Original Nightingale Pledge

“I solemnly pledge myself before God and in the presence of this assembly:

to pass my life in purity and to practice my Profession faithfully;
I will abstain from whatever is deleterious and mischievous and will not take or knowingly administer any harmful drug;
I will do all in my power to maintain and elevate The standard of my profession and will hold in confidence all personal matters committed to my keeping and all family affairs coming to my knowledge in the practice of my calling’ with loyalty will I endeavor to aid the physician in his work and devote myself to the welfare of those committed to my care.”

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In an effort to keep up with the rapidly changing healthcare delivery system, the Nursing Department posts the nursing student handbook on the web site. The student is responsible to partner with the Nursing Department in staying abreast of changes. The Nursing Department will notify the students of changes that are made to the handbook.

HELENA COLLEGE-UNIVERSITY OF MONTANA

Mission Statement
Helena College University of Montana, a comprehensive two-year college, provides access to and support of lifelong educational opportunities to our diverse community.

Vision Statement
Helena College will be recognized as a responsive regional provider of comprehensive educational opportunities, as a partner in economic and community development, and as a diverse and accessible community of learners. Helena College will promote excellence in education, maintain fiscal and operational integrity; and cultivate an environment of fellowship, inclusiveness, and respect.

Core Themes
Through an inclusive campus and community-wide discussion of Helena College’s purpose and goals, three core themes have been identified as key aspects defining the College’s mission:

- *Provide access and support*; high quality educational activities and programs important to achieving student success.
- *Demonstrate academic excellence*; a high degree of integrity, quality and reliability in all academic and non-academic programming.
- *Strengthen the community*; meeting regional workforce needs, strengthening employee knowledge and skills, providing a bridge to additional educational attainment through advanced degrees, and serving as a facilitator for cultural enrichment.

Strategic Goals
On May 9, 2011 a strategic planning day was held at Helena College. From this campus-wide event including all faculty, staff and administrators, six themes emerged that were further developed by the College Council into the following primary strategic goals identified in this plan:

- Partner for student success
- Integrate assessment and planning
- Attain excellence
- Support the community
- Advance the institution
- Develop resources
The mission of the Helena College-University of Montana Department of Nursing is to provide quality nursing education that prepares competent, safe generalists and to model and encourage life-long learners who are prepared for successful employment and leadership in the community.

The HC Nursing Department mission is based on the following core values:

**Nursing Practice**

1. Nursing is the art and science of human caring with the application of knowledge and skills derived from the behavioral, social sciences, humanities and information technology.

2. Nursing involves the processes of planning, organizing and directing treatment of human responses to actual or potential alterations in health patterns of individuals or groups, providing preventive, restorative and supportive care; along with health teaching.

3. Therapeutic communication is purposeful and promotes the health and well-being of the client across the lifespan.

4. The practice of nursing requires critical thinking and problem solving through the nursing process, the process that provides continuity of care.

5. The nurse bears responsibility and accountability for nursing practice.

**Nursing Education**

1. The goal of associate degree nursing education is to prepare nurses who will competently and safely practice the agreed upon roles of the associate degree graduate (provider of care, manager of care, member of the discipline).

2. Nursing education involves a series of supervised experiences in an environment of mutual value and respect which facilitates holistic healthcare through the acquisition and application of specific knowledge, skills and attitudes.

3. The accountable learner, an active participant in the learning process, develops problem solving, critical thinking, inquiry and reasoning skills.

4. Nursing education, a life-long process, supports a caring partnership between faculty and students, fosters the development of self-awareness, self-actualization and empowerment.

5. The educational process is based on benchmarking and evidence-based research, core competencies and standards as established by the Montana State Board of Nursing and The National League for Nursing Educational Competencies of ADN’s.
CONCEPTUAL FRAMEWORK

The National League for Nursing has organized competencies to define the roles of provider of care, manager of care, and member within the discipline of nursing which are the concepts of the framework for Associate Degree Nursing education. The nurse is defined as one who provides care, manages the care, and is a member of the discipline of nursing, a recognized specialized body of knowledge. The nursing faculty has identified the core components that are essential for the entry program registered nurse as professional behavior, communication, assessment, clinical decision making, caring interventions, teaching and learning, collaboration and managing care. These components are the describers of the registered nurse roles as provider of care, manager of care and member of the nursing discipline and serve as the framework of the educational outcomes. (NLN, 2007)

See map of Conceptual Framework in appendix.

EDUCATIONAL OUTCOMES FOR ASRN

Upon completion of the HC Associate Degree Nursing Program, the graduate will be able to demonstrate the three roles of ADN Nursing as:

Provider of Care:
I. Utilizing therapeutic communication skills to communicate relevant, accurate, complete information verbally and nonverbally when interacting with or advocating for clients, significant others to achieve positive client outcomes and maintain confidential boundaries.
II. Assessing individual client developmental, emotional, cultural, religious, and spiritual influences on health status by performing a physical, cognitive, psychosocial, and functional assessment. Assessment includes client’s learning needs, response to actual or potential health problems, and other environmental factors that may impact the client’s health status.
III. Demonstrating caring behavior towards the client by providing accurate and safe nursing care in diverse settings that are in an environment that is safe physically and psychosocially to promote optimum comfort and functioning in consideration of client’s values, customs, and culture.
IV. Developing, teaching, evaluating, and modifying a plan of education for the client and/or significant others or for assistive personnel.

Manager of Care:
V. Making clinical judgments and management decisions to ensure accurate and safe care by analyzing, assessing and reassessing data to plan care, evaluating and modifying client care using evidence-based information and research.
VI. Collaborating with the client, significant support person(s), and other members of the healthcare team to evaluate progress toward achievement of outcomes.
VII. Planning, organizing, directing, and controlling client care in collaboration with members of the healthcare team toward achievement of outcomes.

Member of the Discipline of Nursing:
VIII. Practicing within the ethical, legal, and regulatory frameworks of nursing and standards of professional nursing practice, demonstrating accountability for care of clients, for assessment of self-learning needs, demonstrating a positive role model with appropriate professional boundaries, and advocating for the needs of the clients.

