

## WELCOME

On behalf of the Director of Nursing and Allied Health and the Nursing Education Team (NAHET), welcome to Bermuda College's Associate of Science Nursing Programme. We are happy you have chosen this programme as a foundation for the pathway to a successful career in nursing.

This *Nursing Student Handbook* is intended to offer information relevant to Bermuda College's Associate of Science Nursing Programme. The Handbook is provided to the nursing student as a supplement to Bermuda College policies listed in the Student Code of Conduct, the College Catalogue and Student Handbook. As a nursing student, it is your responsibility to be knowledgeable about all policies and guidelines related to academic and clinical performance. The information in the *Handbook* is current as of the time of publication and is subject to change. Questions about the details of specific policies should be directed to the nursing faculty or the Director of Nursing and Allied Health, who will be happy to respond to your enquiries.

The Nursing Education Team (NAHET) reserves the right to make changes to the curriculum. Every effort will be made to notify students in writing of any changes, revisions or updates to programme policies.

The Associate of Science Nursing Programme is approved by the Bermuda Nursing and Midwifery Council.

*This Handbook is reviewed annually prior to the end of the spring semester.  
Students are accountable for review of current policies each year.*

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# ASSOCIATE OF SCIENCE NURSING PROGRAMME

## MISSION

The Nursing Programme is dedicated to providing quality, innovative, comprehensive nursing education that exemplifies excellence in nursing practice.

## VISION

The Bermuda College's Nursing Education Programme will be recognized locally and internationally for delivering quality, innovative nursing education and promoting excellence in nursing practice.

## PROGRAMME

The Associate of Science Nursing (ADN) programme began in 2013 in response to a need to increase the nursing work force in the Islands of Bermuda. Through a comprehensive academic and practical education, individuals are able to evolve as scholars who contribute to the art and science of nursing practice.

## PROGRAMME PHILOSOPHY

The nursing faculty believes nursing is a professional discipline with academic and practice dimensions. The essence of nursing is grounded in the meaning of caring. Caring exists in authentic relationships through which all persons are respected and nurtured. In the reflective practice of nursing and nursing education, a caring environment affirms:

- Scholarship and academic integrity
- Professional involvement and life-long learning
- Transformation, growth and healing of individuals, families, and communities
- Diversity in ways of being and ways of knowing

## FACULTY COMMITMENT

The nursing faculty is committed to transforming lives through innovative education. The faculty also encourages the maturation and growth of each student through the development of the required skill set and nursing education to become a Registered Nurse. This commitment ensures continued lifelong learning throughout the span of their careers.

Nurses provide care for patients in the context of their environment. Through self-awareness and self-reflection, nurses can better understand their own purpose in life and help individuals develop a deeper understanding of themselves.

## STUDENT GOALS

Students are encouraged to:

- Role model values
- Assess learning needs
- Become a self-directed learner
- Collaborate with faculty to meet learning needs
- Foster a spirit of inquiry and dialogue
- Fulfil professional and personal goals
- Pursue a career of life-long learning

## PROGRAMME STRUCTURE

### CURRICULUM

The framework for the curriculum is based on the *Bermuda Nursing and Midwifery Council's Standards of Practice for Nurses*, *American Nurses Association (ANA) Scope and Standards of Practice*, and the *National League for Nursing (NLN) Programme Outcomes and Competencies* for graduates of Associate Degree Programs in Nursing (Appendix A.1).

Nursing is a learned profession which includes a core body of knowledge integrating arts and science to promote patient-centred health concepts. Students develop skills incorporating social values, professional autonomy and a code of ethics to provide a high standard of nursing care.

The pillars of Bermuda College Associate of Science Nursing Programme uphold the core values:

- Ethics
- Diversity
- Integrity
- Scholarship
- Patient-centred care
- Community outreach

### PROGRAMME OUTCOMES

- Integrate concepts of nursing science, humanities, social, and biological sciences to demonstrate clinical decision-making skills, critical thinking skills and nursing judgment in the provision of safe and quality care to individuals, families, and the community.
- Apply the framework of the nursing process and evidence-based practice to perform culturally competent care to a diverse population, promoting health outcomes for individuals, families, and community throughout the lifespan in structured care settings.
- Develop a plan of care applying the principles of teaching and learning to advocate for individuals, families and the community in ways that promote self-determination, integrity, and ongoing growth as human beings.
- Practice professional behaviours and attitudes that reflect integrity, accountability and responsibility, ethical and legal standards in the development of the qualities of the Registered Nurse.
- Utilise written, verbal, and electronic communication skills to incorporate knowledge and skills learned in didactic and clinical courses to collaborate with the interdisciplinary team promoting health outcomes for the individual, family, and community.
- Integrate technology and evidence-based research to contribute to the development of clinical nursing practice and improvement of the quality of care for the individual, family, and community.

### PROGRAMME REQUIREMENTS

The Associate of Science Nursing Programme integrates a strong foundation in arts, science, and nursing. The academic requirements are rigorous and require dedication to the classroom, clinical, simulation and laboratory assignments. The following provides a detailed list of programme admission requirements, programme requirements and post-graduation requirements for becoming a practicing Registered Nurse.

