at Platt College is a distinctive community. Our decisions and the way we approach day-to-day challenges are based on our core values of diversity, excellence in the learning process, ethics and integrity, personal growth and community. We encourage you to reflect upon these when you find yourself questioning the reasons behind policies and decisions. Ultimately, as adult learners, the faculty and staff are facilitators of your learning and what you take from this educational experience will largely reflect the effort you have put forth. The competencies of our nursing program will serve as the road map on your journey to becoming a professional nurse and it is our hope that you develop the knowledge, skills, and attitudes that serve you in the areas that have become expectations for the profession of nursing within the 21st century. I challenge you to be open to learning all there is to know about the nursing process, nursing informatics, evidence-based practice, professional standards, and inter-professional communication and collaboration. When the link to what you are doing in the classroom or clinical setting is not apparent to you, ask. Set out upon each learning experience with a curiosity centered on how that activity, discussion, content or assignment is helping you to progress along your journey to becoming a professional nurse.

When you leave us, it is our hope that you have grown personally and professionally and that your ability to value the role of the professional nurse and our impact upon individuals, families, groups, communities, and populations is forever changed. We also want you to be the type of nurse that each of us would be proud to work alongside or to have care for our family members. We look forward to embarking upon this journey with you and anxiously await seeing how you develop into a nurse that is a compassionate and astute provider of care, a respectful and visionary leader, and a proud member of the nursing profession. Congratulations! We are so happy to have you join us.

Hollie Caldwell, PhD, RN
Dean, School of Nursing

Revised: 01/07/10 to reflect revised program outcomes, 06/18/10 to reflect policy 02:20:00 updated language, 12/07/10 to reflect theoretical framework revision, 06/29/11 to reflect Policy 02:15:00 Pass to Progress revision, 01/03/14 Science Laboratory Expectations included, Laboratory Expectations updated, Subscription and Registration into Clinical Scheduling System included.
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SECTION A:

The Bachelor of Science in Nursing Program

General Information

Revised: 01/07/10 to reflect revised program outcomes, 06/18/10 to reflect policy 02:20:00 updated language, 12/07/10 to reflect theoretical framework revision, 06/29/11 to reflect Policy 02:15:00 Pass to Progress revision, 12/14/11 to reflect My Platt College LMS updates, 11/21/12 to reflect the addition of eCombination, 05/30/13 to reflect NLNAC name change to ACEN, 01/03/14 Science Laboratory Expectations included, Laboratory Expectations updated, Subscription and Registration into Clinical Scheduling System included.
Platt College is an accredited member of the Accrediting Commission of Career Schools and Colleges (ACCSC).
2101 Wilson Blvd., Suite 302
Arlington, VA 22201
703-247-4212
www.accsc.org

The baccalaureate nursing program from the School of Nursing at Platt College is accredited by the Accreditation Commission for Education in Nursing (ACEN).
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
404-975-5000
www.acenursing.org

Platt College is authorized by The Colorado Department of Higher Education.
1560 Broadway, Suite 1600
Denver, CO 80202
303-866-2723
http://highered.colorado.gov

The baccalaureate nursing program from the School of Nursing at Platt College is approved by the Colorado State Board of Nursing (June 22, 2005) and is included within the scope of institutional accreditation by the Accrediting Commission of Career Schools and Colleges (August 30, 2005).

Colorado State Board of Nursing
1560 Broadway, Suite 1350
Denver, CO 80202
303-894-2430
http://www.dora.state.co.us/NURSING

Revised: 01/07/10 to reflect revised program outcomes, 06/18/10 to reflect policy 02:20:00 updated language, 12/07/10 to reflect theoretical framework revision, 06/29/11 to reflect Policy 02:15:00 Pass to Progress revision, 12/14/11 to reflect My Platt College LMS updates, 11/21/12 to reflect the addition of eCombination, 05/30/13 to reflect NLNAC name change to ACEN, 01/03/14 Science Laboratory Expectations included, Laboratory Expectations updated, Subscription and Registration into Clinical Scheduling System included.
Our Mission

The School of Nursing at Platt College prepares employment-ready graduates for diverse professional nursing practice while promoting personal and professional integrity and utilization of evidence to provide competent, safe, high quality, effective care for individuals, families, groups, communities, and populations.

Our Vision

We, the Faculty at the School of Nursing at Platt College, seek to instill in each nursing student a foundation of knowledge and skills necessary to meet the ever changing societal healthcare needs by encouraging life-long learning and a passion for professional nursing practice.

Our Theoretical Framework

We believe the School of Nursing’s mission and vision are elucidated through the application of the General Systems Theory (Bertalanffy, 1968) as a framework for how we view and teach our students to examine humans and interactions from a health system’s perspective. Holism is achieved through analysis and intervention within the healthcare system.


Our Core Values

Diversity
- The School of Nursing embraces diversity in cultural backgrounds, personal characteristics and recognizing the free expression of ideas, opinions, and differences in people, and respects the rights of students, faculty, and staff.

Excellence in the Learning Process
- The School of Nursing values the role that faculty play in individualizing instruction, encouraging critical thinking, stimulating creativity, and in providing high-quality, student-centered, academic instruction, and information literacy.

Ethics and Integrity
- The School of Nursing promotes a strong work ethic and places fairness, objectivity, transparency, and accountability as basis for its policies and procedures in all aspects of The School of Nursing.

Personal Development
- The School of Nursing is committed to intellectual and personal growth of students, faculty, and staff.
Community

- The School of Nursing is a caring community of students, faculty, staff, and administration who work collaboratively to foster leadership and development of others. We endeavor to provide baccalaureate-educated, employment-ready, culturally humble graduates who are prepared to meet the needs of a global community.

Our Outcomes

Upon completion of the nursing program, the Baccalaureate Generalist nurse graduating from The School of Nursing at Platt College will be prepared to function as a:

1. **Provider of Care**

   The graduate from The School of Nursing at Platt College will be prepared to assume accountability for the delivery of safe, holistic, patient-centered care based on evidence for diverse individuals, families, groups, communities and populations in a variety of settings through use of the nursing process to prevent illness and injury and promote, restore, maintain health and optimal functioning across the lifespan. The baccalaureate generalist graduate will also use their skills as patient advocates and educators to ensure the development of collaborative plans of care that are individualized and reflective of the patient’s values and culture.