EXPECTED PROGRAM OUTCOMES FOR THE ASRN GRADUATE
1. Graduates will meet or exceed the national average for first time takers for the NCLEX-RN (National Council Licensure Examination for Registered Nurses).
2. Eighty percent (80%) of students admitted to the program will complete the program within one (1) academic year (two semesters).
3. Ninety (90%) of graduates actively seeking employment will be employed as an RN within one year of graduation.
4. Ninety (90%) of the surveys returned by graduates will indicate that they are satisfied with their education.
5. Ninety (90%) of the surveys returned by employers will indicate satisfaction with the graduate’s performance.

APPLICATION AND PROGRAM ENTRY
The Associate degree leading to Registered Nursing program prepares graduates to provide direct care to clients, individuals, or groups, in a variety of structured settings with clear policies and procedures. Due to limited clinical sites for client care and State Board of Nursing regulations regarding student to faculty ratio, faculty and Academic Standards Committee for Nursing will determine acceptance into the program and classes.

Pre-requisite coursework must have been taken within the last fifteen years prior to admission to the Nursing Program in order to fulfill program requirements. This includes all general education requirements. General education courses may be repeated to achieve a “C” grade or above prior to the student’s admission to the nursing courses.

Transfer Students
Core Curriculum Transfer Students desiring to transfer into the nursing program must meet application requirements and progress through the application process.
Non-Core Curriculum Transfer Students will be required to have their transcripts evaluated by the admissions department. The Academic Standards Committee (ASC) for Nursing reviews any questionable transfers. Transferability and acceptance of non-core curriculum nursing credits into HC Nursing Program is not guaranteed.

NURSING PROGRAM REQUIREMENTS

CPR Requirement
The student must have obtained a current CPR certification for the healthcare provider prior to the start of the clinical experience. It is the student’s responsibility to register, prepare for and pass the CPR course. Current CPR must be maintained and a copy of the card is kept in the student’s file.

Health History, Immunizations and Basic Health Screening

- A current (within the last 3 months) physical examination by the student’s health care provider is required prior to entrance into the clinical setting. The physical form is located in the application folder.

- A current immunization record, including diphtheria, tetanus, Hepatitis B vaccine, documentation of exposure or inoculation for chicken pox (Varicella), and testing for freedom from active tuberculosis must be documented prior to the entrance into the clinical setting.

The student will be taught the principles and methods for Standard Precautions to prevent exposure to blood borne pathogens. Health care workers are especially at risk for developing certain diseases due to exposure to needle-sticks and splashed blood/body fluids. Hepatitis B, which infects thousands of health care workers, is preventable by immunization. Hepatitis B and HIV + status can be prevented through the consistent use of Standard Precautions. (See Appendix A for Statement of Informed Consent for Prevention of Communicable Diseases Form, Latex Risk Assessment Form and Latex waiver form)

Criminal Background Checks
Clinical agencies utilized by the Nursing Department require criminal background checks prior to acceptance of the student into clinical facilities. Students who do not pass the criminal background check will be unable to attend clinical courses and therefore unable to complete their program of study. Any fees or cost associated with background checks are the responsibility of the student. Applicants who have been convicted of a felony will not be admitted to the program. Acceptance to and graduation from the Nursing Program does not assure eligibility to sit for the nursing licensing examination. The Montana Board of Nursing makes all final decisions on issuances of licenses.

PROGRESSION STATEMENTS
The Academic Standards for Nursing Committee will make recommendations for progression within the program. Continuation in the program is based upon successful scholastic achievement, satisfactory clinical/laboratory competence, and personal qualifications for the practice of nursing as cited in the Montana Code Annotated and Rules derived thereof as indicated in the current Montana Nurse Practice
Act (MCA section 37-1-316). The following academic requirements must be met for progression in the nursing programs.

1. The HC Registered Nursing Program requires a passing grade of “C” or higher in all courses to meet progression standards.

2. The HC Nursing Department grading scale is as follows:

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<th>Percentage Range</th>
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<tr>
<td>A</td>
<td>100-93</td>
</tr>
<tr>
<td>B+</td>
<td>92-90</td>
</tr>
<tr>
<td>B</td>
<td>89-87</td>
</tr>
<tr>
<td>B-</td>
<td>86-85</td>
</tr>
<tr>
<td>C+</td>
<td>84-81</td>
</tr>
<tr>
<td>C</td>
<td>80-78</td>
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Grades for all course assignments will be recorded as earned with no mathematical rounding.

3. A cumulative average below 78 percent on exams will result in failure of that course. A minimum grade of “C” (78%) is required in all nursing courses, including prerequisite courses, to continue. (Please refer to specific course syllabi for further guidelines)

4. All components of the nursing course must be completed in a satisfactory manner to pass the course.

5. The first semester course content must be completed entirely prior to a student applying for and starting course work in the second semester.

6. Students who have withdrawn, dropped or failed (less than 78 percent) any courses required for the nursing curriculum must seek readmission to the program. (See Readmission Procedure p.14)

7. Students may repeat a nursing course in which they earn a “W” or a grade of less than a “C” only once. A total of only one nursing course may be repeated before dismissal from the program.

8. Any student receiving an “I” (incomplete) in any required nursing course must fulfill the requirements of that course before advancing to any other required nursing course or graduating. Refer to the college student handbook.

9. If an enrolled student is convicted of a felony the student will not be able to progress in the nursing program.

10. The ATI comprehensive assessment and review program is required.

**ATI (Assessment Technologies Institute) Guidelines**
- Standardized testing occurs throughout the program.
- All students are required to take the scheduled ATI tests.
- Students are required to pay all fees associated with the ATI process by the beginning of each semester.
• ATI Content Mastery exams are course requirement. Failure to take the examinations for a specific course will result in failure in the course and dismissal from the program.
• Graduating students are required to take a Comprehensive Predictor ATI exam. Remediation is required if a student does not meet the recommended benchmark and may result in a delay of NCLEX testing.

11. Students achieving lower than a “C” grade in any nursing course while admitted to the nursing program will be unable to progress in the program. Failure to achieve a minimum of 78% in the theory or clinical area or failure to achieve a satisfactory assessment will result in the student failing the nursing course. If a student fails a class with a didactic and clinical component, both must be repeated unless faculty recommends otherwise.