*Successful completion and minimum cumulative GPA of 2.67 in the following pre-requisite courses: Additionally, eligible students must apply to the Associate of Science (Nursing) Programme by November 1<sup>st</sup>*

<input type="checkbox"/> CIS 1120	<input type="checkbox"/> MAT 1100 or higher ( <i>MAT 1105 recommended</i> )
<input type="checkbox"/> CSC 1110	<input type="checkbox"/> BIO 1121
<input type="checkbox"/> ENG 1111	<input type="checkbox"/> BIO 1122 (B+ or higher overall in BIO 1121 is exempt from this course)
<input type="checkbox"/> ENG 1112	<input type="checkbox"/> PSY 1101

#### *Programme Entry Requirements*

<input type="checkbox"/> Annual Hair Follicle Drug Screening (BHB)	<input type="checkbox"/> Saving Children and Revealing Secrets (SCARS) Training
<input type="checkbox"/> Police Vetting (BPS)	<input type="checkbox"/> Successful completion of American Heart Association CPR
<input type="checkbox"/> Current Immunisation	<input type="checkbox"/> Kaplan Entry Examination
<input type="checkbox"/> Valid Health Insurance	<input type="checkbox"/> Annual influenza vaccine
<input type="checkbox"/> Completed Medical Form	<input type="checkbox"/> Moving and Handling Course
<b>(BPS: Bermuda Police Service Only)</b>	

*Successful completion in the following general education courses:*

<input type="checkbox"/> BIO 2211	<input type="checkbox"/> SOC 1101 or 1102
<input type="checkbox"/> BIO 2212	<input type="checkbox"/> BIO 2250
<input type="checkbox"/> BIO 2222	<input type="checkbox"/> 1 Humanities Course
<input type="checkbox"/> PSY 1101	

#### *Programme Requirements (Nursing Core)*

Successful completion and minimum cumulative GPA of 2.6 on the following nursing core courses:

<input type="checkbox"/> NUR 1101 SM	<input type="checkbox"/> NUR 2201 SP	<input type="checkbox"/> NUR 2250 FA
<input type="checkbox"/> NUR 1150 FA	<input type="checkbox"/> NUR 2235 SM	<input type="checkbox"/> NUR 2251 SP
<input type="checkbox"/> NUR 2200 SP	<input type="checkbox"/> NUR 2240 FA	

FA –Fall; SP- Spring, SM Summer

## TRANSFER STUDENTS

Transfer students are eligible to transfer general education course credits only, granted they meet the Bermuda College admission criteria and Nursing Programme requirements. Transcripts will be reviewed by appointment with the Director of Nursing and Allied Health.

**Nursing courses completed at other nursing institutions will not be accepted for transfer credit.**

## GRADUATION REQUIREMENTS

Students who have met all the College's requirements for graduation and successfully completed all the Associate of Science Nursing Programme requirements will be eligible for graduation.

The Associate of Science Nursing Degree student will have completed:

- A minimum of 25 credits in the Arts and Science Programme and
- A minimum of 64 credits in the Nursing Programme for graduation.

- Successful completion of NUR 2201 Medical Surgical Nursing includes completion of New York State Child Abuse and Maltreatment Certificate
- Successful completion of NUR 2240 Family Health Nursing includes the completing of New York State Infection Control Certificate
- Successful completion of NUR 2251, Adult Health Practicum, includes attending the Professional Day which is usually scheduled for the first day of Winter Break.
- Successful completion of NUR 2200 includes successful completion of Mental Health First Aid

Attendance at the following workshops is also mandatory for nursing students. Students are expected to obtain confirmation of attendance by obtaining signatures from the facilitators using the Supplemental Course Pamphlet provided by the office of Nursing and Allied Health.

- Customer Service
- Dementia & Alzheimer's
- Diversity and Inclusion
- Diabetes

Nursing students are also expected to facilitate the annual Paediatric Health Expo which is associated with the Family Health Nursing Course NUR 2250.

In addition to the graduation ceremony, the Division of Nursing and Allied Health will host a Pinning Ceremony which will recognize all the graduating nursing students, signifying the completion of nursing education and the transition into the nursing profession.

## POST-GRADUATION REQUIREMENTS

- ☐ Application, payment of applicable fee and acceptance of Credential Report for Commission on Graduates of Foreign Nursing Schools (CGFNS)
- ☐ Application and payment of applicable fee for National Council Licensure Examination for Registered Nurses (NCLEX) (Currently with the New York State Board of Nursing)
- ☐ Registration with Bermuda Nursing and Midwifery Council

### *Entry workforce as an RN (registered nurse)*

- ☐ Nurse internship with Bermuda Hospitals Board (BHB)
- ☐ Physician office

### *Continuing Education*

- ☐ Transfer to Baccalaureate Degree in Nursing
- ☐ Transfer to National Health Services (NHS) (UK) for Bachelors in Mental Health Nursing.

Note: All Bermuda College resources are accessible to graduates for eighteen (18) months after graduation, i.e. library services, IT, Kaplan etc.

## ACADEMIC REGULATION

Review Bermuda College Catalogue for complete listing on academic guidelines.

### BERMUDA COLLEGE NURSING PROGRAMME

#### *Matriculation*

Students are considered matriculated into the Nursing Programme when they enter NUR 1101.

#### *Attendance*

Students are expected to be present, punctual, and participatory for **all nursing classes, simulation, laboratory and clinical experiences**. It must be recognized that a great deal of material is covered in all sessions; therefore, 100% attendance is expected of all students. Must be prepared to start class/clinicals 15 minutes ahead of scheduled start.

When classes are offered via Zoom or any other virtual platform, cameras must be on with student present. You can add the virtual background however, are expected to be 'in camera' for the entire time.

- The instructor will record attendance in all classes and clinical experiences for the entire semester.
- The instructor has the discretion to include attendance as a graded item.
- If a student must miss a day, or a portion of a day, the student is obliged to inform the instructor prior to the start of the class, lab or clinical experience.
- If the instructor is unavailable, the Nursing Education and Allied Health Office must be notified. You can reach the office at 236-9000, Ext 4382 or e mail [healthcarestudents@college.bm](mailto:healthcarestudents@college.bm).