2. **Leader/ Manager**

   The graduate from The School of Nursing at Platt College will work collaboratively to manage care transitions by coordinating care of diverse individuals, families, groups, or populations through effective use of scientific advances, technology, resources, information, and information systems. The baccalaureate generalist nurse will also use their skills to delegate tasks to other healthcare personnel and supervise and evaluate the performance of these personnel within complex and evolving healthcare systems. The graduate will bring a unique blend of caring, judgment, skills and knowledge to the health care team while promoting the personal and professional growth and development of those within their charge.

3. **Member of the Profession**

   The graduate from The School of Nursing at Platt College will demonstrate the professional values of altruism, autonomy, human dignity, integrity, and social justice and participate in the policy processes impacting individuals, families, groups, communities and populations. The graduate will also assume accountability for maintaining their professional practice and the image of nursing through the demonstration of continuous professional engagement and lifelong learning.
Competencies

Achievement of the Program Outcomes for The School of Nursing at Platt College will be measured using the following five competencies based upon the national standards of The Essentials of Baccalaureate Education for Professional Nursing Practice (American Association of Colleges of Nursing (AACN), 2008) and the Prelicensure knowledge, skills, and attitudes delineated by Quality and Safety Education for Nurses (QSEN).

1. Nursing Process
2. Nursing Informatics
3. Professional Standards
4. Evidence-Based Practice
5. Interprofessional Communication & Collaboration

Using My Platt College to Enhance Learning

Student Glossary of Terms Related to Course Delivery:

Online learning is a formal educational process in which the majority of the instruction (interaction between students and faculty and among students) in a course occurs when students and faculty are not in the same place. Instruction may be synchronous or asynchronous. Online learning may employ correspondence study, audio, video, and/or computer technologies.

- **Online learning Course Using Internet (eCourse)** is a fully distance course that is offered over the Internet using asynchronous and/or synchronous pedagogies. Currently this internet-based course uses a course management platform (referred to as *My Platt College*) as the means of transmitting information to and from the student. In this type of class, there is no face-to-face meeting between instructor and students.

- **Blended Course (eCombination)** is a course in which some traditional face-to-face "seat time" has been replaced by online learning activities. A blended (hybrid) course is designed to integrate face-to-face and online activities so that they reinforce, complement, and elaborate one another.

- **Web-Enhanced Course (eCompanion)** is a Web-enhanced (traditional (face-to-face) class that uses a course management platform to accompany the class. The eCompanion can function in a variety of ways, depending on the goals of the course and the desire of the faculty member to enrich his or her course. Assigned activities will vary, depending on the faculty member and the discipline. The time spent using the eCompanion does not replace any of the face-to-face teaching-learning process, but serves to augment it.

- **Evaluation (eComment)** is an electronic version of Platt College’s student evaluation of faculty and of classes, clinical experiences, and/or lab classes. Additionally eComment includes a section that measures students’ comfort and experience with technology, and a section that measures the mechanics of course delivery (i.e., was the system frequently down, was the system easy to use, etc.)
- **My Platt College** is a comprehensive academic management system for colleges and universities worldwide. From first contact with a prospective student through graduation and alumni relations, **My Platt College** using the CAMS® Academic Enterprise Resource Planning (ERP) software efficiently manages the full student lifecycle by combining into one solution.

- **Platt College SMS** is the systems management server that serves in the daily functions of the College operations.

- **Platt College LMS** is the learning management system that serves as the Internet based course management system for academic programs.

- **Platt College IT resources** is the generic and global term used to describe all of the electronic resources used in teaching-learning and operational processes at Platt College. These typically include, but are not limited to: software, hardware, support, email, etc.

### General Information

#### Class Schedule

Classes are scheduled between 7:30 am and 10:00 pm, Monday through Friday. Classes may also be scheduled between 8:00 am and 6:00 pm on Saturdays. Nursing clinical experiences may be scheduled at anytime, Monday through Sunday depending on the individual clinical availability.

Online courses may be accessed 24/7 during the normal academic calendar dates.

#### Change of Address

Students are responsible for keeping their current mailing address and phone numbers updated with the College. To update personal information, log-in to **My Platt College** and click “edit profile.”

#### Employment Commitments

Many students find it necessary to work while enrolled in College to help defray living and educational expenses. The nursing curriculum is demanding and requires preparation and study time in addition to scheduled classes and clinical experiences. Students who try to balance workloads greater than 20 hours per week and a full-time academic load often place themselves at academic jeopardy. Certain practicum experiences involve intensive clinical work and require full-time attention. Students should plan accordingly for such experiences and may reduce or eliminate entirely other work commitments during intensive clinical or classroom experiences.

#### Faculty Office Hours

Full-time faculty members post office hours every quarter, either on their classroom door, office door, in the **My Platt College** portal or provide contact information in the course syllabi.
Jury Duty

The College believes that jury duty is a civic obligation. Therefore, the College allows time away to fulfill this obligation according to the following provisions:

- Notify the faculty as far in advance as possible of the court appearance to allow for scheduling requirements.
- Arrange to be in class during periods when excused from jury duty.

Managing Personal Items

Platt College is not responsible for personal property that is lost, damaged or stolen from the premises.

The School of Nursing Policies and Procedures

Students are responsible and accountable for the information, policies, and procedures contained within the Student Handbook, the Platt College Catalog, and in Platt College policies and procedure. The School of Nursing’s policies and procedures and those of Platt College are found on the Platt College web site at www.plattcolorado.edu.

Smoking on Campus

Platt College provides a smoke-free environment. Public hallways, classrooms, and restroom areas are non-smoking in accordance with the City of Aurora regulations. Smoking is permitted outside the building in the designated area.

No smoking is allowed inside the Platt College building either upstairs or downstairs.

Dean's Dialogue Meetings

Throughout the academic year “Dean's Dialogue” meetings are scheduled. All nursing students are welcome and encouraged to attend. The purpose of the meeting includes but is not limited to:

- Student socialization opportunity
- Announcement of program progress, changes, and updates
- Requests for student representation to nursing program committees
- Brainstorming of ideas to meet program outcomes
- Student, Faculty, and Program recognition of accomplishments

Platt College Student Nurses Association

The School of Nursing at Platt College offers students a unique opportunity to become a member of the School of Nursing at Platt College Student Nurses Association (PSNA). Platt College’s SNA is a chapter of the National Student Nurses Association (NSNA), as well as the Colorado Student Nurses Association.

