



# **Undergraduate Nursing Student Handbook 2025-2026**

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## Welcome!

Welcome to the Hood College Bachelor of Science in Nursing Program. This handbook is for use by students and is intended to provide important information specific to the program. The baccalaureate degree in nursing at Hood College is accredited by the [Commission on Collegiate Nursing Education](#) and conforms to the requirements set forth in [The Essentials of Baccalaureate Education for Professional Nursing Practice \(2021\)](#) by the American Association of Colleges of Nursing. The BSN program is approved by the Maryland Higher Education Commission and the Maryland Board of Nursing.

## Nursing Program Information

### Hood College

#### Vision

Hood College is a premier, comprehensive liberal arts college, offering both undergraduate and graduate students an excellent and holistic educational experience that prepares them for personal and professional achievement and productive participation in society. Education at Hood reaches beyond boundaries, whether those boundaries be academic disciplines, the classroom, or the campus. We thereby offer a holistic education that encompasses the curriculum, co-curricular experiences, and a rich array of experiential learning opportunities, facilitating student exploration and fostering intellectual, spiritual, and physical growth. We recognize that this vision can only be realized in a diverse, collaborative, student-centered community in which all are empowered to be educators and mentors to our students, facilitating their preparation to “meet personal, professional and societal challenges and to lead purposeful lives of responsibility, leadership, service and civic engagement” (Hood College Mission).

#### Mission

Through the integration of the liberal arts and professions, Hood College provides an education that empowers students to use their hearts, minds, and hands to meet personal, professional, and global challenges and to lead purposeful lives of responsibility, leadership, service, and civic engagement.

#### Core Values

**Hope:** To believe that everyone can have a positive impact in the world and that education is instrumental in creating and sustaining hope.

**Opportunity:** To fully use one’s talents and skills to realize professional and personal achievement and to help create and realize opportunities for others.

**Obligation:** To fulfill personal and professional responsibilities with integrity and to be a responsible steward and servant to the betterment of others and this world.

**Democracy:** To embrace diversity, foster freedom of thought and expression, and promote engaged citizenship both in self and others.

## The Ruth Whitaker Holmes School of Behavioral and Health Sciences

### Vision

To:

- Positively impact the quality of human and community life;
- Promote innovation and interdisciplinary collaboration reflective of the dynamic, ever-changing fields of behavioral and health science;
- Create an accountable culture that centers diversity, equity, and inclusion as essential components; and
- Enhance understanding of health, behavior, and society through dissemination of knowledge from basic and applied research, as well as practice.

### Mission

To prepare graduates to support and advocate for the needs of **diverse communities** by providing a **holistic** study of health and behavior as a **continuum of physical, mental, and social well-being**. The school provides an **interdisciplinary** learning environment consistent with the college's **liberal arts** mission and applied through **research and practice** environments.

### Values

The School of Behavioral and Health Science upholds a set of core values that align with the College and guide our work with all constituents. We are committed to:

- Demonstrating professionalism, integrity, and ethical principles;
- Creating actionable solutions that promote health, social equity, and access to resources;
- Promoting excellence in teaching, research, and practice;
- Championing diversity, equity, and inclusion; and,
- Celebrating interdisciplinary collaboration.

## Hood College Department of Nursing

### Mission

The Hood College Department of Nursing strives to prepare nursing students for reflective, culturally humble nursing practice through the systematic study of the liberal arts and the science of nursing. By promoting the exploration of innovative practices, the incorporation of technology and research, and the pursuit of knowledge, we inspire our nursing students to advocate for the improved health of the individuals and families that make up the diverse global community.

### Bachelor of Science in Nursing Program Student Learning Outcomes

1. Integrate nursing science, humanities, and behavioral and physical sciences as a basis for safe nursing practice, including clinical reasoning, critical thinking, and judgment.
2. Provide caring and competent nursing care to culturally diverse clients in a changing and complex healthcare environment across the lifespan.
3. Support optimal health outcomes for patients, families, communities, and populations through actions that include health promotion, disease prevention, autonomy, and advocacy.
4. Utilize effective communication strategies to collaborate with multidisciplinary teams to provide patient-centered care.
5. Safely utilize information technologies to promote optimal patient care.



6. Apply basic organizational and systems leadership for quality care, ethical practice, and patient safety.
7. Cultivate professional development by making a commitment to lifelong learning and professional activities.
8. Evaluate the health policy, regulation, and payment process for the improvement of health care for all.
9. Integrate research, ethical principles, and patient preference into clinical decision making through evaluative nursing practice.

## AACN Essential Domains (2021)

### **Domain 1: Knowledge for Nursing Practice**

Integration, translation, and application of established and evolving disciplinary nursing knowledge and ways of knowing, as well as knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences. This distinguishes the practice of professional nursing and forms the basis for clinical judgment and innovation in nursing practice.

### **Domain 2: Person-Centered Care**

Person-centered care focuses on the individual within multiple complicated contexts, including family and/or important others. Person-centered care is holistic, individualized, just, respectful, compassionate, coordinated, evidence-based, and developmentally appropriate. Person-centered care builds on a scientific body of knowledge that guides nursing practice regardless of specialty or functional area.