Students are responsible for ensuring they receive any and all material covered in missed classes or clinical sessions.

In the event that a student must leave during the class, simulation or clinical, the student must speak to the instructor prior to his/her departure. A student will receive an academic warning if he/she has missed the equivalent of two classes or a significant part of two classes; one or more clinical experiences (*see Clinical Attendance*). Leaving a clinical area without informing the instructor will be considered abandonment of duty and may lead to disciplinary action and/or dismissal from the Nursing Programme.

### TARDINESS

All absences will be reviewed by the instructor in collaboration with the Director of Nursing and Allied Health. Insufficient attendance may result in the application of sanctions such as a learning agreement (*see Learning Agreement Appendix A.4*) between the college and the student. Should the student fail to adhere to the terms of the agreement the student may be withdrawn from the class and clinical session.



## GRADING

### Assessments

The Nursing Programme provides continuous and formative assessments of the student's performance in the class, simulation, lab and clinical experiences. Performance is assessed mid-semester and at the end of the semester. A written report is shared for the students file

### Grading Scales

The grade scales used for Nursing Programme classes are consistent with the Bermuda College Grading System provided in the Bermuda College catalogue.

Grade symbols	Numerical	Grade point	
A	94-100%	4.00	
A-	90-93%	3.67	
B+	87-89%	3.33	
B	84-86%	3.00	
<b>B-</b>	<b>80-83%</b>	<b>2.67</b>	Passing grade for Nursing Programme
C+	77-79%	2.33	
C	74-76%	2.00	
C-	70-73%	1.67	
D	60-69%	1.00	
F	<60 attendance. %	0.00	
FI	Fail due to non-attendance	0.00	

Clinical grades are based on a pass/fail system based on participation and attendance. Progression

Prior to entry into the Nursing Programme, students must obtain a programme (enrolment) GPA of 2.67 or better with the Arts and Science prerequisites.

***Once accepted into the Nursing Programme, Students must receive a pass in all clinical courses and at least a B- in all lecture courses, including a grade of C+ or better in BIO 2211 Anatomy and Physiology I and BIO 2212 Anatomy and Physiology II.***

A student who fails the clinical portion but has a passing grade in the lecture portion will be considered to have failed the course and will receive a F.

Within the Nursing Core, students may repeat a course only once.

Within the Science Core, a course may be repeated three times and only at Bermuda College Permission must also be given by the Dean of the Division. The student is expected to present a plan for remediation.

## RESEARCH PAPERS

The format for all papers will be the current American Psychological Association (APA) format. The Centre for Learning and Academic Success (C.L.A.S) is available to assist students in the writing process and has available guidelines for the APA format. Workshops are also offered to assist students.

## EXAMINATIONS

**Review the Examination Policy in the College Catalogue listed in Academic Regulations.**

Students are expected to be present and punctual for all exams. Late arrival to an exam may result in a zero on the exam. In the event of an emergency, the student must receive **prior** permission from the instructor to reschedule the exam; however, an automatic five-point deduction will be given for all rescheduled exams. If possible, the make-up exam must be taken **prior** to the next class. Any student found in breach of this policy will receive an automatic grade of zero.

Student conduct during an examination:

- Devices and electronic devices: Cell/mobile/smart phones, tablets, smart watches, MP3 players, fitness bands, jump drives, cameras or any other electronic devices are prohibited.
- During the exam a student's desk must be cleared of all items except for what is needed for the exam such as pencils, pens, calculator, and eraser. The instructor may give blank paper to the student by request. Water bottles, sodas, drink, snacks etc. will not be allowed on the desk during an exam.
- Students will be allowed to go to the bathroom during the exam with the permission of the classroom instructor. The student will turn in the exam to the instructor before leaving the classroom. Upon the student's return the exam will be given back to the student to complete the exam.
- During exam time, students will not be allowed to take any prohibited devices, books, papers, pen, pencil, calculator etc. to the bathroom.
- Talking, drinking or eating is not permitted during the exam time.
- If the student completes the exam prior to the stop time, he or she may elect to remain quiet in the seat until the exam has ended; or may turn in the exam and leave the room quietly. The student will not be allowed to return to the class once the exam has ended. If the student chooses not to leave, cell phones, laptops and mobile devices must remain off; books or papers will not be allowed on the desk and no eating or talking is prohibited until the exam is complete.
- Any student who intentionally causes or participates in a verbal or physical exchange that adversely disrupts the class during an examination will be penalised. Depending on the severity of the offence, the penalty can range from receiving a zero on the exam to expulsion from the Programme.

## DRUG CALCULATION COMPETENCY

Refer to Policy Number 2: Title: Dosage Calculation Competency

Students must pass the drug calculation quiz with a **grade of 90% or higher** within each nursing course in order to participate in the clinical activities during the semester.

If a student fails the first drug calculation quiz:

- They must make an appointment to see the instructor to review and remediate the content.
- A second quiz will be scheduled within two weeks. During this time the student may attend clinical activities but will not be allowed to administer any medications to clients.

- Once the student passes the second quiz with a grade of 90% or higher, an average of the two grades will be recorded in the grade book. The student will then be allowed to administer medications along with the required clinical activities.

A passing grade on the remediation quiz/ exam is not intended to improve the student's grade or score but is intended for the student to demonstrate competency in critical thinking and nursing judgment in the area of drug calculation and medication administration. Should the student fail the remediation quiz, the second drug calculation quiz within the semester, a learning agreement will be written and the student will need to make an appointment to meet with the Director of Nursing and Allied Health. The student will not be allowed to participate in the clinical activities.