NSNA and CSNA are pre-professional organizations operated by and for nursing students. NSNA offers students educational programs, discounts on products (NSNA Journal, Imprint), professional services (e.g., liability insurance), and...
leadership opportunities. Membership fees are very reasonable. PSNA is an excellent vehicle for involvement in your chosen profession.

The PSNA is involved in a number of philanthropy and volunteer projects in the Denver metropolitan area. PSNA has previously participated in book drives for a battered women’s shelter, Habitat for Humanity projects, 9 News Health Fair, and many other projects.

PSNA members are eligible to attend numerous national conventions across the United States, as well as the convention held in Colorado. Membership in PSNA is a great way to get involved in the School of Nursing and gain leadership skills that are valuable to every nurse.
SECTION B:
The Bachelor of Science in Nursing Program

Program Information
Classroom Expectations

Electronic Devices

Each nursing student is required to have a laptop computer during class. The purpose is to promote access to information and to reinforce learning. However, students found using the laptop computer during class for personal business or entertainment may be dismissed from class and an absence recorded.

Electronic devices such as cell phones and pagers must be turned off during class periods or while in the clinical area. If a cell phone or pager rings or beeps during class, the nursing faculty may confiscate the device immediately. Students may not use PDAs or calculators during any examination unless directed otherwise by the nursing faculty.

Request permission from the faculty member to take photographs, or make voice or video recordings during nursing lectures and laboratories. Voice and video recordings are not permitted in the clinical practicum sites.

Course Syllabi

At the beginning of each quarter, each student receives a course syllabus. Refer to your syllabi so you will know what is to be covered in each day’s class.

You are responsible for the content contained in course syllabi.

You are responsible for meeting course criteria as directed and on-time. Any questions about course assignment or examinations must be addressed with your faculty member prior to due date.

Evaluation methods are explained in the syllabi for each course.

The student course guide serves as a tool to help you prepare for each class period. While it rarely happens, please note that occasionally the schedule may vary according to class needs (i.e. inclement weather, more attention to content area, etc.) Students will be notified in class of any changes.

Exam Procedures

- Exams are the property of Platt College and may not be removed from the testing environment by any means, for any reason, at any time.

- Students with documented disabilities, according to the Americans with Disability Act (ADA), should contact the Academic Support and Career Placement Coordinator to facilitate accommodations.

Exam Grades

According to Policy 02:06:00 Uniform Grading and due to FERPA, grades may not be forwarded to students via email, phone, nor by posting. In accordance with FERPA, grades must be kept in a secure location with the faculty member or other College official until collected personally by the student via My Platt College.
Exam Reviews

- Exam reviews are held at the discretion of the faculty. Any student may elect to review an exam on an individual basis by contacting the faculty member for an appointment.

- During an exam review, the desk top should be cleared of all personal items, books, and electronic devices including, but not limited to laptop computers, scanning pens, iPods, cell phones, PDAs, pocket PCs, earphones, etc.

- Exams may not leave the exam review environment by any fashion or means.

Missing an Exam

- All efforts should be made to avoid missing a schedule exam.

- Students should coordinate taking the make-up exam and/or in turn in any missing assignments with the faculty member within a week of returning back to class.

- Consequences for taking the exam late are left up to the faculty and are identified in course syllabi.

- If you know you will miss an exam and want to take the exam before the scheduled date, submit a “Request to Reschedule an Exam” (available on the Platt College Web site) to the faculty. The faculty may approve or disapprove the request.

Penalties for Unauthorized Possession of Exams

Platt College takes the unauthorized possession of exams by any individual other than the faculty very seriously. The possible penalties for such possession range from receiving a zero for an exam, to temporary or permanent suspension, or expulsion from the College.

Written Assignments

- All grades assignments must meet the requirement of the faculty for presentation (typed or hand-written) and referencing. When required, please use the most recently published version of the American Psychological Association (APA) manual.

- All required written assignments are considered late if received by faculty after 5:00 pm on the schedule due date, unless otherwise stated by the course faculty.
• The consequences for turning in late assignments are determined by course faculty as stated in syllabi. An exception to this policy will be made only if the student has made prior arrangements with the respective faculty member.

Science Laboratory Expectations

Biological Safety

• The Platt Laboratory is a Biosafety level 1 laboratory and therefore does not contain pathogenic agents. The following live agents may be present: *Staphylococcus epidermidis*, *Lactobacilli spp*, *Sacchromyces cerevisiae*, *Escherichia coli* (non-pathogenic). Pathogenic agents may not be grown in the Platt Laboratory.

Biological Sharps Disposal

• Biological sharps containers are for sharps or glass slides contaminated with bodily fluid such as blood. No other trash is to be put in biological sharps containers. Full biological sharps containers, for removal, shall be handled in the following manner: 1. Secure the lid to the sharps container so that it is sealed shut. Combine with other waste for pick up by Steri-cycle.

Cabinets

• Laboratory cabinets containing lab kits and supplies should remain locked at all times.

Eye Wash Station

• The eye-wash station should be flushed on a quarterly basis. After flushing, initial and date the flushing log to document completion of flushing. Flushing instructions: Rotate faucet head to face away from counter or fridge. Unscrew orange caps over jets. Turn on water. Pull knob to engage wash. Water will spray up and out approximately 2 feet. Wipe water from floor after flushing to prevent slipping.

First Aid Kits

• A first aid kit is located on the wall behind the main entrance to the laboratory. Kit maintenance and stocking is performed quarterly by Cintas to ensure OSHA compliance.

Glass Disposal

• Broken glass or glass for disposal (microscope slides, empty media vials previously disinfected) shall be deposited in designated glass disposal containers. No other trash is to be put in glass disposal containers. Full glass disposal containers, for removal, shall be handled in the following manner: 1. Tie plastic liner closed (if container is too full, remove some waste and deposit in a new glass disposal container, wear gloves) 2. Close cardboard lid and secure with packing tape, 3. Secure lid to container body with packing tape, 4. Place note on lid indicating to custodial staff that content is ready for pick-up and safe for disposal in regular trash.
MSDS Notebook

- Material Safety Data Sheets are contained in a black notebook that must be visible at all times. The current location is on the lab bench next to the pens and stapler.

Protective Eye Wear

- Laboratory goggles are present in the drawer next to the A&P cabinet. They should be worn whenever students or faculty are working with materials that present a high splatter danger.

Laboratory Expectations

Assignment to Laboratory Groups

Students are assigned to nursing skill lab or simulation groups by the Platt College Registrar. Students are not allowed to switch or change their laboratory section after enrollment.