### **Domain 3: Population Health**

Population health spans the healthcare delivery continuum from public health prevention to disease management of populations and describes collaborative activities with both traditional and non-traditional partnerships from affected communities, public health, industry, academia, health care, local government entities, and others for the improvement of equitable population health outcomes.

### **Domain 4: Scholarship for the Nursing Discipline**

The generation, synthesis, translation, application, and dissemination of nursing knowledge to improve health and transform health care.

### **Domain 5: Quality and Safety**

Employment of established and emerging principles of safety and improvement science. Quality and safety, as core values of nursing practice, enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.

### **Domain 6: Interprofessional Partnerships**

Intentional collaboration across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.

### **Domain 7: Systems-Based Practice**

Responding to and leading within complex systems of health care. Nurses effectively and proactively coordinate resources to provide safe, quality, equitable care to diverse populations.



**Domain 8: Informatics and Healthcare Technologies**

Information and communication technologies and informatics processes are used to provide care, gather data, form information to drive decision making, and support professionals as they expand knowledge and wisdom for practice. Informatics processes and technologies are used to manage and improve the delivery of safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.

**Domain 9: Professionalism**

Formation and cultivation of a sustainable professional nursing identity, accountability, perspective, collaborative disposition, and comportment that reflects nursing's characteristics and values.

**Domain 10: Personal, Professional, and Leadership Development**

Participation in activities and self-reflection that foster personal health, resilience, and well-being, lifelong learning, and support the acquisition of nursing expertise and assertion of leadership.

## General Information

### Academic Advisement

Upon progression to Level 2 of the BSN program, each student is assigned to a full-time Nursing faculty member who will serve as their academic advisor. Students may meet with their advisors during posted office hours or by appointment. Students must meet with their advisors during the advising period each semester to be approved for course registration for the following semester.

Students are encouraged to meet with their academic advisors regularly, particularly in the following situations:

- Experiencing difficulty in a course
- Considering withdrawal from a course or the nursing program
- Facing challenges related to college life or personal circumstances
- Reapplying to the nursing program or returning from a leave of absence

Please see [Student Success Center](#)

### Accessibility Services

Students who need academic accommodations for a disability must contact the Office of Accessibility Services, per college policy. If a request for accommodation is granted, the student will provide documentation to the faculty for each enrolled course. Please allow sufficient time for the Department to arrange for the service or function that has been granted.

Please see [Office of Accessibility Services](#)

### APA Style for all written assignments

All written assignments must comply with the 7<sup>th</sup> Edition of the *Publication Manual of the American Psychological Association*, which is currently recommended by faculty.

### Core Performance Standards

As recommended by the National Council of State Boards of Nursing and the American Association of Colleges of Nursing, students admitted to nursing programs are expected to meet certain functional abilities to be successful in a nursing education program as well as in professional nursing. Students who apply for admission to the nursing program should meet the following performance standards, with reasonable accommodation:

- Ability to see, hear, touch, smell, and distinguish colors (e.g., the student should have the ability to auscultate sounds; hear emergency signals; visualize and read monitors; assess health needs).
- Demonstrate oral and written communication skills with accuracy, clarity, and efficiency—for example, the ability to document clinical findings and nursing care, and to effectively communicate patient education.
- Manual dexterity, gross and fine movements (e.g., the student should be able to perform such function(s) as to move around in the workplace to provide care; administer cardiopulmonary resuscitation; provide safe and effective nursing care).

- Ability to learn, think critically, analyze, assess, solve problems, and reach judgment (e.g., the student should have the ability to interpret subjective and objective changes in patient status and respond appropriately).
- Emotional stability (e.g., the student should have emotional stability; ability to accept responsibility and accountability; interpersonal skills sufficient to interact with individuals, families, and groups).
- Stamina (e.g., the student should have health and physical stamina sufficient to carry out continued work assignments in 8–12-hour periods of time).

## Personal Safety

The Department of Nursing attempts to establish and maintain safe working and learning environments for students, faculty, and staff. Awareness and communication of potentially unsafe situations can decrease the possibility of a harmful or lethal occurrence.

The Department of Nursing will not relay information about the location of any student to anyone other than an authorized Hood College employee acting in an official capacity. The Department will not post schedules that include student names and clinical locations in public areas.

Students must not reveal the location of other students to anyone other than an authorized Hood College employee acting in an official capacity. Students should inform their own family members or significant others what they want them to know about their whereabouts. Students should establish with these individuals how to reach them in case of an emergency.

If students' personal situations could present a threat to their own or others' safety, they should immediately confer with the relevant faculty, Department Chair, and campus security to establish procedures to maintain a safe learning and teaching environment.

## Professional Conduct

### Standards of Professional Conduct and Safe Clinical Practice (see Addenda VI)

Nursing students are expected to demonstrate responsibility and accountability and to practice nursing in a manner that protects the safety of patients and others in the clinical environment. All students are expected to adhere to the Department of Nursing *Standards of Professional Conduct and Safe Clinical Practice* at all times and to adhere to the ANA Standards of Practice. Failure to adhere to these standards may result in disciplinary action, which may include dismissal from the nursing program.