## OUTCOME EXAMS

These are nationally recognised standardised tests used as graded components of courses. A minimum score may be required for select courses as defined by the course syllabus. These tests are designed as useful evaluation tools which also promote success on the National Council Licensure Exam (NCLEX).

### *Kaplan*

Bermuda College's Nursing Education Program utilises Kaplan Nursing assessment and remediation materials as a method to assess student learning throughout the curriculum. This is an online resource that will provide instructional materials to reinforce the student's classwork for each nursing course. Students can login to access the materials here: <https://www.kaptest.com/login>

## ACADEMIC STANDING

### NURSING PROGRAMME PROBATION

Any student who has failed a Nursing (NUR) course will be placed on academic probation in the Nursing Programme only. The student will be required to meet with the Director of Nursing and Allied Health and the faculty of the class that the student intends to repeat.

A Learning Agreement or Unprofessional Behaviour contract (see Appendix A.4) will be drafted and signed by all parties. This contract will specify a certain number of contacts between the Director of Nursing Education and Allied Health and student as well as consultation with the Centre for Learning and Academic Success (CLAS). Unprofessional behaviour will be followed through utilising Bermuda College's Code of Conduct.

Periodic review of the student's adherence to the provisions of the contract will be conducted.

### READMISSION TO THE NURSING PROGRAMME

Readmission to a Nursing Programme is based on review of the student's application for admission and space availability. Students must meet the current admission criteria.

#### *Students who have left the programme in good standing*

Students who have left in good standing and completed a Leave of Absence Form should contact the Director of Nursing Education and Allied Health for advisement on re-entry.

Students who have left in good standing and have **not** filed a Leave of Absence Form should contact the Admissions Office and complete a Re-Entry Form. Upon submission of the Re-Entry Form, students should contact the Director of Nursing and Allied Health for advisement and revision of their curricular plan.

*Students dismissed from the College on academic grounds*

Students who have been dismissed from the College because of academic reasons must follow the Bermuda College policy regarding readmission and must meet all programme entry requirements.

*Students dismissed from the College for disciplinary reasons*

Students who have been dismissed from the College because of disciplinary reasons must follow the Bermuda College policy regarding readmission and must meet all programme entry requirements.

If the period between the student's initial programme start date (prior to leave) and the student's anticipated graduation date is greater than two years, the student may need to re-take successfully completed nursing courses.

*Students must be cognisant of whether the action resulting in dismissal has affected their ability to obtain licensure before returning to the Nursing Programme.*

## **APPEAL PROCESS**

Students can appeal any decision made by the faculty and staff of the Nursing Programme. The procedure for any appeal is as follows:

- Students must submit a formal appeal in writing to the Director of Nursing and Allied Health no more than two weeks after the incident for which the student is seeking an appeal.
- The Director of Nursing and Allied Health will review the appeal and attempt to resolve the matter.
- If the student is not satisfied with the decision, the student can appeal according to the policy in the College Catalogue under Academic Regulations.
- All members of the nursing faculty will recuse themselves from the committee deciding the appeal. The Director of Nursing and Allied Health will provide information to the committee about the ethical/legal and professional regulations that impact the decision.

## CLINICAL EXPERIENCES

### CLINICAL SITE EXPERIENCE

Clinical learning experiences are designed to assist the nursing student to develop in the professional role and integrate learned skills and abilities. Students are required to provide their own transportation to and from their designated clinical sites. ***Each student must arrive fifteen (15) minutes prior to the start of duty*** at the chosen clinical sites and conduct themselves according to the contents of this handbook. Failure to comply with clinical guidelines could result in failure or dismissal from the clinical site and dismissal from the Programme.

Overseas Clinical Experiences:

Bermuda College's ADN Programme includes overseas clinical experiences Family Health Nursing NUR 2250 and Adult Health Practicum; NUR 2251. These overseas clinical learning experiences are mandatory and must be completed as scheduled in order to graduate. All arrangements are made by the Nursing and Allied Health Office. Note that students are expected to travel as a group; departing and returning to Bermuda together. Direct flights are utilized as much as possible. Students must also travel in the Bermuda College Nursing Student's Duty Tops (Mint Green)

As overseas clinical experiences are a part of Bermuda College's ADN Programme, family members nor friends are not allowed to accompany the students during this time. Additionally, students are not allowed to use personal transportation while attending overseas clinical experiences

### CLINICAL ASSIGNMENTS

Clinical Instructors are responsible for making clinical assignments. The Clinical Instructor will provide information on the level of preparation expected. Developing skill competency is an important part of the clinical experience. The student and instructor will review the skills required for the assignment and determine if the student can perform them and whether supervision is required during performance of the skills. The student must follow the instructions of the Clinical Instructor. Failure to do so may result in a clinical failure. If at any time the student is uncertain as to how to proceed with an assignment, the instructor must be contacted. Client safety is always a priority.

### CLINICAL ATTENDANCE

Refer to Policy Number 3: Title: Student Attendance Policy

It is expected that students will attend and be punctual for all scheduled clinical sessions. Clinical work is critical to developing the necessary skills to practice as a Registered Nurse. If a student is unable to attend a scheduled clinical because of illness or emergency, he or she must contact the clinical instructor directly. This call should be placed *at least one hour prior to the beginning of the*

*shift*, so that proper arrangements can be made for the care of client(s) in the assignment. Students should **NOT** give the message to another student. In addition, the student must contact the lead faculty member of the course to report the absence. This should follow the call to the clinical instructor. Failure to make the proper notification will result in unsatisfactory performance and could lead to a clinical failure.