Laboratory Procedures

Directions for nursing laboratory assignments are found in the course syllabus.

- As per the Uniform Grading Policy, 02:06:00, letter grades are given for laboratory courses.
- Students who are unprepared for nursing lab activities may be dismissed by the lab faculty. Lack of preparation includes, but is not limited to the following: failure to become familiar with the assigned nursing skills, being inappropriately dressed for lab activities, leaving lab early, demonstrating less than cooperative behaviors with others, including lab faculty; and demonstrating unsafe behaviors.
- Missing laboratory experiences impacts grades. Make-up of lab activities is up to the nursing faculty. Excessive absences may result in failure of the lab course.

Nursing Lab, Simulation Laboratory and Debriefing Room Rules and Guidelines

1. Students are expected to behave professionally in the nursing labs, much as you would in a clinical setting (e.g., do not sit on the patient/client bed). Students are to follow HIPAA regulations and guidelines concerning patient Privacy and Confidentiality at all times.

2. All Mannequins will be treated with the same respect and dignity we afford live patients/clients.

3. Students and faculty must be appropriately dressed and equipped to participate in skill and simulation lab activities.

4. Students and faculty are expected to keep all labs in a neat and orderly state.

5. For safety reasons, food is prohibited in the skill and simulation labs. Beverages may be consumed only in the nurse's station in the skill lab (Room 207) and then only in covered containers.
6. Personal items (i.e., books, coats, nurse kit, etc.) shall be placed in an area that is not obstructive to the personal safety of each individual or which may damage equipment. Personal items are not allowed in the simulation lab or control room.

7. All students and faculty will adhere to the Occupational Safety and Health Administration (OSHA)-mandated safety practices at all times when in the nursing and simulation laboratories.

8. Nursing lab faculty may add additional rules at any time to ensure the safety of all individuals in the nursing and simulation labs.

9. Students participating as patient/clients in the nursing or simulation labs are under the guidance and direction of nursing faculty. No one shall attempt to administer medications, injections, insert IVs or other tubings, or provide any other medical procedure without nursing faculty present.

10. Nursing faculty must be immediately informed of any accidents or injuries.

11. Clean up spills immediately. It is difficult to see water and other liquids on light colored floors. Inform nursing faculty of any large spills.

12. Faculty are responsible for teaching proper use of all equipment in the nursing and simulation labs. Equipment manuals are available for reference. Improper or unauthorized use of lab equipment is prohibited.

13. Electrical equipment safety and maintenance:
   - Knowing the equipment before usage to prevent mishaps.
   - Check for frayed or splitting cords, missing dials, or general damage to the equipment. Report damages to the faculty immediately.
   - Ensure other equipment is not resting on electrical cords.
   - Ensure that electrical cords do not become a tripping hazard.
   - Ensure electrical cords are plugged into the proper, grounded, electrical outlet.
   - Unplug all electrical equipment by gripping and pulling on the plug base and not on the cord.
   - Ensure all equipment is turned off before leaving the lab.
   - Return equipment to its proper location after use.

14. All sharps will be disposed of in the sharps container. There are no exceptions to this policy. Lab faculty will discuss the importance of this procedure in greater detail during lab activities.

15. Dispose of contaminated materials in the appropriately marked, red biohazard containers.

16. All furniture will be returned to the respective place after each lab activity. This means:
- Beds against the wall (Be careful not to damage the electrical cords), bed linens straightened, and not dragging the floor.
- Bedside tables next to the bed; over-bed tables placed at the foot of each bed.
- Mobile carts, IV poles, etc. are not obstructing the general movement of the room and not blocking exits.
- Mannequins are returned to beds, properly positioned, and covered, and treated appropriately.
  - Do not move SimMan™, HAL®, HAL JR®, NOELLE® and/or VitalSim Anne™ without supervision of lab faculty.
  - Do not use povidone-iodine (Betadine) or lubricants on SimMan™, HAL®, HAL JR®, NOELLE® and/or VitalSim Anne™ other than what is supplied by the lab personnel.
  - All students must wash hands before touching the mannequin or equipment.
  - All pens, pencils, marking pens, and other writing implements are to be kept away from SimMan™, HAL®, HAL JR®, NOELLE® and/or VitalSim Anne™.
  - Pens and markers are not allowd in the patient care area of the simulation lab.

17. All trash should be placed in the trash receptacle. No sharps, or broken glass, biohazard bags, or contaminated materials are to be placed in regular trash containers.

18. Simulated medications are to be used for practice purposes only. Many are not approved for human consumption or administration; therefore, they are not to be taken or given.

19. Open skill lab hours are posted on a quarterly basis. If a student feels she/he needs additional practice or instruction on a specific skill, the time must be arranged with the nursing lab faculty.

20. Students are not allowed to be in any lab, including the simulation lab and debriefing room, without a faculty member present.

21. Students are not allowed in the simulation lab operator area (control room) at any time. Students must use the sliding glass doors to move between simulation Bay’s A and B during scenarios.

22. Students will need to get permission from the Simulation Coordinator for any pictures to be taken of the simulation lab or its contents (for specific use only).

23. Do not remove any items or equipment from the simulation lab or debrief room without permission of the Simulation Coordinator.

24. Students will be asked to consent to the use of images and/or recordings of their individual or group performances in simulation sessions for educational purposes. The following guidelines apply:

- The student understands that consent is for the Educational Use through reproduction, publication or other use by Platt College, its successors and assigns, for commercial, advertising or any other purposes, of my
name, works/designs, photograph, likeness, voice and/or personal data, given, photographed and/or recorded.

- The student understands that all patient information is confidential, even information developed for or as part of a simulation session, and any inappropriate viewing, discussion, or disclosure of this information is a violation of Platt College policy. Any inappropriate viewing, discussion, or disclosure of this information is a violation of Platt College policy and may be a violation of HIPAA and other state and federal laws.
- The student understands that simulation and debriefing sessions may be videotaped, audio taped or otherwise recorded and agrees to maintain the confidentiality and security of any and all recordings.
- The student understands that he/she is not to remove, release, or make publicly available any written documentation that may be provided to him/her as part of his/her educational experience in the Platt Simulation Lab.
- The student understands that they are not to remove, release, or make publicly available any recordings or portions of recordings made during any simulation sessions, except as allowed under a Visual/Audio Image Release Form.
- The student understands that a signed consent will release Platt College, its owners, officers, employees, successors and assigns from any and all claims which he/she might have in connection with any use of his/her name, works/designs, photograph, likeness, voice, and/or personal data.