The faculty member who observes a violation will discuss the incident with the student immediately and document the incident.

If the violation involves unsafe clinical practice, the student may be required to leave the clinical unit for the remainder of that day at the instructor's discretion. The student may be given an alternative assignment at the instructor's discretion.

The alleged violation will be fully investigated. The student may not return to clinical until the investigation is completed. The outcome of the investigation may include:

- a) No action required
- b) Written warning
- c) Probation
- d) Dismissal from the program

The Department may dismiss a student from the program in cases of:

- Breach of confidentiality of patient information (HIPAA violation)
- Clinical practice that is repeatedly unsafe
- Falsifying documentation of patient care
- Acting in a manner that is a threat or danger to the safety of the student or to others
- Failure to comply with the policies of the agency in which the student is placed for clinical learning activities.

The student may appeal dismissal from the BSN Program by submitting a letter to the Chair of the program within 10 days of the date of the dismissal letter, identifying the reason for the appeal and the new evidence to be considered that was not included in the previous deliberations.

Students may also be dismissed from the BSN program with evidence of the following:

- a) Failure to meet and maintain academic standards
- b) Disruptive behavior
- c) Unprofessional behavior
- d) Unsafe nursing practice

*This list is meant as a guideline and should not be considered exhaustive or all-inclusive.*

*The Department of Nursing reserves the right to remove any student from the nursing program if that student is not meeting academic, professional, and/or clinical standards at any time.*

## Use of Cell Phones and Other Electronic Devices

Use of cell phones, smart watches, earbuds, or headphones for personal reasons is not permitted in class, lab, or clinical settings. Cell phones may only be used for reference reasons if requested by faculty and allowed by agency policy. Faculty reserves the right to dismiss any student from the class, lab, or clinical setting for violations of this policy.

## Feedback to Faculty and Staff

The faculty and staff are open to receiving and responding to constructive suggestions. Processes are available to allow for appeals of grades and for other grievances. The expression of criticism or problems through the use of abusive language or disruptive behavior directed toward faculty or staff will not be tolerated. Such behavior is inconsistent with professional standards and inappropriate.

## Disruptive Behavior

Disruptive behavior: any behavior a reasonable person would view as substantially or repeatedly interfering with an instructor's ability to teach or the ability of other students to benefit from the instructional program.

A disruptive student is one who disturbs the teaching and learning process in the classroom or on the clinical unit. It is the responsibility of the student to conform to conduct conducive to learning by being prepared, prompt, attentive, courteous, and respectful in the classroom and on the clinical unit and by conforming to policies and learning activities set forth by the teacher to maintain academic integrity.

Any time a student is completing work as a Hood College student, the student is considered to be in the classroom and must maintain appropriate conduct. A student must be able and willing to examine and change behaviors when they interfere with productive individual or group relationships.

Instructors have the responsibility and authority to maintain a productive educational environment. Civility, understanding, and mutual respect among all people are intrinsic to such an environment.

Students' side conversations, use of headphones, unapproved or disruptive use of cell phones or smart watches, use of profanity or threatening language, routinely coming late or leaving early, inappropriate interruptions, hostile or intimidating comments, personal insults, and arriving unprepared to the clinical unit will not be tolerated.

If the student's behavior is negatively affecting the learning environment, the instructor will:

- a) Confront disrespectful behavior. This may be done as a word of caution to the whole group, or the instructor may direct the student to meet after class/clinical to discuss the behavior.
- b) Ask the disruptive student to leave if the behavior is not changed immediately, and call campus security or the local police if necessary to escort the student from the classroom.
- c) Leave the classroom/clinical unit if there is repeated hostility that does not cease, and the instructor fears personal injury or extensive, intolerable verbal abuse.

A complaint of student misconduct may be filed with the Nursing Program Director by faculty, staff, or students. All allegations should be documented in the [Complaint Form](#) and submitted to the Director within 10 business days of the incident. The Director will provide a thorough investigation of the incident and take appropriate action.

Department of Nursing students are also subject to all Student Life policies as described in the [Hood College Student Handbook](#)

### [HIPAA and Patient Confidentiality](#)

Federal regulations under the Health Insurance Portability and Accountability Act (HIPAA) include provisions designed to protect the privacy of patient information and are commonly known as the Privacy and Security Rules. The HIPAA Privacy and Security rules affect all healthcare providers.

Confidential patient information means information that identifies the patient, relates to the patient's diagnosis or condition, the patient's care, treatment, or other services provided to the patient, or the patient's billing and payment information.

Students violating patient confidentiality practices are subject to civil and criminal liability under applicable law and are subject to the Standards of Professional Conduct and Safe Clinical Practice and the Confidentiality Agreement rules.

### Honor Code Policy – Academic Dishonesty, Use of Prohibited Items

The Department of Nursing adheres to all honor codes put forth by Hood College and found in the Hood College Catalog and Hood College Student Handbook.