- Closure of the Bermuda College does not cancel a clinical day. Cancellation of a clinical day is at the discretion of the clinical instructor in consultation with the Director of Nursing and Allied Health. Students will be contacted in case of cancellation.
- If a student becomes ill during a clinical day, it is up to the clinical instructor's discretion whether that day will be considered an absence.
- Any student who has a serious illness/operation during the course of the semester will be evaluated by faculty on an individual basis to determine if the student is able to continue in the course. A medical certificate is required.
- Students missing more than one clinical day during the semester will fail the clinical portion of the course.
- After the first missed clinical day, the student will be issued a clinical warning and must meet with nursing faculty to discuss the situation. A Learning Agreement/ contract will be drafted.
- Students late for more than two clinical days during the semester will fail the clinical part. Note after ***fifteen (15) minutes prior to the start of duty is classified as being late***

## CLINICAL EVALUATION

Clinical experiences are evaluated on a pass/fail basis. Students will receive regular feedback from the clinical instructor during the course of the semester, a formal written evaluation at midterm and at the end of the rotation.

## CLINICAL FAILURE

The Clinical Instructor has the responsibility to determine unsafe practice or behaviour which may result in clinical failure. Conduct that may result in clinical failure includes, but is not limited to:

- |  |  |
|--|--|
| ▪ Repeated tardiness                                     | ▪ Failure to notify the Clinical Instructor of an absence from the clinical area                         |
| ▪ Unprofessional conduct                                 | ▪ Inability to successfully complete the required evaluation elements for the rotation.                  |
| ▪ Unsafe practice or behaviour                           | ▪ Leaving the clinical area without permission/failing to return in a timely manner from meals or breaks |
| ▪ Misrepresentation or falsification of data.            | ▪ Performing a skill unsupervised without the instructor's permission                                    |
| ▪ Consistently unprepared for the clinical.              | ▪ Non-adherence to the dress code  |
| ▪ Violation of facility or College safety rules/policies |  |

## PROFESSIONAL BEHAVIOUR / Demeanor

Students are expected to conduct themselves in a professional manner at all times and must be respectful of the faculty, staff and their peers. Communication with clients, other students, the instructor, and other health care staff will be professional and respectful at all times. Confidentiality will be strictly maintained. All nursing students must adhere to the BC Code of Conduct.

A grievous offense and/or breach of professional behaviour, may result in a student failing the clinical portion of the course. Steps would be taken to inform the student and provide written documentation of the offense or unprofessional behaviour.

## PREPARATION FOR CLINICAL

Students must be prepared for their clinical rotation the first week of classes. Schedules for clinical rotation will be issued within two weeks of the start of classes, along with directions to clinical sites. Student Nursing Kits (only to be purchased from the BC Bookstore) must be taken to each clinical day.

Students are not permitted to attend clinical unless the following criteria are met:

### *Basic skills/training*

Current American Heart Association Standard CPR-BLS (Basic Life Support) certification. CPR includes infants, children, and adults. Proof of this certification must be submitted prior to the start of the first nursing course with a clinical session. **(NUR 1150 Nursing Fundamentals)**

Clinical competencies required by the clinical facility.

### *Health records*

All students must have a completed health record submitted by the established deadline. Provided by the Director of Nursing and Allied Health. Thereafter, the student must present evidence of all requested documents, e.g. Current Immunization Record, TB testing (PPD), annual hair follicle drug screening (BHB) and influenza vaccination, annually.

## *Covid- 19*

Covid-19 remains a highly contagious and there is a high risk of cross contamination where the healthcare student can contract and import the disease into a healthcare organization.

The core focus is to ensure the safety of patients, residents, employees and students. The principles, guidelines and approach are meant to align with, build upon existing Affiliation Agreements, the Ministry of Health's Regulations, the Occupational Health, Safety Act, any other Public Health guidelines and Bermuda College's Policies.

It is imperative that any plan should be done through safety and wellbeing, collaboration, partnership, fairness, communication, creativity and transparency. Consideration must also be given to available resources, student capacity and needs.

Current requirements will be communicated through the Director of Nursing and Allied Health's Office. Note that these requirements are subject to change

Refer to Covid-19 / Infectious Disease Plan

## DRESS CODE

Refer to Policy Number 1: Title: Dress Code

The general intent of this code is to present a professional appearance and attitude to our clients. All students are expected to maintain an appropriate professional appearance and attitude at all times. This is extremely important and has a direct effect on client confidence and the general public's

impression. Nursing students are reflection of the nursing profession, the Bermuda College, and the clinical facility.

### *Standard Uniform*

During clinical experiences, simulation and clinical laboratories, students are expected to wear the nursing student uniform. Green Scrub shirt and white duty pants / skirt

When completing patient research, students are expected to wear the BC Polo shirt (which must be purchased from the Bermuda College Book Store) with a white laboratory jacket. The standard uniform includes:

- Green scrub top (**Purchased at BC Bookstore only**)
- Bermuda College polo shirt (Worn when researching patients and during BC activities)
- White scrub pants or skirt
- White lab coat
- White stocking or socks
- White shoes (closed toe) Crocks are not allowed
- Name badge
- Clinical notebook

Laboratory coats, warm up jackets or sweaters are not to be worn when giving direct care. The Nursing Kit, a lapel watch with a second hand are considered essential items for clinical experience and students are expected to have them with them every clinical day.

### *Name Tag/ Student Identification*

Student ID Badge must be worn at all times on the chest area. Each student is to have an acceptable identification badge. If the facility does not require their specific name badge, the Bermuda College's identification badge must be worn.