Clinical Expectations

I. Students will be assigned to the appropriate clinical rotation/practicum by the Clinical Placement Coordinator (CPC).

II. CPC will send announcements via e-mail to students in regards to their clinical schedules.

III. Clinical schedules may be altered/changed by the CPC based on clinical agency requirements or changes up to one week prior to the rotation start date.

IV. If a student has a previously scheduled event, this date needs to be documented and given to CPC no later than 90 days prior to the event date. (e.g. Wedding, Family Reunion, etc, not to include funerals). The clinical placement coordinator will then attempt to schedule the students’ clinical assignment around those dates. However, there is no guarantee that the student will not be assigned to a clinical rotation during the stated dates.

V. Students may not switch or manipulate their assigned clinical schedule at any time.

VI. The CPC may manipulate the clinical schedule at any time to meet needs of the College, students and clinical site.

VII. Students may be assigned to a clinical site, but not the unit where they are currently employed.

VIII. Certain clinical experiences warrant student preferences. In these cases the CPC will interview students and assign students based on their preferences if they are appropriate, available and authorized by the faculty teaching particular course. These placements are in no way guaranteed and are evaluated on a "case-by-case" basis.

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Definitions/Explanations of Clinical Absence Policy

Attendance for all scheduled clinical rotations is mandatory. In the event of illness or an unusual circumstance, students are required to notify the clinical faculty member of an absence or tardy at least 30 minutes prior to the start of the clinical day. Failure to notify the clinical instructor will result in a failing grade for the day and a charge of $50 per hour will be assessed to make up the missed clinical experience. The contact information for clinical faculty members/clinical scholars/clinical preceptors will be provided to the student(s) when he/she is scheduled for a clinical learning experience by the Clinical Placement Coordinator via email. Dismissal from the clinical site may result if a student is more than 10 minutes late from the time designated by the clinical instructor. The student will receive a failing grade for that clinical day and will be charged to make up the missed clinical experience.

Clinical absence

When a student is not present at the assigned/scheduled clinical facility on the preset date and time, or is 10 minutes or greater late to the clinical facility without prior notification to the clinical instructor.

All (excused and unexcused) clinical absences are required to be made up.

Excused Clinical Absence

A student may be excused from a clinical learning experience for the following two reasons:

- Acute illness (fever of 101°F or above, nausea and/or vomiting, diarrhea, or any other condition classified as contagious, such as conjunctivitis (pinkeye)).
- Attendance at the funeral of an immediate family member

In the case of acute, unexpected illness, the student MUST notify the clinical faculty member and clinical agency on the day of the absence. Documentation from a medical provider stating the date and time you were seen must be provided to the clinical placement coordinator (CPC) by fax or in person within 72 hours of the missed clinical. In the case of a funeral, the funeral program must be provided to the CPC within 72 hours of the missed clinical. Clinical learning time that is missed due to illness or funeral attendance is required to be made-up, but the student is not charged.

Unexcused Clinical Absence

An absence in which the student does not attend a scheduled or assigned clinical day or is 10 minutes or greater late to the clinical and the student does not provide the CPC with written documentation is considered unexcused. The student will be charged fifty ($50.00) per hour for each required hour of the clinical make-up time. For example, if a student misses a 12-hour clinical learning experience, the student will be charged $600.00 to have the clinical rescheduled and made-up.
Clinical Make-up

Make-up hours are scheduled and assigned by the CPC. Make-up hours are assigned when the earliest appropriate placement slot is available. This may mean that these hours extend into successive quarters of the program. The student will receive an **Incomplete** on their transcript until the required clinical hours are successfully completed.

*Please be advised that missing (excused or unexcused) clinicals could mean that graduation dates will be delayed until the required make-up clinical learning experience is successfully completed.*

Returning to Clinical After Illness or Injury

- A physician or mid-level provider’s medical clearance may be required before a student returns to the clinical area following illness or injury. Major illness, injury, surgery, communicable diseases, and pregnancy require a physician or mid-level provider’s documented medical clearance.
- In order to attend clinical, the student must be able to perform all competencies and performance standards for nursing students that are essential for safe nursing practice. In addition to the medical clearance, the provider must complete a Physical Form for The School of Nursing and attest with their signature that the student can perform ALL of the physical requirements of nursing WITHOUT limitation. ANY limitation will result in the student being placed on an LOA until the physical competencies can be performed. (See *Physical Form School of Nursing*)
- A pregnant student must present a physician or mid-level provider’s statement to continue in clinical experiences.
- Students with a fever of 101°F or above, nausea and/or vomiting, diarrhea, or any other condition classified as contagious, such as conjunctivitis (pinkeye), may not attend clinical. The absence policy will apply.
- Illnesses occurring at the College or clinical site may require transport by emergency medical services (EMS). Students are financially responsible for their own medical care, including emergency transportation from the College or clinical site.
- Students with casts, splints, or a condition that inhibits movement also need a physician or mid-level provider's clearance.
- Students not meeting the physical and/or emotional requirements of agencies may request a leave of absence.

Clinical experiences are an important component of the nursing program. Every effort is made to provide clinical experiences that enhance the integration of theory content to nursing practice and prepare students for the professional nursing role.

Students receive safety education during new student orientation and again in NRS 232L, Basic Principles of Patient-Centered Care on how to minimize environmental risks to themselves and others. Students are expected to follow these procedures throughout the nursing program.

- Any behaviors that place a student, patient/client, or others at risk for injury because of failure to follow safety regulations, or that jeopardize the present and continued use of a clinical facility may result in dismissal from the program.
• Students may not be enrolled in two courses with practicums at the same time except during quarter eleven. In some rare instances this may be required to ensure the concurrency of practicum learning with didactic learning experiences and will be determined by the Clinical Placement Coordinator, the Associate Dean, School of Nursing, and the Registrar in conjunction with the clinical agencies. Students will not be permitted to take more than one nursing core course with a practicum in order to attempt to progress through the nursing program faster than the established program length of 36 months.