### Testing and Evaluation

It is the policy of the Department of Nursing that the following materials [prohibited items] may not be used by a student as a part of study-preparation for a test in any Nursing course, unless expressly first approved in writing by the course faculty:

- a) Copies of tests previously administered by the course faculty or any other instructor of Hood College Department of Nursing, unless distributed to all students in the class by the course faculty.
- b) Copies of an “instructor” version of an assigned textbook.
- c) Copies of test banks or other sample tests published for faculty by textbook publishers.
- d) Internet sources that provide inappropriate access to testing materials, which violates the Hood College Honor Code.

For purposes of this policy:

- a) Possession of prohibited materials shall constitute presumptive evidence of use by the possessing student.
- b) Receipt and possession of any document compiled by a student who was in possession of prohibited items shall constitute presumptive evidence of use by the receiving student, if the receiving student knew or should have known that the content derived from prohibited items.
- c) Possession of prohibited items shall constitute “receiving assistance in coursework in a manner not authorized” under the Academic Integrity Policy of the University and will be addressed by the professor consistent with that policy.

### On-line Testing

The Nursing Department of Hood College is committed to integrity in all aspects of the nursing program. To ensure the security and integrity of the exam process, proctored experience may be required for successful completion of a nursing course. A proctored exam is one in which the student is monitored while taking the exam.

All nursing courses are expected to have proctored exams. Hood College Nursing Program currently uses a lockdown browser for security in the testing environment.

### Nursing Student Confidentiality Agreement

Upon entering Level 2 of the BSN Program, students must agree to and sign the Student Confidentiality Agreement. This agreement is in place throughout the student’s time in the program (see Addendum VI).

## Use of Artificial Intelligence (AI) Platforms

AI is evolving but there are significant unresolved legal and ethical considerations about the use of these tools with respect to privacy, copyright, authorship and intellectual property that have direct academic integrity implications. Faculty and students are expected to maintain the highest standards of academic integrity and transparency in all scholarly activities, whether generative AI tools are used or not. Use of AI tools rests with the course instructor and may vary according to the course's activity. Failure to comply with course AI policies/allowances, which includes improper citation, will result in consequences outlined in the Standards of Professional Conduct (see Addendum VI).

## Social Media

Nursing students must be very aware of their postings in social media communications (i.e., Facebook; Twitter; LinkedIn; video-sharing and photo-sharing sites such as YouTube and Flickr; wikis; blogs; personal websites, and any other similar sites or applications). As potential employers often search the aforementioned sites, it is imperative that nursing students not convey negative or inappropriate remarks regarding the nursing program or related issues.

Students are expected to maintain professionalism as well as responsibility and accountability for all their behaviors. Students need to be mindful of their postings as they reflect upon them as students of the nursing program. Postings about faculty, instructors, and staff also fall under this social media policy.

Students must not discuss or reveal confidential matters of any kind on social media. Students have a duty to report any conduct that violates the rules set forth in this policy or other related Department of Nursing policies.

In addition, students are to maintain compliance with any social media policy of any affiliated clinical agency provided during their respective clinical orientations. Violation of this social media policy may result in disciplinary measures up to and including dismissal from the nursing program.

## Academic Progression Policies

### Grading

Students in the BSN Program are expected to maintain a grade point average of 2.75 or higher in order to progress to the subsequent level of the nursing program.

The GPA represents the overall academic performance of a student. It includes grades earned at Hood College as well as those from other institutions, regardless of whether the course credits were accepted for transfer.

The overall GPA is used to determine eligibility for Departmental Honors or Honor Societies.

If a student's GPA falls below 2.75, the student has one semester to bring the GPA back up to a minimum of 2.75. Failure to meet the GPA benchmark will be subject to review by the Department of Nursing and may prevent the student from continuing in the program.



All nursing courses and nursing-required courses must be completed with a minimum grade of C (equivalent to 2.0).

Students can repeat one nursing course one time and two nursing-required courses one time.

Failing to achieve a grade of C in a course will impact a student's ability to progress in the curriculum.

Some courses serve as prerequisites for others, so failing a prerequisite course may impede the student from enrolling in the subsequent course.

If a student's GPA falls below 2.75, they may be placed on academic probation.

In clinical courses, the final grade is based on the student's performance as measured by a course-specific clinical evaluation tool. This tool assesses essential competencies, including clinical judgment, communication, professionalism, patient safety, and the application of nursing knowledge in practice. To pass the clinical component, students must meet or exceed expectations in all critical areas.

Additionally, students must receive a passing/satisfactory grade in the lab/clinical component, which may include competency tests for skills.

The Department of Nursing uses the following grading scale:

A	93-100	B-	80-83	D+	67-69
A-	90-92	C+	77-79	D	65-66
B+	87-89	C	75-76	D-	60-64
B	84-86	C-	70-74	F	<60

Each individual assessment (tests, quizzes, projects, etc.) score is reported to multiple decimal places, e.g. 92.7653 and not rounded up.

Only the final course grade (weighted column grade that is entered in self-service) will be rounded following standard math rounding rules. A final course grade of X.50 will be rounded to the next highest whole number (example 72.50 = 73). A final course grade of X.49 would not round up (example 72.49 = 72).

No extra credit work will be offered.