**PROGRAM COMPLETION REQUIREMENTS**
Students must complete the nursing program within the allotted time from the date of their initial admission to the nursing major. Students who do not complete the program within this timeframe must apply for readmission, meet current criteria for admission, and have their previous credits evaluated. All college core requirements must be met before the student may enroll in the nursing courses.

**GOVERNANCE**
Academic Standards Committee for Nursing
The Academic Standards Committee for Nursing is comprised of nursing faculty/staff and staff from the registration and admissions offices and the General Education department. The Academic Standards Committee reviews admission applications into the nursing program and updates the application and application process. Policies regarding the nursing program and student grievances/complaints are reviewed by this committee.

Student/Faculty Forum
The student-faculty forum provides a committee for the faculty and students to dialog regarding concerns, suggestions and questions in relation to the nursing programs, the curriculum and other relevant issues. Meetings are scheduled at least once a month during the school year. This provides a means by which the students participate in program assessment. The minutes of these meetings will be used to provide valuable data for program assessment, input and development.

The committee is composed of nursing faculty, director and assistant and two elected students from each nursing co-hort.

**Responsibility of Faculty**
1. Increasing student awareness regarding program direction and faculty concerns
2. Providing information and guidance regarding student concerns and participating in follow-up activities as indicated
3. Fostering student/faculty interaction during joint meetings
4. Notifying student representatives of changes to nursing program(s), policy or handbook

**Responsibility of Student Representatives**
1. Increasing class awareness regarding committee activities
2. Soliciting information from peers for committee agendas
3. Assisting in problem solving to address agenda items
4. Implementing committee/faculty suggestions and reporting outcomes to peers
5. Contributing to program policy and curriculum development

In addition to the above responsibilities, activities of this committee include participating in the curricular assessment and modification process as well as the textbook assessment and selection process.

Student Senate
Two students from each program at HC are elected as senators to represent their program and the registered students of the college. The student body elects a president, vice-president and business manager to the Executive Branch and to oversee the senate. Meetings take place weekly or bi-weekly during the academic year. Student activity fees finance the running of the senate. A faculty or staff advisor has a voice but not a vote within the senate and provides guidance and support.

Community Advisory Committee
The Community Advisory Committee is made up of community members that provide expertise in the areas of nursing discipline and nursing education. The community advisory committee plays a critical role in program assessment and program development. The structure of the committee and its members is designed to identify and accurately reflect needs, trends and issues rising in the nursing community.

ACADEMIC POLICIES AND STRUCTURE

Academic and Student Conduct
Academic and student conduct issues are addressed in the current HC catalog and student handbook. Topics discussed include but are not limited to:

- Orientation
- Placement Testing
- Student Conduct
- Student Due Process
- Confidentiality
- Drug and Alcohol Abuse
- Fees/financial aid policies and procedures

Academic Dishonesty
In any case of alleged and admitted academic dishonesty, including cheating and plagiarism, the instructor involved will refer to the policies outlined in the student handbook.

Nursing Course Syllabi
Nursing course syllabi will be distributed to students on the first day of class and are available on-line. Each student is responsible for the material contained within the syllabus.

Formatting of Research Assignments
Some written work will conform to the American Psychological Association (APA) Publication Manual format, as APA is the format most widely accepted within nursing academia. This includes electronic references. Refer to course syllabi for specific grading requirements. The APA Publication Manual is in the library.
Nursing Course Grades
Each course syllabus will contain specific requirements for grading, assignments, and other methods of evaluating classroom, laboratory and clinical components. The syllabus will include goals and outcomes for each course.

Faculty retains the final decision making authority regarding grades earned in each course. Grades for all course assignments will be recorded as earned with no mathematical rounding. This policy allows the faculty of the Department of Nursing to remove uncertainty and ensure integrity in the grading process for all students. Numerical averages will not be rounded (for example 77.9 is a 77 %). Refer to the College Student Handbook Policies for appealing a grade.

Challenging a Course
Students may not challenge nursing courses.

Remediation Policy
All students who score below 78% on a course exam or below the ATI course benchmark are expected to:

1. seek and meet with course instructor
2. collaborate with faculty to complete a counseling form and develop a plan for successful learning activity to master the necessary course content
3. The instructor will flag the issue on Starfish as deemed necessary that will remain in the students file.

Repeating Nursing Courses
A student who fails a nursing course should meet with the appropriate instructor(s) and the Program Director to develop an educational plan for success to enhance future chances of success. Copies of the written plan for success will be placed in the student’s file. Failure of nursing courses prohibits progression. A student who fails a nursing course is responsible to reapply for continuing on with the program. A letter of intent to reapply must be submitted by the application deadline. Failure of any two nursing courses results in dismissal from the program.

Withdrawal/Incomplete
Withdrawal from a nursing course to protect academic integrity has the same impact as an F. Refer to the college catalog policy/procedure.

Readmission Procedure
Students wishing to re-enroll after withdrawal from the Nursing program must meet HC re-enrollment policies and re-apply to the Nursing program.

A returning student must:

1. Re-apply for admission to the nursing program to ensure program placement. If there is an opening due to withdrawal, a student may write a letter to the Nursing department asking for readmission to that semester.
2. Adhere to the most recent catalog requirements.
3. Plan with a nursing advisor to develop a degree plan which meets all curricular and program requirements.
4. Submit a new physical examination form and current CPR certification and current tuberculosis skin test.
5. Validate competency in clinical skills.

If the absence was due to a major health problem, a physician’s clearance must be submitted in order to return to classes and clinical.

**Attendance**

Attendance at each scheduled class, lab or clinical is expected, since the learning process involves group interaction.

Students are expected to adhere to the course policies related to attendance and are responsible for all activities associated with each class. Students are responsible for specific course syllabi content regarding attendance. An unexcused absence (no-call-no-show) from the clinical setting may result in dismissal from the program. It is the student’s responsibility to inform the instructor and/or the clinical facility of an absence prior to the start of the clinical experience. Time missed during the clinical experience will be made up at the discretion of clinical course faculty. Clinical absences will need to be made up prior to completion of the particular course; make up time will depend on the instructor availability and clinical facility availability. The student may be held responsible to pay for instructor availability outside of the regular schedule at the standard rate per hour. Arrangements for make-up clinicals are to be made with and paid to the Continuing Education Department of the college. Missing more than one clinical may result in student failure of the course.