In some instances, the clinical facility may provide students with specific attire, such as in obstetrical areas. In these cases, students will wear the facility-issued uniform.

### *Site Specific Uniform, Reference Dress Code Policy*

When a clinical site has a dress code more restrictive than this policy, the student is expected to adhere to the more restrictive code. Nursing faculty will inform students of any clinical site-specific requirements not listed here.

Psychiatric/Mental Health and community clinical rotations require students to wear professional attire (jeans, athletic clothing or open-toe shoes are not permitted). When performing community service, students may wear scrub tops or polo shirts with Bermuda College insignia.

Uniforms must be worn when researching patient assignments in preparation for clinical experiences.

## **APPEARANCE**

It is expected that students will conduct themselves in a professional manner when in uniform, representing Bermuda College and when on the grounds of the clinical facility. The College and Clinical facility dress code will be met.



## GENERAL APPEARANCE AND PRESENTATION

Students are expected to be well groomed and properly attired for each clinical experience.

### *Hair*

- Neat and clean. If the student's hair is shoulder length or longer, it must be tied back or kept off the shoulders.
- Refrain from bright, bold or multi-coloured hair that is considered unprofessional.
- Facial hair must be short, trimmed neatly and clean

### *Fingernails*

- Short and well-trimmed so as to prevent damage to patients.
- Only clear polish permitted.
- No artificial, gel or acrylic nails permitted.

### *Jewellery*

- Visible jewellery for body piercing other than for ears is not permitted.
- Facial piercings including tongue piercing are not allowed.
- Wedding bands are permitted; rings with stones are not permitted.
- No dangling earrings are permitted. Two (2) stud earrings per ear only.
- Chains; (neck) are not allowed
- Lapel watches may be worn.

### *Tattoos*

- Visible tattoos are not permitted; the uniform must cover them

### *Perfumes, cologne and odour*

- Appropriate personal hygiene must be practiced and is conducive to patient care.
- Use of perfume or cologne is not permitted due to patient and/or co-worker allergenic sensitivity.
- No smoking while assigned to duty. This includes all breaks.

### *Other*

- No gum chewing in the clinical facility, simulation and laboratory.
- No gum chewing when providing patient care.
- Cell phones, smart phones, tablets, cameras or any other electronic devices are not permitted in the patient care areas.
- Take the least amount of personal items to clinicals

### *Drugs and Alcohol*

Possession, consumption and/or distribution of illicit drugs or alcohol in the clinical area (or scheduled area/classroom) are strictly forbidden. Contravention of this policy will result in immediate removal from the clinical area and may be grounds for dismissal from the Nursing Programme. The Clinical Instructor reserves the right to remove a student from clinical who he/she suspects is under the influence of any substance which may impair the student's performance in clinical.

## ADDITIONAL INFORMATION

### CLASS, LAB, AND CLINICAL HOURS. (CLOCK HOUR: CREDIT HOUR RATIO)

**Class:** 1 clock hour: 1 credit hour  
**Clinical/Lab:** 3 clock hours: 1 credit hour

The clock hour to clinical hour ratio for the Nursing Programme is 3 to 1. Each clinical session is 6.5 hours per day totalling 91 clinical hours per semester for all clinical courses except Adult Health Practicum (NUR 2251) where the student must complete a minimum of 180 clinical hours in the assigned clinical setting.

### RECORDING OF CLASSES OR MEETINGS

Nursing students must obtain approval in advance from the facilitator before recording any lecture or meeting.

### LABORATORY REQUIREMENTS

The following classes have a laboratory section assigned to the course: NUR 1150, NUR 2201, and NUR 2251. Students are required to purchase Student Nursing Kits from the Bermuda College Bookstore prior to starting NUR 1150, to learn and perform skills needed for clinical performance. See Appendix A.3 for a list of supplies in the nursing kit.

The clinical laboratory is utilised by faculty and students to learn specific clinical skills and competencies required to perform safe, quality and effective nursing skills. Students will be assessed through demonstration of competency- based skill performance, and case studies using high fidelity simulators. Students must demonstrate satisfactory performance of the clinical skills in the laboratory prior to starting the clinical experience. The grading for the laboratory session will be included in the course grade. Time in the Simulation Laboratory must be scheduled through The Nursing and Allied Health Office.

### CHILD CARE POLICY

Children are not permitted in the class, simulation, laboratories or clinical settings. Students should make every effort to make arrangement for childcare prior to classes. This includes during Zoom sessions.

## APPENDIX

### A.1: STANDARDS OF NURSING

*Bermuda Nursing and Midwifery Council*

<https://www.gov.bm/sites/default/files/Standards-of-Practice-for-Nurses.pdf>

The Standards of Practice for Nurse detail the principles and values on which good nursing practice is based.

1. Professionalism
2. Scope of Practice
3. Clinical care quality
4. Relationship with patients
5. Community
6. Fees
7. Communication Collaboration
8. Ethics, Integrity, and Professionalism

*National League for Nursing (NLN)*

<http://www.nln.org/>

The NLN Education Competencies Model illustrates the dynamic process of mastering core competencies that are essential to the practice of contemporary and futuristic nursing. The models consist to the following components:

**Core values:** <http://www.nln.org/about/core-values>

The National League for Nursing promotes excellence in nursing education to build a strong and diverse workforce to advance the health of our island and the global community.

**Integrating concepts:**

Nursing students must develop the ability to move with grace through many realms of nursing.

**Programme outcomes:**

The expected culmination of all learning experiences occurring during the programme including the mastery of essential core nursing practice competencies.