Withdrawal from a nursing course while failing the course is considered a course failure.

A student may not progress in the program with a grade of INC (incomplete) in any course without the approval of the Program Director.

### Progression (see Addendum I)

The nursing curriculum is a rigorous course of study. Academic progression in the nursing program is framed from the perspective of providing safe, quality care and overall achievement of basic level

competencies to be successful on the nursing licensure exam; therefore, minimum standards are identified that support these goals.

### Scoring Policy for Multiple Response “Select All That Apply” Exam Questions (see Addendum II)

The Department follows the “right minus wrong” method of scoring used by the National Council of State Boards of Nursing (NCSBN) to score all “multiple response/select all that apply” questions on all exams in the Nursing program. With this method of scoring, students receive points equal to the number of right answers they choose minus the number of incorrect answers they choose:

- To determine how much each answer is worth, take the total number of points assigned to the question and divide it by the total number of answer choices.
- Example: if a question is worth 10 points and has 5 answer choices, each correct answer is worth 2 points, and each incorrect answer is worth – 2 points ( $10/5 = 2$ ). If a user gives 3 correct answers and 2 incorrect answers, 2 is the total number of points received for the question  $[(3*2) + (2*-2)]$ . Users can receive a minimum of zero on a question; they cannot receive a negative mark.

### Reinstatement/Readmission

Students who, for academic or other reasons, extend their program must contact the program director for permission to return to the program. Returning students will be required to validate prior learning before enrollment in the next sequential clinical nursing course.

If a student has left Hood College and wishes to return, the student must also submit a readmission form to the Registrar’s Office.

### Complaint Resolution

Should a student have a concern or complaint, the student should make every effort to resolve the issue by speaking with the person with whom they have the issue. If the situation is not resolved, the student should consider speaking with the next person in the nursing program chain of command. For example, if a student cannot resolve an issue with an instructor at a clinical site, the student may decide to speak with the respective faculty course coordinator.

Should a student have an issue that cannot be resolved through the process above, the student may choose to submit a [formal complaint form](#) to the Nursing Program Director or Chair.

## Graduation and Licensure

### Degree Completion

All nursing program requirements for the BSN degree are expected to be met within 5 years of starting Level 2 of the nursing program. If a student leaves the program and wishes to return after 5 years, they must reapply to the College and be reviewed by the Department of Nursing for admission. Under unusual circumstances, the student may petition for an extension of the degree completion requirements. The petition must be supported by the academic advisor and submitted to the faculty of the Department of Nursing for final decision:

1. Academic advisors will monitor their advisees' progression toward meeting degree requirements and notify any student whose progress in the program is at risk for not completing degree requirements within the stated time-period. Students are ultimately responsible for tracking their progression and progress.
2. Students who want to petition for an extension of this policy must submit a letter to their academic advisors, including:
  - a) the reason or reasons for the delay in meeting degree requirements;
  - b) evidence of continuing progress toward completion of the degree, and
  - c) a plan and a proposed date for completion of the degree.
3. The academic advisor signs and dates the letter if the advisor supports the student's request. If the advisor opposes the request, the student will indicate this on the petition, and the advisor will submit a statement of opposition. The letter is then submitted to the faculty of the Department of Nursing for a decision.
4. The Department Chair will notify the student in writing of the decision. A copy of this letter will be filed in the student's permanent record.

### Eligibility for Licensure

The [Maryland Board of Nursing](#) addresses the criteria for application for licensure. The Maryland Board of Nursing has the power to deny the opportunity to procure a license through testing if the applicant has willfully committed a felony under the laws of Maryland. Details are requested when the graduate makes an application for licensure. Any student who has a concern about eligibility should address this concern with the Board of Nursing in the state in which they will seek licensure.

## Student Feedback and Participation

The Department of Nursing participates in Hood College's efforts to continually improve student learning. Student input is solicited through course evaluations and evaluations of teaching effectiveness. Nursing students are also asked to evaluate clinical sites and clinical instructors/preceptors following each course with a clinical component.

### Participation in Department of Nursing Meetings

Each cohort of students (Levels 2, 3, 4) will select one representative and one alternate to participate in Nursing Department Faculty meetings. Only one student representative from each group will attend; if the elected representative is not available, the alternate will attend. These representatives will participate in Department discussions, raise questions, offer ideas, and communicate information to classmates. The focus of Department meetings is to address broad issues and make decisions that affect the BSN program and the Department, rather than specific courses. Concerns or issues about a specific course need to be addressed to the respective course faculty.

### Organizations

Hood College recognizes the Nursing Club as one of its approved campus organizations. The mission of the student-led Hood College Nursing Club is to help students advance their knowledge

and create leadership skills that will allow them to grow into the role of professional nurse and serve to strengthen the health of our community.

## Student Awards & Recognition

### Department Awards and Honors

#### **Departmental Honors Cords**

The Department recognizes nursing graduates who have earned a 3.6 or higher cumulative GPA. These students are awarded cords at pinning and noted in the pinning program with an asterisk by their name. Department Awards (given at Hood Honors Convocation)

**The Linda Mae Snapp Memorial Award in Nursing** was established in 2013 by Carol Snapp, Hodson professor of nursing, in memory of a family member. The prize is awarded annually to a student(s) in the nursing program based on leadership and service.