**Pre-Clinical Assignments**

When reporting to a clinical site for pre-clinical assignments/preparation, you must arrive appropriately attired. Unless directed otherwise, *business casual* professional dress with a white lab coat, the School of Nursing patch on the left upper sleeve, and a visible Platt College photo identification name tag clearly displayed is required. Denim clothing is not acceptable attire. Clinical preparation includes, but is not limited to, having a plan of care for the patient/client, being able to discuss the disease process and pharmacologic treatments, and review of potential nursing care skills to be performed.

**Clinical Dress Code**

Professional appearance and attire is important in the nursing profession and is required of students in all laboratory and clinical activities. Clinical settings include all assigned clinical sites outside of Platt College as well as the Platt College Simulation lab. The School of Nursing at Platt College has adopted the following standards established by the Alliance for Clinical Education (ACE) for students and faculty. Individual clinical sites may have additional requirements to which students must adhere. The standards required for attendance at clinical and laboratory classes are as follows:

**Hair**

- Clean, well-groomed, and off the shoulders.
- Beards, mustaches, and sideburns are neat, trimmed, and well-groomed.
- Extreme hairstyles and unnatural/exotic colors are not acceptable.

**Nails**

- Artificial nails and overlays are not allowed in patient care areas or in lab.
- Nails must be kept short and clean. Only clear, un-chipped nail polish is permitted.

**Tattoos**

- Visible tattoos must be covered.

**Jewelry**

- One stud earring (non-dangling) per ear and one ring or wedding set are allowed.
• Jewelry should be professional in appearance. The amount of jewelry worn should not be excessive.
• Jewelry should not come in contact with patients/clients, the work area, or be such that it may cause a safety or infection control issue.

**Cosmetics**

• Heavy use of makeup, lotions, perfumes, colognes, and aftershaves is not appropriate.
• Heavy scent of tobacco, food, and other products may be offensive and is not acceptable.

**Clothing**

• Platt College photo identification must be worn and visible at all times when in the clinical area.
• Clean, pressed, cranberry scrubs are worn for clinical experiences; regular scrubs may be worn for skills labs if desired.
• Professionally attached school patch affixed at the top of the left sleeve of lab coats or scrubs.
• Note: Mental health, rehabilitation, and certain clinical sites in the community may have their own dress code (e.g., business casual with or without a lab coat).

**Footwear**

• Footwear must be one solid color. No patterns, striping or objects.
• Footwear must be of a nursing uniform type. Resources: there are many nursing uniform vendors, companies and shops. You can find them on-line and throughout the Denver Metro area. (Walmart also has a section with uniform shoes for various professions),
• Footwear must have a non-skid sole.
• Footwear must enclose the entire foot, and be made of a non-penetrable material (as to not be penetrated if a sharp object is dropped on the foot.)

*If a student has a requirement for a certain orthopedic type of footwear, an exception will be made. This exception will be approved by the clinical placement coordinator.

Any student arriving at the clinical area in violation of the dress code will be counseled for immediate correction. If unable to correct the problem on site, the student will be dismissed from the clinical agency and receive a failing grade for the day. A charge of $50.00/hour will be issued to schedule the clinical make-up experience.

**Professional Behaviors in the Clinical Area**

Students will maintain a professional demeanor at all times in the clinical area. We are guests in the clinical agency and must behave accordingly. Inappropriate displays of verbal and physical confrontation in these areas will not be tolerated. Differences of opinion and issues will be handled in an open, sharing fashion, but not in the presence of patients/clients, visitors, or the staff of the clinical agency. Students are expected to communicate professionally, positively, and respectfully with patients/clients, patient/client families, faculty, other students, agency staff, and community professionals. Students are reminded to adhere to the HIPAA guidelines at all times.
• Clinical instructors have the authority to dismiss any student from a clinical experience if found to be unprepared and/or unsafe. A failing grade for the day will be assigned and the student charged to schedule the clinical make-up.

• Unless directed otherwise, students are to arrive at the clinical unit with the knowledge needed to provide safe patient/client care. Being adequately prepared for the clinical day includes, but is not limited to having a plan of care for the patient/client, being able to discuss the patient/client's disease process, medical, nursing, and pharmacologic interventions, and having reviewed the potential nursing skills to be performed.

• Clinical rotations are graded as a pass/fail.

• Students may not leave the clinical agency for any reason during their clinical day. The student is responsible for their assigned patient/client. Absence from the clinical area is considered a patient/client safety issue. Students must be prepared with their own food and hydration for the clinical day.

• At no time is a student permitted to transport patient/client or their family members in personal vehicles.

**Smoking at Clinical Agency**

At clinical sites, each student is responsible for locating the designated smoking area and smoking only in this area. Any student found smoking outside the designated area may be suspended from the clinical rotation. Smoking should only occur on assigned breaks. In general, breaks are 15 minutes and lunch is 30 minutes. Students who smoke are considered tardy if he/she does not return in a timely fashion from breaks. Students are referred to the attendance policy on the Platt College web site for further information.

**Student Illness in the Clinical Area**

Students who become ill during a clinical experience must notify the clinical instructor at once. Do not leave the clinical area without the clinical instructor's permission. The professional nurse assigned to the student’s patients/clients should also be notified to assure continuity of care. The clinical instructor will evaluate the situation and take appropriate action. A student who is becomes ill will be asked to leave the clinical agency if it is determined that it is in the best interest of patient/client safety, or of your health. Clinical faculty determines if a student has participated sufficiently during the clinical day before declaring a clinical failure.

**Termination of Clinical Experience**

A student demonstrating a pattern of unsafe performance, lack of accountability, or inconsistency in performance in the clinical area, may be immediately terminated from the clinical area by the clinical faculty, even if there are days remaining in the clinical rotation.

The concerns are related to the following situations and include, but are not limited to: high patient/client acuity; the need for patient/client, or the safety of others; and concerns voiced by the clinical agency. If a clinical agency or facility requests that a student NOT return to their facility (to complete a clinical rotation the student is currently taking or for a future clinical) due to behavioral issues, substance abuse/drugs, etc., the nursing program has the right to terminate a clinical experience and/or assign a failing grade. These situations impact future completion of coursework and continuation in the nursing program.
A student will be sent home and receive a failing grade for the clinical day if the clinical instructor feels a student is unprepared to deliver safe nursing care to the assigned patient/clients. A charge will be made to make up the missed clinical experience.

**Subpoena or Legal Issues**

Receipt of a subpoena or other legal documents involving a clinical agency require that the students immediately notify the Associate Dean, School of Nursing.

**Subscription and Registration into Clinical Scheduling System**

The following instructions and screen shots are provided to help students register and sign into *My Clinical Exchange*.