**Advising**

Each student is assigned a faculty member to guide and facilitate learning needs. The student is responsible to facilitate meeting that faculty member. The advisor’s role is to facilitate the student’s learning and to assist in the identification of resources.

Each student is ultimately responsible and accountable for his or her progression through the nursing program and for meeting all academic requirements for graduation. The faculty’s professional responsibility is to offer the student verbal and written feedback to guide student learning and progression.

**Clinical Information**

**Clinical Attendance**

The clinical experience assignments in each course have been designed by the faculty to meet course outcomes. Therefore, students are expected to attend every scheduled clinical. Students should notify the clinical instructor or preceptor prior to the beginning of the clinical session from which they will be absent.
Clinical Requirements
Students who have not provided proof of current CPR and immunizations will not be allowed into the clinical area and will earn a clinical failure.

Equipment
It is the responsibility of the student to bring a watch with second hand, a stethoscope, a pen and bandage scissors to clinical sites.

Clinical Components of Nursing Course Grades
Critical professional behaviors across all courses in the nursing programs are essential to satisfactory achievement of nursing courses. Where there is failure on the part of the student to meet reasonable standards of performance or behavior, or when in the judgment of the faculty member, the amount of supervision necessary to ensure client safety is unreasonable, the faculty member has the authority to deny the student access to clients and to remove the student from the clinical setting.

The criteria which will be considered in denying the student access to clients are:

1. Actions and/or events that demonstrate emotional instability
2. Threatened bodily harm to clients, staff, faculty or peers
3. Harassment of clients, staff, faculty or peers
4. Under the influence of alcohol or drugs
5. Indifference or insensitivity to client safety, comfort or right to privacy
6. Lack of professional judgment
7. Disregard for professional ethics
8. Unsatisfactory or incomplete preparatory work
9. Any health condition which makes it impossible for students to carry out their work without jeopardizing client or student safety and comfort
10. Any other condition or circumstance which constitutes an unreasonable risk to the safety and well-being of the client and/or the student
11. Arrest and conviction of a crime as per Montana State Board of Nursing
12. Failure to abide by HC Nursing dress code and appearance policies

Clinical Failure
The student will receive written documentation of the reasons for the clinical failure. This will be reflected on the Clinical Assessment Tool that is provided to the student by the clinical instructor.

Laboratory Information
Students will not be allowed to perform a skill in the clinical area until they have received instruction and/or demonstrated competence in that skill in the laboratory setting. All skills required for a nursing course must be successfully demonstrated in order to earn a passing grade for the course.

Laboratory Failure
A laboratory failure is earned when a student does not successfully demonstrate the critical elements of a skill in two attempts. Some scheduled laboratory sessions may include more than one skill, however each skill is considered on an individual basis. The student will receive written documentation of the
reasons for a laboratory failure. This will be reflected on the Laboratory Assessment tool that is provided to the student by the clinical instructor.

**OPEN LAB SESSIONS**

Open lab sessions will be available on a weekly basis for student use. Open lab sessions are provided to give students an opportunity to practice and master skills that are required for successful completion of nursing courses.

If a student demonstrates difficulty with a specific skill in the clinical area, a didactic or clinical instructor may require that a student attend an open lab session for remediation.

**NURSING PROGRAM POLICIES**

**Children in the Classroom**
The HC Nursing Department prohibits the presence of children in class, lab, or clinical settings due to infection control and safety liability issues.

**Cell Phones and other electronic devices**
Cell phones and other electronic devices must be in the silent mode during class, or lab activities, and turned off during tests/exams. Cell phones are not allowed in clinical settings. *Refer to course syllabi and college student handbook for acceptable use of electronic resources policy.*

**Laptop**
Nursing students are required to have a laptop during the course of their program. Recommendations for hardware requirements can be obtained from the nursing office. Students are responsible for bringing their laptop to class and power cord if needed. Laptops will be used for ATI testing.

**Calculators**
The use of calculators during tests is permitted upon direction by the instructor of the course. However, the calculator must be a simple four function calculator (not a cell phone calculator). Palm Pilots, PDAs, Blackberries, or Scientific Calculators on which data can be stored are not permitted during testing.

**Pregnancy**
Students who are pregnant or suspect that they may be pregnant should inform the program director, their didactic instructors and their clinical instructors so that appropriate adjustments and precautions can be made regarding the student’s assignment of clients. A release form by the student’s OB Medical Provider is required.

**Student Complaints**
It is expected that students will first discuss any and all concerns and complaints regarding academic issues with the course instructor. Open communication and the use of appropriate channels to resolve complaints are key to student’s academic and professional success. If, after discussing a concern or complaint with the instructor the student feels that the issue is unresolved, the student may bring the issue to the Program Director (only after there has been validation that the student has met and discussed the issue with the course instructor). Rules of professional conduct, attitude, and behavior apply (See
Montana Code Annotated (MCA) and Rules derived thereof in the Montana State Board of Nursing. The appropriate channels for students to follow in resolving complaints are as follows:

- Student
- Course/Clinical Instructor
- Nursing Program Director
- Academic Standards for Nursing Committee
- Associate Dean of Students and Assistant Dean
- HC Dean/CEO

*Refer to student complaint process in the college student handbook for timelines and additional information. Also, grade appeals follow the college student handbook policy.

Health and Safety Policies for the Student
Safety is our first priority in the educational and nursing practice setting. Compliance with safety standards is expected of students in all educational settings. If a student breaches safety standards, a student will be removed from the learning setting and a failing grade may result.

The student will be taught the principles and methods for Standard Precautions to prevent exposure to blood borne pathogens. Health care workers are especially at risk for developing certain diseases due to exposure to needle-sticks and splashed blood/body fluids. Hepatitis B, which infects thousands of health care workers, is preventable by immunization. Hepatitis B and HIV + status can be prevented through the consistent use of Standard Precautions. There is no known method to prevent the development of infectious diseases. Therefore, it is mandatory that efforts be taken to prevent exposure to these diseases. Standard Precautions must be followed by students and faculty in the clinical settings. Students must show immunization against Hepatitis B or must sign a waiver accepting responsibility for potential consequences of not being immunized.