**The Linda J. Kennedy Outstanding Nursing Student Award** was established in 2021 by the faculty of the Department of Nursing in honor of Linda J. Kennedy, Hodson Assistant Professor of Nursing at Hood College. The award is given annually to a graduating senior in the nursing program for whom the faculty believes has the potential to make a significant contribution to the nursing profession through practice, research, and/or education.

**The Martha Chandler Gurzick Clinical Excellence Prize** was established in 2023 by David Gurzick M.S. '03 in honor of his wife, Martha. The prize is awarded annually to a graduating senior in the nursing department who has displayed excellence in their clinical rotation as recommended by site-based practicing nurses and clinical instructors. This student has excelled in translating research and evidence-based learning to clinical practice and has demonstrated strong critical thinking skills, professionalism, and persistence.

#### **The DAISY Award**

DAISY is an acronym for Diseases Attacking the Immune System. The DAISY Foundation was established in 1999 in memory of Patrick Barnes, who died at the age of 33 from complications of Idiopathic Thrombocytopenia Purpura, a blood disorder. Touched by the remarkable compassion and clinical skills demonstrated by the nurses who cared for Patrick, the foundation seeks to recognize exceptional nurses everywhere.

Hood College Department of Nursing is proud to be a DAISY award partner, recognizing student nurses with this special honor annually. The DAISY Award for Extraordinary Nursing Students is designed to remind students, even on the hardest day of nursing school, why you want to be a nurse. By recognizing students for the above-and-beyond care and compassion shown to patients and their families, we celebrate what it truly means to be a nurse. We honor the profound nurse-patient connection that shapes the healthcare experience for patients and their families—and defines what makes great nurses truly exceptional.

#### **Sigma Theta Tau International Honor Society of Nursing**

Sigma Theta Tau International (Sigma) is a prestigious honor society that recognizes excellence in nursing scholarship, leadership, and service. Founded in 1922, Sigma supports the professional development of nurses worldwide through research funding, continuing education, and global networking opportunities. Membership is by invitation and is extended to nursing students and professionals who demonstrate academic excellence and leadership potential.

The Hood College Bachelor of Science in Nursing (BSN) program is proudly affiliated with the Pi Chapter of Sigma Theta Tau International Honor Society of Nursing at the University of Maryland. Eligibility Criteria for Undergraduate Membership:

- Must be enrolled in a bachelor's nursing program (or equivalent)
- Must have completed at least 50% of the nursing curriculum
- Must hold a minimum GPA of 3.0 on a 4.0 scale
- Must rank in the top 35% of their nursing class
- *RN to BSN students* must have completed at least 12 credit hours

## Program Courses

### BSN Program Course Requirements

#### Nursing-Required Courses – all students

BIOL 104 A & P for Nurses I^	BIOL 232 Microbiology for Nurses
BIOL 204 A & P for Nurses II^	PSY 239 Developmental Psychology
CHEM 100 The Chemical World^ *	MATH 112 Applied Statistics* *
PSY 101 Introduction to Psychology^	PHIL 221 Ethics or approved alternate
CHEM 105 Molecular Basis of Nutrition	SOC 101 Principles of Sociology

These courses must be completed with a minimum grade of C before students can enroll in any nursing courses.

^ Students must earn a C or higher in these courses before acceptance into the Nursing Program

\* Students may substitute CHEM 101 General Chemistry I

\*\*Students may substitute PSY 211 Elementary Statistics or ECMG 212 Statistics for Economics and Management

#### Course Sequence for students entering the Nursing major (Level 2)

\*Effective for class of 2026, 2027, & 2028

Level 1			
<b>FALL</b>		<b>SPRING</b>	
<b>BIOL 104</b> – A & P for Nurses I	4	<b>BIOL 204</b> – A & P for Nurses II	4
<b>CHEM 100</b> – The chemical world [core]	4	<b>PSY 101</b> – Intro to Psychology [core]	3
Or CHEM 101 – General Chem I			
Language [core]	4	Language [core]	4
FYS [core]	3	PE [core]	1
		ENGL Foundation/Writing [core]	4
	15		16
Level 2			
<b>BIOL 232</b> – Microbiology for Nurses	4	<b>SOC 101</b> – Principles of Sociology [core]	3
<b>PSY 239</b> – Developmental Psychology	3	NUR 201 Fundamentals of Nursing Practice**	5
<b>CHEM 105</b> – Molecular Basis of Nutrition	3	NUR 203 Concepts of Pathophysiology & Pharmacology	5
NUR 200 Foundations of Professional Nursing	3	<b>PHIL 221</b> [or approved alternate] [core]	3
NUR 206 Health Assessment & Promotion**	3		