**Registering for myClinicalExchange**

Navigate to [https://register.myclinicalexchange.com](https://register.myclinicalexchange.com) (we recommend that you follow this link or copy/paste it into your web browser. Internet Explorer 8x or 9x is preferred certified browser for our app). You will be navigated to a registration page like this one.

![myClinicalExchange registration form](image)

Fill out all the information possible on the left side including:

- **College or University**: Platt College
- **Program**: Nursing

Revised: 01/07/10 to reflect revised program outcomes, 06/18/10 to reflect policy 02:20:00 updated language, 12/07/10 to reflect theoretical framework revision, 06/29/11 to reflect Policy 02:15:00 Pass to Progress revision, 12/14/11 to reflect *My Platt College* LMS updates, 11/21/12 to reflect the addition of eCombination, 05/30/13 to reflect NLNAC name change to ACEN, 01/03/14 Science Laboratory Expectations included, Laboratory Expectations updated, Subscription and Registration into Clinical Scheduling System included. Registering for myClinicalExchange
(Cohort N/A)

Anything with a red asterisk is required. Please use your official e-mail address issued to you by Platt College and NOT a personal email such as gmail, aol, yahoo etc.

On the right side, select the top option if you only want access to the mCE platform. Choose the second option ONLY if your College is also using eStarPortfolio.

Please enter the Promo Code **COACE** to receive the discounted price of $36.50 ($35 + $1.50 service fee) and click “Apply”.

There are NO refunds and NO transfers if you purchase the wrong item, forget to enter the Promo Code or leave your University’s Program!!!

Read the Privacy and Terms and Web App Usage Terms of Service before checking the box on the bottom right. Click “Submit” and you will be navigated to the payment page.
Review the pricing on the left. Make sure your promo code has dropped the total price to $36.50.

If you already have a PayPal account, choose the option at the top, log in and pay via your PayPal account.

If you do not have a PayPal Account, fill in all the information in the lower box and click “Continue”. You are navigated to the payment page.

Fill in your credit card information. Click “Review and Continue” at the bottom of the page to review your final purchase.

After reviewing click the final submit button. A confirmation page will appear showing that you have paid and giving you a receipt number. Keep this for your records.

You are now registered for myClinicalExchange and can be scheduled into a rotation. Please allow up to 3 business days for your payment to be activated. At that time, read below for instructions on how to log into myClinicalExchange for the first time.
Logging into myClinicalExchange

Thank you for your recent registration with myClinicalExchange. You will get this email message. You are then ready to login to myClinicalExchange:

Navigate to https://myclinicalexchange.com (we recommend that you follow this link or copy/paste it into your web browser. Internet Explorer 8x or 9x is preferred certified browser for our app). Enter your plattcolorado.edu email address into the box after “login ID” Click on the “Forgot Password?” link in the upper right corner and the mCE system will prompt you for your Username (login ID) plattcolorado.edu email address. All Usernames were created using the e-mail address you used to register for mCE in the previous step (which should have been your school-issued e-mail address). Your password will also be e-mailed to this address so please DO NOT use your gmail, yahoo or other personal e-mail address. The system will not recognize a personal e-mail address and you will not receive an e-mail with your password.

Please check your inbox for an e-mail from donot-reply@myclinicalexchange.com assigning you a password. If you do not see an e-mail from this address, please check your junk folder. You will want to designate donot-reply@myclinicalexchange.com as a “Safe Sender” so that further e-mails from myClinicalExchange come directly to your inbox. If you still do not see the e-mail, contact your school’s IT department as their firewalls may have prevented the delivery of the e-mail. Let them know that all future e-mails from myclinicalexchange.com domain should be marked as a “Safe Sender” so that you do not have further issues.

Once you log in please do the following:

1.) Click your name in the upper right corner to reset your password with a password of your choice.
2.) Your Home Screen will display any rotations that have been approved by the “network” of Hospitals and by your Academic Institution. You will also be able to see the rotation details and all related documents. Click on the hyperlinked “Rotational Documents”. This will navigate you to a new page where you can view documents pushed to you from the Hospital, give electronic consent to items and upload and required documents.
3.) Watch the training videos by clicking on the link in the upper right corner. These brief videos will show you how to quickly and easily navigate the mCE site.

If your screen is blank, that means you have not yet been scheduled for a rotation in the mCE system. Please contact your Clinical Coordinator at your school to resolve this issue.

If you have registered for mCE plus the Portfolio (clinical journal), please be aware that the system will be activated after configuration and initial set up with your Academic Institution.

If you have any questions, please contact the Clinical Coordinator at your Academic Institution. We wish you a successful year and trust you will find mCE a simple and helpful tool in your academic career.
Pass to Progress

I. Nursing Didactic, Laboratory, and Practicum Courses

Learning experiences in the didactic, laboratory, and practicum components in nursing courses are integrally linked. A student must pass all components to progress. A failure in one or more of the didactic, laboratory, and practicum components will result in a grade change to reflect a failure in didactic, laboratory, and practicum. The student will be required to repeat all components of the course at his/her own expense.

II. Standardized Assessments

Standardized assessments will be administered after completion of major nursing courses. The standardized assessment system used by The School of Nursing at Platt College is the Assessment Technology Institute, LLC (ATI). This comprehensive assessment and review program provides a way for students to prepare for the NCLEX-RN throughout their entire nursing education.

- Fundamentals – after NSG 231, NSG 232, NSG 250 & NSG 282
- Pharmacology – after NSG 290
- Adult Medical-Surgical – after NSG 385 & 386
- Pediatric Nursing – after NSG 387
- Mental Health Nursing – after NSG 388
- Obstetric Nursing – after NSG 312
- Community Health Nursing – after NSG 382
- Leadership in Nursing – after NSG 451
- Nursing Critical Thinking – after NSG 348*
- NCLEX-RN Predictor – after NSG 452

*The ATI for NSG 348: Critical Thinking and the Nursing Process will not impact a student’s ability to progress to other courses or graduate. For more information, please refer to Pass to Progress Policy Number 02:15:00

A. Purpose of Assessment

The purpose of the assessments is to validate student knowledge of the course content and to ensure that the student has mastered the content area at a proficiency level that will enable him/her to be successful in that content area on the NCLEX-RN licensure exam. This type of testing also assists in faculty evaluation of course effectiveness and provides a benchmarking tool to compare our program effectiveness with other BSN programs across the nation.