Core values	Integrating concepts	Program outcomes
Caring	Context and environment	Human flourishing
Diversity	Knowledge and science	Nursing judgment
Excellence	Personal and professional development	Professional identity
Holism	Quality and safety	Spirit of inquiry
Integrity	Relationship-centred care	
Patient-centred	Teamwork	

**The Standards of Practice** describe a competent level of nursing care as demonstrated by the critical thinking model known as the nursing process. **The nursing process includes the components of assessment, diagnosis, outcomes identification, planning, implementation, and evaluation.** Accordingly, the nursing process encompasses significant actions taken by registered nurses and forms the foundation of the Nurse's decision-making.

**The Standards of Professional Performance** describe a competent level of behaviour in the professional role, including activities related to ethics, culturally congruent practice, communication, collaboration, leadership, education, evidence-based practice and research, quality of practice, professional practice evaluation, resource utilization, and environmental health. All registered nurses are expected to engage in professional role activities, including leadership, appropriate to their education and position. Registered nurses are accountable for their professional actions to themselves, their healthcare consumers, their peers, and ultimately to society.

STANDARDS OF PRACTICE	STANDARDS OF PROFESSIONAL PERFORMANCE
<b>Standard 1. Assessment</b> The registered Nurse collects pertinent data and information relative to the healthcare consumer's health or situation.	<b>Standard 7. Ethics</b> The registered Nurse practices ethically.
<b>Standard 2. Diagnosis</b> The registered Nurse analyses the assessment data to determine actual or potential diagnoses, problems, and issues.	<b>Standard 8. Culturally congruent Practice</b> The registered Nurse practices in a manner that is congruent with cultural diversity and inclusion principles.
<b>Standard 3. Outcomes Identification</b> The registered Nurse identifies expected outcomes for a plan individualized to the healthcare consumer or the situation.	<b>Standard 9. Communication</b> The registered Nurse communicates effectively in all areas of practice.
<b>Standard 4. Planning</b> The registered Nurse develops a plan that prescribes strategies to attain expected, measurable outcomes.	<b>Standard 10. Collaboration</b> The registered Nurse collaborates with healthcare consumer and other key stakeholders in the conduct of nursing practice.
<b>Standard 5 Implementation</b> The registered Nurse implements the identified plan.	<b>Standard 11. Leadership</b> The registered Nurse leads within the professional practice setting and the profession.
<b>Standard 5A. Coordination of Care</b> The registered Nurse coordinates care delivery.	<b>Standard 12 Education</b> The registered Nurse seeks knowledge and competence that reflects current nursing practice and promotes futuristic thinking.
<b>Standard 5B. Health Teaching and Health Promotion</b> The registered Nurse employs strategies to promote health and a safe environment.	<b>Standard 13 Evidence-based Practice and Research</b> The registered Nurse integrates evidence and research findings into practice.
<b>Standard 6. Evaluation</b> The registered Nurse evaluates progress toward attainment of goals and outcomes.	<b>Standard 14 Quality of Practice</b> The registered Nurse contributes to quality nursing practice.
	<b>Standard 15. Professional Practice Evaluation</b> The registered Nurse evaluates one's own and others' nursing practice.
	<b>Standard 16. Resource Utilization</b> The registered Nurse utilizes appropriate resources to plan, provide, and sustain evidence-based nursing services that are safe, effective, and fiscally responsible.
	<b>Standard 17. Environmental Health</b> The registered Nurse practices in an environmentally safe and healthy manner.

## A.2: ASSOCIATE OF SCIENCE NURSING PROGRAMME PLAN

COURSE #		COURSE TITLE	CREDIT	TRANSFER	EARNED
<b>General Core:</b>					
CSC 1110	FA/ SP	Strategies for Success	2		
CIS 1120	FA/ SP /SM	Intro: Business Applications of Computers	3		
ENG 1111	FA/ SP	Freshman English	3		
ENG 1112	FA/ SP	Literary Analysis	3		
MAT 1105	FA/ SP	College Algebra (or substitute MAT 1100 or higher)	3		
<b>Social Science:</b>					
PSY 1101	FA	Introduction to Psychology	3		
SOC 1101 or 1102	FA FA/ SP	Introduction to Sociology I or Introduction to Sociology II	3		
<b>Natural Science:</b>					
BIO 2211	FA	Anatomy & Physiology I	4		
BIO 2212	SP	Anatomy & Physiology II	4		
BIO 2222	FA	Medical Microbiology	4		
BIO 2250	SP	Medical Nutrition **	4		
<b>Humanities and Electives</b>					
ALH 2201	FA	Integrating Research into Evidence Based Practice Nursing	3		
ALH 1102	FA	Medical Terminology	2		
ENG 2212	FA/ SP	Oral Communications **	3		
HIS		History	3		
MSC		Music	3		
PHL 2210	SP	Medical Ethics	3		
REL		Religious Studies	3		
SPA 1102	FA	Spanish for Health Care Professionals	3		
SOC 1102	FA/ SP	Introduction to Sociology II	3		
<b>Nursing Core:</b>					
NUR 1101	SM	Introduction to Professional Nursing	2		
NUR 1150	FA	Nursing Fundamentals	8		
NUR 2200	SP	Psychiatric Nursing	5		
NUR 2201	SP	Medical/Surgical Nursing	7		
NUR 2235	SM	Pharmacology	2		
NUR 2240	FA	Family Health Nursing	5		
NUR 2250	FA	Adult Health	5		
NUR 2251	SP	Adult Health Practicum	8		

FA – FALL SEMESTER; SM – SUMMER SEMESTER; SP- SPRING SEMESTER

### A.3: STUDENT NURSE KIT

(SOLD IN THE BERMUDA COLLEGE BOOKSTORE) The Nursing Kit must be purchased only from The BC Bookstore prior to commencing NUR 1150.