16

16

Level 3			
NUR 310 Adult Health I**	7	NUR 311 Adult Health II**	7
NUR 312 Leadership in Nursing Practice	3	NUR 315 Maternal Health Nursing**	4
NUR 306 Mental Health Nursing**	4	NUR 321 Research and EBP	3
<b>MATH 112</b> – Applied Statistics (sub PSY 211 or ECMG 212 [core])	3	Literary Analysis [core]	3
	17		17
Level 4			
NUR 403 Community Health Nursing**	4	NUR 407 Informatics in Healthcare	3
NUR 406 Pediatric Nursing**	4	PE [core]	1
NUR 397A Special Topics in Nursing	3	NUR 470 – Transition to Practice/Senior Practicum (Acute Adult Health/Medical-Surgical Nursing) **	6
Historical Analysis [core]	3	Visual/Performing Arts [core]	3
	14		13

\*\* course with clinical practicum hours

**BOLD** = nursing-required courses (non-nursing courses required for the major)

NUR = nursing course

Note:

- Global Perspectives course is required as part of the Core
- Students may take MATH 112 OR PSY211 OR ECMG212

**\*Effective Fall 2025, the Hood College Bachelor of Science in Nursing (BSN) Program will implement a revised traditional course sequence for incoming freshmen nursing students. For detailed information about the revised BSN course sequence, see below.**



### Course Sequence for students entering the Nursing major (Level 3)

Start Fall 2025, enter NUR (Level 3) Fall 2027, graduation May 2029

<b>Level 1</b>			
<b>FALL</b>		<b>SPRING</b>	
<b>CHEM 100</b> - The Chemical World OR <b>CHEM 101</b> - General Chem I (lab science core)	4	<b>PSY 101</b> - Intro to Psychology	3
<b>BIOL 104</b> - A & P for Nurses I	4	<b>BIOL 204</b> - A & P for Nurses II	4
Language (core) or HON if low language placement	3-4	Language (core)	3-4
FYE 101 or HON (core)	3	FYE linked course or HON 202 (core)	3
		ENGL 100 or 101 (based on placement/Eng Comp core)	3-4
	<b>14-16</b>		<b>16-18</b>
<b>Level 2</b>			
<b>BIOL 232</b> - Microbiology for Nurses	4	NUR 200 Foundations/Professional Development**	2
<b>PSY 239</b> - Developmental Psychology	3	<b>PHIL 221</b> or HON 202 (ethics core)	3
<b>CHEM 105</b> - Molecular Basis of Nutrition (wholistic wellness core)	3	<b>SOC 101</b> - Principles of Sociology (social & behavioral science core)	3
<b>MATH 112</b> - Applied Statistics (sub PSY 211 or ECMG 212) (QR core)	3	Creative & Performing Arts	3
Diversity course or HON 201 (core)	3	Humanities (core)	3
	<b>16</b>		<b>14</b>
<b>Level 3</b>			
NUR 201 Fundamentals of Nursing Practice*	5	NUR 310 Adult Health I*	7
NUR 203 Concepts of Pathophysiology**	3	NUR 315 Maternal Health Nursing*	4
NUR 204 Pharmacology**	3	NUR 406 Pediatric Nursing*	4
NUR 206 Health Assessment & Promotion*	3	NUR 407 Informatics	3
	<b>14</b>		<b>18</b>
<b>Level 4</b>			
NUR 311 Adult Health II*	7	NUR 321 Research and EBP	3
NUR 306 Mental Health Nursing*	4	NUR 405 Adult Health III*/**	5
NUR 403 Community Health Nursing*	4	NUR 470 - Transition to Practice/Senior Practicum*	6
NUR 312 Leadership in Nursing Practice**	2		
	<b>17</b>		<b>14</b>

## Classroom Etiquette

Calculators - During course examinations, students may use only calculators provided by the Department of Nursing or those integrated into the electronic product being used.

Cell Phones and Smart watches – Should be silenced during class. The use of cell phones in class is prohibited unless authorized by the course instructor. Additionally, the use of headphones is not allowed in these environments. If students are seen using a cell phone, a smart watch, or headphones during the class session, they may be asked to leave for the remainder of the class session.

Children - Students are not permitted to bring children to class, lab, or clinical, regardless of their age(s). Arrangements must be made for childcare in case of illness, in the event that school or day care is canceled due to inclement weather, etc.

Recording Devices - Recording devices may only be used with the permission of the faculty member or when included in authorized academic accommodation through the office of Accessibility Services.

## Clinical/Lab Courses and Simulation

### Preparation for Clinical

Students in the BSN Program must meet all requirements prior to starting any clinical experience. These requirements are approved by the Hood College Department of Nursing and meet standards acceptable to most health care agencies. Should an agency have additional requirements, it is the student's responsibility to meet those requirements prior to the start of any clinical experience. The list of requirements is provided to all students entering Level 2 of the BSN Program, **along with a deadline for completion of the requirements**. Each student is responsible for updating and maintaining compliance throughout their time in the program.

Fulfillment of clinical requirements is monitored through Exxat Approve, the compliance manager engaged by the Hood College Department of Nursing. BSN students must complete the following and submit documentation to Exxat Approve:

- a) Current health examination (within the previous 12 months)
- b) Immunization requirements including the COVID-19 vaccine
- c) TB testing and screening
- d) Criminal Background Check
- e) Drug Screening
- f) Health insurance
- g) American Heart Association Basic Life Support for Health Care Professionals CPR training
- h) Universal Onboarding training through Blackboard

Additional requirements may be instituted based on current public health concerns.