Students will receive their ATI study materials at the beginning of each major nursing course. Students are expected to utilize all of the ATI resources provided along with their course materials to prepare for the standardized assessments which will be given during the eleventh week of the quarter.
B. Percentile Scores and Proficiency Levels

Each of the assessment areas listed above has different percentile scores based on ATI’s national norming studies. The percentile scores are divided into Proficiency Levels as follows: Below Proficiency Level One, Proficiency Level One, Proficiency Level Two, and Proficiency Level Three.

The School of Nursing considers adequate content knowledge on the standardized exam (ATI assessment) to have been demonstrated when the student achieves Proficiency Level Two. If the student does not reach Proficiency Level Two on the first assessment attempt, the student will receive a letter at the time of testing that states that he/she will be required to take another assessment in that content area. The student is not guaranteed to have a repeat of the first exam as various forms of each assessment are available. A minimum of 72 hours between assessment attempts is required in order to secure new student assessment identifications therefore ATI assessment second attempts will be given during the 12th week of the quarter on days and times when proctors are available.

The student should use the time between the first assessment and the second assessment to complete the ATI Focused Review, an individualized plan of study based on his/her test results, to prepare for the second assessment. If the student is unable to meet Proficiency Level Two on the second assessment attempt, the student will receive a grade of “F” for the course in which the assessment was given regardless of the letter grade they previously earned in the nursing course. The student will not be allowed to progress in his/her nursing courses and will then be given the opportunity to repeat the course, including all laboratories and clinical, at his/her own expense in order to achieve a passing course grade and Proficiency Level 2 on the ATI assessment at the end of the quarter. Course repeats may change the student’s graduation date. Students having received a failing grade in one or more components of the course (didactic, laboratory, or clinical) who reach Proficiency Level II on the ATI exam, will still need to repeat the course and retake the ATI assessment again to reach Proficiency Level II after the second attempt of the course.

If a student has to retake a course due to failing the ATI assessment, he/she will not have to purchase a new package of PDF books. Students have to pay for the ATI assessment and any retakes if necessary, at the end of the quarter. The assessment price ranges from $18.00-$33.00, depending on what retake assessment is needed. However, Platt College cannot guarantee the price of the assessment when taken. Students are responsible for paying for the ATI assessment and a retake if needed. Payment may be made with a credit card on the ATI website once the student logs in on the day of the assessment. Please see the BSN Coordinator for additional information.

III. Nursing Program Progression (2 by 2)

Failure of any one course and then failure one more time for a total of two (2) attempts in any one (1) course OR failure of any three (3) different courses at any point in the program will result in permanent termination from the College.

This policy applies to foundational liberal arts, foundational sciences, and nursing curriculum courses. All students must pass courses according to their applicable grading scales within Policy 02:06:00 Uniform Grading.

A student may only enroll in any one course a maximum of three times regardless of the reason for enrollment/re-enrollment (failure, withdraw (WP, WF, WA), and LOA).
For nursing curriculum courses, those courses that are integrally linked learning experiences in the didactic, laboratory, practicum, and standardized assessment components will count as one course failure. For example, if a student fails NSG 312L but passes NSG 312, NSG 312P and the standardized test ATI, per policy a failure in one or more of the didactic, laboratory, practicum, and course associated standardized assessment examination components will result in a grade change to reflect a failure in didactic, laboratory, and practicum. Despite these grade changes and the fact that the student will be required to repeat all components of the course at his/her own expense, the courses still only counts as one failure.

If terminated as a result of this policy, a student may not apply for re-admission. For more information, see Policy 02:15:00 Pass to Progress.

**Workplace Injury and Unusual Occurrence**

I. Definition of Workplace Injury

Workplace injury may be defined as an injury that occurs at work or at an off campus site where an employee is being paid for his/her work or students are involved in an academic class.

II. Procedure

In the event a student or faculty member should experience an injury, regardless of the severity, in the clinical, classroom, or laboratory environment, the faculty member in charge must notify the following administrators immediately after the injury occurs:

For nursing faculty and students-the Dean of Nursing

For general education-the Faculty Coordinator of Foundational Liberal Arts

The appropriate administrator will work with the student and/or faculty member to inform the workman’s compensation provider contracted with Platt College.

If the injury occurred in an institutional setting, the faculty and/or student will also be asked to complete any and all documentation required by that institution, such as an incident report, immediately after the incident occurs. An initial report of an injury sustained during clinical, classroom, or laboratory must be reported within 24 hours of the injury occurrence to the workman’s compensation provider in order to avoid fines and ensure proper management of the medical care and follow-up required.

An Incident Report must be fully completed by the employee or student with the appropriate administrator or designate on the same day of the injury, unless the employee or student is medically unable to do so, otherwise they will not qualify for the benefit.
If an employee or student is offsite, during scheduled hours for the college, when the work-related injury occurs he/she must contact the appropriate administrator on the same day of the injury, unless the employee is medically unable to do so.

The administrator should then ensure that an Incident Report is completed with the employee or student. If an Incident Report is completed by the host institution and all the necessary information is listed, the administrator should ensure that a copy is received for the employee or student’s records.

**III. Definition of an Unusual Occurrence for the School of Nursing**

Students and faculty members are expected to be knowledgeable of each health care institution’s policy regarding the reporting of errors or unexpected events that may occur in the healthcare environment. Students and faculty must work together to complete any and all required documentation required by the institution immediately.

**IV. Procedure**

Basic rules for documenting patient injuries, patient complaints, medical device malfunctions, medication errors, and injuries to college employees, students or hospital visitors, include the names of any persons involved and witnesses, facts about what happened, the consequences to the person involved and additional relevant facts, such as your immediate actions.

- Do not include opinions, conclusions, assumptions, thoughts on who caused the incident, or suggestions for preventing similar incidents in the future.

- The faculty member must also complete a Student Advising Record (SAR) for these types of events focusing on the student’s actions, responses, and a specific corrective learning plan to be kept in the student’s educational file.

Depending on the severity of the error or unexpected event, the faculty member will notify the program Dean. The Dean will work with the faculty and student to trend the student’s involvement in errors and unexpected events in the clinical environment and the type(s) of corrective action that needs to be taken to ensure clinical safety and competency.

Significant errors or error trends may result in student dismissal from the nursing program, suspension, clinical failures, and/or course repeats. The Dean will also work with the faculty member and student to report significant errors to the college’s insurance policy carrier.