学生们必须立即向他们的导师报告任何接触。

Professionalism
Student Responsibilities Relating to Professional Conduct
Nursing in the State of Montana is regulated by the Montana State Board of Nursing in accord with the Montana Code Annotated (MCA) and Rules derived thereof. It is reasonable that student nurses develop behaviors based on those deemed appropriate to the nursing profession and be disciplined based upon the grounds for unprofessional conduct as indicated in the current Montana Nurse practice Act (MCA section 37-1-316). A copy of the current Statutes and Rules-Relating to Nursing is on reserve in the library.

- The student is expected to treat all relationships with faculty, staff members, classmates, patients, and their families with professional behavior.

- Support and promote the activities of fellow students and of health care professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem solving, and patient care.
• Be honest, compassionate, ethical, and responsible. The student must be forthright about errors or uncertainty. The students must be able to critically evaluate her or his own performance, accept and act on constructive feedback, and look for ways to improve (i.e.) participate in enriched educational activities.

• Exercise independent judgment and accept responsibility for one’s own work.

• Show respect for individuals of different age, ethnic background, religion, and/or sexual orientation.

• In addition, the student must follow all established policies and procedures of the program and clinical affiliate sites.

• Professional conduct is nursing behavior including acts, knowledge, and practices which through professional experience, has become established by practicing nurses as conduct which is reasonably necessary for the protection of public interests and placing patient welfare first.

• Nursing behavior (acts, knowledge, and practices) which fails to conform to the accepted standards of the nursing profession and which could jeopardize the health and welfare of the people shall constitute unprofessional conduct, i.e. attire/dress, comments, and/or behavior.

• Unprofessional conduct may include being chronically tardy or absent (tardiness and absenteeism may negatively affect the student’s grade; refer to course instructor’s syllabi.), failing to make appropriate arrangements if unable to be at class, lab, or clinical experiences, or displaying hostility (argumentative, disruptive, abusive, emotional outbursts, inability to problem-solve, anger mismanagement).

• Professional conduct will be evaluated in each course, clinical/lab experience via the specific course assessment tool.

• Students are expected to be prepared for all class/lab/clinical assignments.

• Up to 15 points may be deducted from a students’ grade in any nursing course due to professional behavior. Please refer to the Professional Behavior Rubric for more information.

*Refer to college student handbook for more information on professionalism.

Confidentiality

• Student behavior is guided by Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Acts (FERPA) regulations regarding confidentiality. Depending upon the severity of the infraction the student may be verbally reprimanded, written notice, suspended from clinical, and/or expelled from the program. Expelled students may be readmitted upon successful completion of an ethics course.
Confidentiality of patient records and situations will be maintained at all times. No patient chart is to be copied by any technological process. Patient information is not to be removed from any health care agency. Charts may not be left open for public view, report sheets may not be left in areas other than the nursing student pocket. Students violating this code will be subject to the facility’s dismissal protocol and earn an unsatisfactory grade for the clinical experience.

Students are responsible for maintaining patient privacy and dignity at all times. Professional decorum will be extended into the clinical environments. Courteous professional behavior toward faculty, peers, patient/client, staff and hospital personnel is expected at all times. The first time a violation comes to the attention of the faculty, the student will be reprimanded, and the event noted. Any subsequent times may result in dismissal from the program.

Substance Abuse by Nursing Students
In addition to the college policies regarding use of alcoholic beverages and drugs, the Department of Nursing has adopted the following policy for nursing students:

- If a student reports to clinical under the influence of drugs/alcohol, he/she will not be allowed to remain in the clinical setting that day. If the student insists he/she is not impaired, he/she has the option of having a drug/alcohol screen done at his/her expense.

- A flag for Starfish will be raised and documentation of the incident will be added to the students file.

Transportation
Students are responsible for their own transportation for all clinical experiences. Students must not provide transportation for clients.

Uniform Standards for Clinical Settings, Clinical Simulation and Labs
The purpose of the student uniform standards and regulations is to promote safety, provide a means of identifying the student, and to support the milieu of the clinical environment. These guidelines apply only to the student while in the student role. These guidelines are in accordance with the policies of our clinical settings, in which we are invited to learn, as guests. These standards are also in compliance with national standards safeguarding the health and well-being of patients and the health care worker. The faculty reserves the right to interpret the uniform standards and make decisions regarding professional dress and conduct.

A student violating any of the established guidelines may be dismissed from the clinical setting.

Nametag
The nametag is always worn as part of the uniform. Student fees cover one name tag only. If the name tag is lost or stolen, the student is responsible to replace it.

Uniforms
It is required the student be dressed in a school uniform. Navy blue lab jackets are optional. Full coverage undergarments should be neutral color; not visible through clothing. Light weight black or
white undershirts under shirts are allowed under uniforms. No logos should be visible. Navy blue is the color for the RN uniforms.

**Shoes**
Nursing/athletic shoes are required (nonporous) No open toes or open heels. Socks must be ankle length or higher.

**Hair**
Hair must be clean, neat and present a well-groomed appearance. Hair shoulder-length or longer must be pulled back or put up. Hair accessories must be limited and neutral in color. Hair must be kept out of the face regardless of the length. Hair that is dyed must be a naturally occurring hair color. No faddish hairstyles are allowed.

**Facial Hair**
Facial hair must be clean and trimmed or shaved (no 5 o’clock shadow).

**Personal Grooming**
Attention to daily personal hygiene issues (bath, oral care). Nails should be neatly trimmed short (not visible over the top of the fingertips); no nail polish or artificial nails. No excessive make-up. No perfume/cologne/aftershave. A clean unwrinkled uniform must be worn daily. No gum, smokeless tobacco, mints, food, or drink is allowed in patient care areas. Use of tobacco products will be prohibited.

**Jewelry**
One pair of small post earrings, only one earring per ear is permitted. Body piercing jewelry in visible areas other than ears is not permitted. Tongue rings and studs are not permitted. Chains/necklaces must not be visible. No arm and ankle bracelets. Plain wedding bands only.