1. Blue bag with logo
2. Stethoscope (purchase separately)
3. Adult blood pressure cuff (purchase separately)
4. Enema set
5. Suction catheter kit 12 fr with a pair of latex free gloves
6. 10 alcohol prep pads
7. 3 elastic bandages (2" X 5"; latex free)
8. 3 stretch gauze bandage 3"
9. 2 ABD pads (5"X 9"; non-sterile)
10. Paper tape (1"X 10 yards)
11. Irrigation tray with 60 mL bulb syringe
12. Personal protection kit
13. Tracheostomy care tray (latex-free)
14. Bandage scissors 5 ½" (purchase separately)
15. Kelly forceps 5 ½ "curved (purchase separately)
16. Pen light (purchase separately)
17. Closed insert Foley tray 14 fr
18. Inject-Ed
19. Saline Bottle 500 ml
20. Saline 3 ml
21. Needles:
  - Insulin syringe
  - 3 ml Syringe 25G 5/8"
  - 3 ml Syringe 28G 1 1/2"



## A.4: UNPROFESSIONAL BEHAVIOUR

### NURSING PROGRAMME

#### Unprofessional Behaviour Tool for Practicum Courses

##### Directions for use of Unprofessional Behaviour Tool:

- Faculty initiate document related to the observed unprofessional behaviour, use one document for each incident.
- Faculty share the document with the student.
- Place a "U" in the date box with the date the behaviour was assessed.
- Complete the comments column.
- Student to complete their portion of the document (*see other side #1 and #2 question*).
- Faculty to complete their perspective on the unprofessional behaviour and document the RX for Progress section.
- Discuss with the student the faculty's Perspective and RX for Progress.
- Student and faculty to sign the form.
- Make a copy of the document for the student.
- Original form remains in the student's file.

UNPROFESSIONAL BEHAVIOUR	DATE	COMMENTS
1. <b>Late Assignments:</b> (refer to course handbook on late assignments)		
2. <b>Clinical/lab/Class Absence</b> (refer to course handbook on clinical absences and the handbook)		
3. <b>Clinical/lab/Class Tardiness</b> (refer to the lateness policy in the course handbook and the handbook)		
4. <b>Inappropriate Dress Code</b> (refer to course handbook and the policy on dress code)		
5. <b>Not prepared for the Clinical day</b> (refer to course handbook for the assignment guidelines)		
6. <b>Unprofessional Behaviour</b> (refer to handbook and Bermuda College Code of Conduct)		

(Complete other side please)

1. Student's perspective of the unprofessional behaviour:

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2. Describe the plan to change your unprofessional behaviour:

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3. Faculty perspective of the unprofessional behaviour and plan of action:

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Student's signature: \_\_\_\_\_

Faculty's signature: \_\_\_\_\_



**NURSING PROGRAMME  
Learning Agreement**

Course Name and Number:

Student:

Subject: Learning agreement for all nursing courses and the Nursing Programme.

Date:

Purpose: To clarify areas of strength and areas of marginal performance necessary to achieve a passing grade.

**ARTICLE I**

Areas where improvement is needed:

- A. Student strengths
- B. Areas of needed improvement

**ARTICLE II**

- A. The following behaviours must be demonstrated by the student in order to achieve a satisfactory grade for:  
\_\_\_\_\_ (state course name and number).

The student must:

**ARTICLE III**

A satisfactory grade in course is contingent upon achieving all the objectives specified in the clinical evaluation tool. A passing grade will be based on satisfactory performance in the areas described under Article II as well as a consistently safe, accurate, and dependable level of performance in all other areas described in the clinical evaluation tool.

If a satisfactory performance is not evidenced, a grade of unsatisfactory (F) will be earned and recorded. If experiences are not available, they will not be a part of the evaluation process.

**ARTICLE IV**

All expectations for satisfactory performance described in this document are within the objectives for all students in the course. The course objectives and behaviours on the clinical evaluation tool provide the criteria for judgment of satisfactory performance.

**ARTICLE V**

The faculty agree to provide learning experiences which allows the student the opportunity for improvement in the areas described in Article II. The faculty also agree to be available for guidance and to provide positive as well as negative feedback to assist the student in improvement of his/her performance.

**ARTICLE VI**

I have read the above agreement and fully understand the conditions as written and will comply with the agreement.

**Signatures:**

Faculty: \_\_\_\_\_

Director: \_\_\_\_\_

Student: \_\_\_\_\_

## STUDENT ATTESTATION

This Handbook contains the philosophy, programme outcomes and policies of the Bermuda College Associate of Science Nursing Programme Education Pathway. The policies contained within this handbook have been developed by the Nursing faculty in conjunction with the students of the Nursing Programme. Students need to familiarise themselves with these policies and sign the form which indicates an understanding of the policies. These policies are subject to change as the academic year progresses.

Students are required to read, understand, and agree to comply with expectations as stated in this handbook as well as the Statement of Ethical and Legal Behaviours (found in the admission packet). Copies of these forms will be placed in the student record.

I have read, understand, and agree to comply with the expectations and stated outcomes of the Bermuda College Associate of Science Nursing Programme Student Handbook and the Statement of Ethical and Legal Behaviours.

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Semester/Year:** \_\_\_\_\_

*\*Sign and submit this form to the Nursing Education and Allied Health Office.*