**Tattoos**
Tattoos must be covered in accordance with clinical facility policy.

**Uniform Guidelines for non-clinical visits to a health care facility in the role of student nurse**
Appropriate business casual with name tag. Professional dress: slacks, dress, skirt, or uniform. No jeans (or denim fabric clothing), shorts, midriffs, sweats or athletic wear is permitted. High heeled, platform or open toe shoes are not permitted.
APPENDIX A

Conceptual Framework · p. 24
LPN/RN Peer Mentorship Program · p. 25
Receipt of Handbook · p. 26
Student Latex Risk Assessment · p. 27, 28
Latex Allergy Statement · p. 29
Statement of Informed Consent for Prevention of Communicable Diseases · p. 30
Blood Borne Pathogen Student Policy · p. 31, 32
Student Exposure Incident Form · p. 33
Statement of Functional Abilities · p. 34
Professional Behavior Rubric · p. 35
Manager of Care
- ASRN: Specialized knowledge of sciences
- Independent nursing practice
- Collaboration with other care providers
  - LPN: Coordination of client care

Provider of Care
- ASRN: Diagnose and treat human response needs
- Care of clients with unpredictable outcomes
  - LPN: Standardized nursing procedures
  - Supervised nursing practice

Member of the Profession of Nursing
- ASRN: Utilize evidence-based nursing in the care of clients
- Direct accountability and responsibility to the client
  - LPN: Basic knowledge of sciences

Conceptual Framework Map
Helena College Department of Nursing
LPN/RN Peer Mentorship Program

The LPN/RN Peer Mentorship Program at Helena College coordinates working relationships between PN and RN students.

The purpose of this program is to build collegiality among student cohorts, encourage and reinforce teambuilding, enhance leadership skills and build leadership skills among student nurses through teaching and learning.

In addition, the LPN/RN student mentee/mentor relationship simulates the workplace in the nursing profession. The program prepares Helena College LPN and RN graduates to provide excellent patient care in a variety of healthcare settings and excel in teambuilding and communication.

The LPN/RNs work together in skills labs, clinical settings and outside classroom mentorship.

Benefits to LPN Student Mentee:
- Feel welcomed as Helena College nursing student
- Build confidence/reduce anxiety
- Gain Knowledge
- Increased understanding of scope & role of LPN
- Establish supportive relationship
- Practice communication skills with RN and other members of healthcare team

Benefits to RN Student Mentor:
- Develop leadership abilities/skills
- Enhance & reinforce knowledge base & clinical skill set
- Build confidence/experience pride
- Opportunity to teach
- Increased understanding of scope & role of RN
- Practice communication skills with LPN and other members of healthcare team
It is the responsibility of each student enrolled in the Nursing Program to read and adhere to all of the information contained in this handbook, with special attention to:

- Academic and Student Conduct
- Clinical Components of Nursing Course Grades
- Attendance
- Student Responsibilities Relating to Professional Conduct
- Confidentiality
- Uniform Standards for Clinical Settings
- Blood Born Pathogen Statement
- Latex Statement
- Prevention of Communicable Diseases

I have received the Registered Nursing Student Handbook and I am familiar with the information contained in the Handbook from this Nursing Program. I understand that when I complete the Associate Degree Nursing Program from Helena College, I will receive an Associate’s Degree in Registered Nursing and with this degree; I am eligible to apply to take the National Council of Licensing Examination for the NCLEX-RN exam.

Transferability of the courses/curriculum has been clearly explained to me.

Student signature _______________________________ Date ____________

Advisor signature _______________________________ Date ____________
# STUDENT LATEX RISK ASSESSMENT

**Helena College-University of Montana**  
(To be turned into your advisor the first week of the program)

Name ___________________________________________  
Date ___________________

1. **Have you ever suffered from:**
   
   a. Allergic rhinitis (runny nose)  
      Yes No ______________________
   
   b. Allergic conjunctivitis  
      Yes No ______________________
   
   c. Asthma  
      Yes No ______________________
   
   d. Bronchitis(difficulty breathing)  
      Yes No ______________________
   
   e. Eczema  
      Yes No ______________________
   
   f. Hay fever  
      Yes No ______________________
   
   g. Hives  
      Yes No ______________________
   
   h. Sinus problems  
      Yes No ______________________
   
   i. Unexplained rash  
      Yes No ______________________
   
   j. Reaction to band aids/tape  
      Yes No ______________________

   *If respiratory symptoms, suggest physician referral*

2. **Have you ever reacted after handling/using:**
   
   a. poinsettia plant  
      Yes No ______________________
   
   b. balloons  
      Yes No ______________________
   
   c. rubber products  
      Yes No ______________________
   
   d. clothing with elastic or spandex  
      Yes No ______________________
   
   e. elastic bandages  
      Yes No ______________________

3. **Have you ever had any of the following symptoms after a dental appointment?**
   
   a. itching  
      Yes No ______________________
   
   b. tearing  
      Yes No ______________________
   
   c. fatigue/drowsiness  
      Yes No ______________________
   
   d. sneezing  
      Yes No ______________________
   
   e. runny nose  
      Yes No ______________________

4. **Have you ever reacted after eating:**
   
   a. Avocados  
      Yes No ______________________
   
   b. bananas  
      Yes No ______________________
   
   c. tomatoes  
      Yes No ______________________
   
   d. tropical fruit, kiwi  
      Yes No ______________________
   
   e. chestnuts  
      Yes No ______________________

   *If respiratory symptoms, suggest physician referral*

If I have checked YES to any of the above items, I am aware that I may be at risk for a latex sensitivity/allergy. I will notify my advisor to discuss appropriate safe guards and/or follow through.

Student signature ___________________________  
Date _____________

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Today, many health care facilities minimize the use of latex as much as possible. At HC we make every attempt to avoid latex in the clinical lab, as well. However, inadvertent exposure to latex may still be encountered in products such as stethoscope tubing, injectable medications, and vials on site, and in your clinical rotation.

For your protection during the nursing program, as well as during your healthcare career, better understanding of your potential for latex allergy is recommended. You are asked to read the attached document regarding latex allergy. This document outlines the increased risk health care professionals’ face regarding latex allergy. This risk is increased if you have a history of atopy. Additionally, you may already have some form of latex allergy if you react after eating certain foods or after exposure to latex containing products.

If, after reading the document, you have any concern about your allergic status regarding latex, we would like to advise you that a blood test called a Latex RAST is available to determine if you have a type I allergy to latex. The result of this blood test, along with the assessment of a health care provider, can help you determine what, if any, risk your exposure to latex carries.

Please initial

______ I have read the above document regarding latex allergy. I am aware that I may obtain additional blood testing and evaluation by a health care provider if I have any concerns.

Please select one of the following:

______ I elect to have additional follow up regarding potential latex allergy, and will provide the college of nursing with this information for my protection in clinical and lab sites.

______ I elect not to have additional testing or evaluation regarding potential latex allergy. I understand that not having this information may be detrimental to my health

Print Name _____________________________________________________________

Student Signature _________________________ Date:____________________
STATEMENT OF INFORMED CONSENT FOR PREVENTION OF COMMUNICABLE DISEASES
Helena College-University of Montana

Please place an “X” by each statement you agree to:

_____ I understand that HC Nursing programs involve the study and care of people throughout the life span and that these people may be well or ill. By participating in care giving activities, I may be exposed to infectious diseases, such as Hepatitis B, Acquired Immunodeficiency Syndrome (AIDS), and other infectious and/or communicable diseases.

_____ I agree to participate in HBV/HIV education experiences as required by HC Nursing Programs and CDC and OSHA guidelines. I understand that testing, diagnosis, and treatment of any infectious and/or communicable disease, including those contracted while acting as a caregiver in my clinical experiences with HC, will be my financial responsibility. I understand that health insurance is required.

_____ I will receive Hepatitis B vaccine and/or demonstrate proof of immunity prior to beginning my clinical experience with direct client/patient care. Should I refuse to be immunized, I will sign a refusal to consent form.

_____ In the event I am exposed to blood while giving client care, I agree to follow the HC Accidental Exposure Policy. Protocol established by the institution (see the agency’s Exposure Control Plan). I understand that this generally involved one year of blood testing and professional counseling for myself and/or significant others. I understand and acknowledge that there is no known cure for AIDS at this time. I will receive referral to community health resources for free blood testing to detect HIV upon request.

_____ I am aware that the Privacy Act provides for confidentiality on any issue related to my health status. All information will be kept in strict confidence by the School of Nursing and used to provide counseling, health information, and referral.

_____ If I am uncomfortable with the idea of caring for patients with infectious and/or communicable diseases. I will discuss my concerns with nursing faculty at the College.

_____ It is recommended that I inform faculty of changes in my health status, such as pregnancy or contraction of a communicable and/or infectious disease. I have been informed and understand that an altered state of my health, such as being infected with HIV, may increase my health risk in relation to care giving activities for patients with bacterial and viral diseases. I have been informed that some vaccinations are contraindicated or have decreased effectiveness in immune suppressed conditions. I understand that I should seek sound medical advice for changes in my health status, as discussed in this paragraph.

This document has been read and explained to me. I fully understand the learning opportunities, potential risks and safeguard options which are involved in my role as a student at HC. I consent to follow policies and procedures as explained herein.

Print Name _____________________________________________________________

Student Signature __________________________ Date:____________________
BLOOD BORNE PATHOGEN STUDENT POLICY
Helena College-University of Montana

I. Purpose
Students in any academic, research, or occupational program at HC who are at risk for blood borne pathogen exposure are required to present documentation of serologic evidence of immunity to Hepatitis B (HBV), either by vaccination or previous infection. (Specific programs are Nursing and Protective Services, if enrolled in EMT Course.) Students who cannot meet this requirement for legitimate religious or medical reasons must have their case reviewed by the HC Safety Committee on an individual basis. If the Committee grants a waiver, they must do so in writing prior to the student’s acceptance into the clinical component of the practical nursing program or EMT course of the protective services program. In other departments, the waiver must be granted in writing prior to the student’s first potential exposure to human blood or other potentially infectious materials. Records of the waiver shall be kept in the students’ files within the department that is requiring the immunization.

II. Procedure
A. Students who are unable to meet the requirements of documentation of immunity for religious or medical reasons must provide written documentation of the reasons which preclude immunization for review by the Safety Committee. Request for review by the Safety Committee must be made prior to application for admittance into the nursing program or protective services program. For other departments, the request for review must be made at least two weeks prior to the first potential exposure to human blood or other potentially infectious materials to allow time for resolution.

B. Effective June 1999, students are required to present the following information prior to admittance into the nursing program and protective services program, or, in other departments, prior to their first potential exposure to human blood or other potentially infectious materials. Students will not be allowed in areas or settings which may present their first potential exposure to human blood or other potentially infectious materials without this documentation.

1. Documentation of serologic immunity; or
2. Documentation of immunization series; or
3. Signed waiver of exemption from immunization requirements.

III. Exposures
A. If a student has an exposure (i.e. eye, mouth, mucous membrane, non-intact skin, or parenteral contact with blood or potentially infectious materials) in a setting sponsored by HC, the student must follow the policy of the facility where they are working. The student is responsible for the cost of post-exposure testing. Students can go to the County Health Department or a private physician for testing and counseling. Records of the exposure and follow-up shall be kept in a confidential file in the appropriate program.

B. If a student has an exposure, the student must report it immediately to the instructor or supervisor. A Student Exposure Incident Form must be completed by the student, signed by the student and instructor or supervisor, and sent to the HR Office.
IV. Training
Student training shall be done prior to the student’s first potential exposure to blood borne pathogens. The training shall include the requirements of the Blood borne Pathogen Standard, universal precautions, and the HC policy. The training may be incorporated into class materials or done through training provided by Marilyn Cameron, Office of Environmental, Health and Safety.

Your signature below indicates that you have read and understand the “Blood Borne Pathogen Student Policy” and will adhere to it as outlined above.

Print Name _____________________________________________________________

Student Signature __________________________ Date:____________________
<table>
<thead>
<tr>
<th>Student Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID:</td>
</tr>
<tr>
<td>Date of Incident:</td>
</tr>
<tr>
<td>Department/Building:</td>
</tr>
<tr>
<td>Date Reported:</td>
</tr>
<tr>
<td><strong>Type of Exposure:</strong></td>
</tr>
<tr>
<td>☐ Human bite</td>
</tr>
<tr>
<td>☐ Blood/Body fluid splash</td>
</tr>
<tr>
<td>☐ Open wound, scratch, or abrasion contaminated with blood/body fluid/urine/stool</td>
</tr>
<tr>
<td>☐ Puncture or cut from instrument set, lancet, or other sharp object</td>
</tr>
<tr>
<td>☐ Needle stick following venipuncture</td>
</tr>
<tr>
<td>☐ Needle stick from IVP or VIPB</td>
</tr>
<tr>
<td>☐ Needle stick following injection</td>
</tr>
<tr>
<td>☐ Other (Describe)</td>
</tr>
<tr>
<td><strong>Describe exposure incident in detail:</strong></td>
</tr>
<tr>
<td><strong>What actions were taken immediately following the incident?</strong></td>
</tr>
<tr>
<td><strong>What precautions were in use at the time of incident?</strong> Check all that apply.</td>
</tr>
<tr>
<td>☐ Gloves</td>
</tr>
<tr>
<td>☐ Gown/Apron</td>
</tr>
<tr>
<td>☐ Mask</td>
</tr>
<tr>
<td>☐ Eyewear</td>
</tr>
<tr>
<td>☐ CPR shield</td>
</tr>
<tr>
<td>☐ None</td>
</tr>
<tr>
<td>☐ Other (Specify):</td>
</tr>
<tr>
<td><strong>Date(s) of HBV vaccination(s):</strong></td>
</tr>
<tr>
<td><strong>Student Signature:</strong></td>
</tr>
<tr>
<td>Date:</td>
</tr>
<tr>
<td><strong>Instructor/Supervisor Signature:</strong></td>
</tr>
<tr>
<td>Date:</td>
</tr>
<tr>
<td><strong>Signature of person preparing report (if other than student):</strong></td>
</tr>
<tr>
<td><strong>FOLLOW-UP</strong></td>
</tr>
<tr>
<td>☐ Student referred to physician of choice</td>
</tr>
<tr>
<td>☐ Seen by Physician:</td>
</tr>
<tr>
<td>☐ Office</td>
</tr>
<tr>
<td>☐ ER</td>
</tr>
<tr>
<td>☐ County Health</td>
</tr>
<tr>
<td>☐ Declined to be seen by physician</td>
</tr>
<tr>
<td>Other comments:</td>
</tr>
<tr>
<td><strong>DATE</strong></td>
</tr>
</tbody>
</table>
STATEMENT of FUNCTIONAL ABILITIES
Helena College-University of Montana

HC Nursing Department requires each student to be able to regularly perform the following activities:

1. Stand for long periods of time
2. Work at a fast pace for long periods of time
3. Lift heavy objects (25 pounds or more) three or more times a day
4. Speak clearly and distinctly
5. Respond appropriately to stressful situations (physically, emotionally and mentally)
6. Communicate effectively with patients, patients’ families, physicians and staff
7. Hear vital signs with stethoscope to assess blood pressure, heart rate, and lung, vascular and abdominal sounds; hear the telephone
8. Hear the patient calling for help
9. Hear beepers, alarms, etc., requiring quick responses
10. Read very fine or small print on medication containers, read physician’s orders
11. See nurse call/emergency light
12. Visually assess the patient appropriately
13. Read monitors and other equipment
14. Demonstrate manual dexterity to don sterile gloves and gown
15. Demonstrate manual dexterity to prepare medications aseptically (i.e.: IV, PO, and IM)
16. Demonstrate manual dexterity using sterile technique (i.e.: insert catheters, IV needles, etc)
17. Demonstrate the ability to utilize equipment needed to carry out patient care
18. Demonstrate the ability to move in small spaces in emergency situation

If you are unable to perform any of these activities please circle the number of the ones which you cannot perform. The Academic Standards for Nursing Committee will consult with you and evaluate the extent of the deficit.

Your signature below indicates that you have read and understand the “Functional Abilities” requirements and can perform them unless otherwise indicated.

Print Name __________________________________________________________

Student Signature __________________________ Date:____________________
Helena College Nursing Department professional behavior is evaluated in each course each semester. Elements evaluated are reflected in the criteria below. Points are deducted for each of three categories (5 points each) for a total potential point loss of fifteen (15) points per course final grade. For example, in a 1000 point course, if a student earns 930 academic points but loses 10 points based on professional behavior their final grade is based on 920 points, reducing a “A” to a “B+”. A professional rubric will be filled out by an instructor only if a deduction in points is taken. Behavior will be counseled once before deducted points for repeated unprofessional behavior.

Professionalism within the role of the student nurse is an expectation of the Helena College Nursing Program. All students are expected to communicate and behave in a professional manner. This includes respect for your instructor, your peers and yourself. Attendance, preparation and participation in class are also expected behaviors. Classroom discussions and collaborations are similar to the teamwork you will experience in the nursing clinical setting. It is imperative that each student strives for respectful verbal, non-verbal, and written communications.

<table>
<thead>
<tr>
<th>Professional Behaviors</th>
<th>0 Points Deduction</th>
<th>1-4 Points Deduction</th>
<th>5 Points Deduction</th>
<th>Points deducted by Instructor</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>No more than one (1) excused absence or tardiness</td>
<td>Two to three (2-3) excused or one (1) unexcused absence and/or tardiness.</td>
<td>More than three (3) excused or two (2) unexcused absence and/or tardiness.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preparation</td>
<td>Consistently demonstrates pre-class preparation through active participation in class discussions. All homework turned in on time.</td>
<td>Usually demonstrates pre-class preparation; sometimes needs encouragement to participate in class discussion. No more than one (1) unexcused late assignment.</td>
<td>Fails to demonstrate consistent pre-class preparation. More than one (1) unexcused late assignment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication &amp; Respect</td>
<td>Demonstrates respect to fellow students and faculty. Attentive in class.</td>
<td>Usually respectful and attentive. Usually able to accept constructive criticism and provides criticism in a constructive manner. Rare inappropriate use of or failure to turn off electronic devices.</td>
<td>Often inattentive, displays negative attitudes and behaviors. Difficulty accepting constructive criticism. Offers criticism in a negative and/or disrespectful manner. Uses electronic devices inappropriately.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Comments:


Signature and Date