## Occupational Health and Safety Administration Policy (OSHA)

All blood or other potentially infectious material is considered infectious regardless of the perceived status of the source individual. Therefore, all students must follow OSHA guidelines for standard precautions in order to prevent contact with blood or other potentially infectious materials in both classroom settings and clinical/practicum sites. This includes the use of gloves, eyewear, and protective clothing, as well as the proper care of sharp objects and other precautionary measures.

In the case of any needle-stick injury or accidental blood/body fluid exposure:

- a) Remove and dispose of all contaminated personal protective equipment. Wash the exposed area thoroughly with soap and running water. Use antibacterial soap if possible. If blood is splashed in the eye or on a mucous membrane, flush the affected area with running water for 15 minutes.
- b) Report any exposures to the clinical instructor, preceptor or the immediate clinical supervisor.
- c) Students should obtain an agency incident report and have the clinical instructor, preceptor or immediate clinical supervisor outline the following details:
  - i. Type of exposure (blood or other body fluid/subcutaneous or mucous membrane)
  - ii. The hepatitis and HIV status of the patient (if serological status is unknown, the student or clinical supervisor should contact the patient's attending physician and request that the physician obtain a specimen for serologic testing).

## Occurrences (see Addendum III)

Reporting occurrences, whether actual or near miss, is a component of professional nursing practice and quality improvement. The intention of reporting such events is to improve patient care, processes, to learn from mistakes or near misses, and to inform overall quality and safety. Faculty and students are responsible for providing a learning environment that fosters individual and patient safety.

## Clinical Placements

The purpose of clinical learning in the nursing program is to provide students with hands-on, experiential learning to foster the application of knowledge from theory to practice, develop clinical reasoning and judgment, and build confidence in the learner. Clinical learning should be an experience where the learner has as few obstacles or distractions as possible. In addition, clinical learning requires the learner to receive feedback to improve performance. Clinical placements are at the discretion of the program and may require travel away from the immediate campus area.

## Professional Liability Coverage

The college maintains professional liability coverage for faculty and students in the amount of \$1 million per occurrence and \$2 million aggregate. The College insurance only covers faculty and students during sanctioned clinical activities. Individual faculty members may consider obtaining their own additional professional liability insurance.

## Attendance Policy

Being on time in the clinical area is imperative for patient safety and professionalism. Being late creates a delay in patient care and is associated with adverse consequences. Delays in assessment, medication administration, and other treatments reduce the quality of patient care.

Professional behaviors include being prompt and punctual, ensuring that coworkers are not tasked with additional assignments, or the inability to leave the work site at the end of the shift. Tardiness can create personal and professional issues for other members of the health care team.

- a) Attendance is necessary for students' mastery of the body of knowledge needed for safe clinical practice and preparation for licensure as a registered nurse. Attendance at all scheduled laboratory and clinical classes is required. All students are expected to arrive prepared and on time for their lab and clinical experiences.
- b) Lab is considered clinical time, and the terms may be used interchangeably for purposes of attendance and grading.
- c) Students are required to attend the clinical and lab sessions to which they are assigned. Switching lab or clinical days with other students is not permitted.

If a student is absent because they are hospitalized as an inpatient or due to an outpatient surgical procedure, they must submit a written medical clearance from the applicable health professional before resuming participation in any course-supported learning exercise, including attending lecture. The written medical clearance is submitted to the Department Chair and must identify any restrictions on the student's continued participation in an academic activity.

The following instances are considered unavoidable circumstances for absences from clinical/lab:

- a) *Court order/military* – notification to the course coordinator must be at least 1 week before the scheduled absence for the court date. Absence due to military obligation should be presented to the course coordinator as soon as possible, and a copy of the military orders should be submitted for consideration.
- b) *Religious holiday* – students should notify the course coordinator during the first week of the semester.

Providing makeup for missed course/clinical activities is at the discretion of the Course Coordinator and is not guaranteed. In the event of an absence from a course-supported learning activity, due to extenuating circumstances, students must contact the faculty member (either course, laboratory, simulation, or clinical instructor) in advance or as soon as possible.

*\*While illness with provider documentation is considered an excused absence, students are responsible for ANY content, exam or clinical/lab time missed. More than one excused absence due to illness could result in faculty recommendation of medical withdrawal from the course, which will delay progression in the program.*

## Late Arrival

Late arrival is defined as the student's failure to be on-site and prepared to start clinical/simulation at the assigned start time. To be on time, students must arrive on the unit prepared to take patient hand-off report or attend pre-conferences at the assigned time. Students should plan to arrive early to hang up their coats, put away lunch, etc.

Late arrival is disruptive to the instructor and fellow students. Late arrivals will be noted on the clinical evaluation tool by the clinical instructor and reported to the Course Coordinator and may result in clinical failure.

Students who arrive late to a scheduled simulation will not be permitted to participate and must reschedule the session. The Course Coordinator and Clinical Instructor will be notified of the absence. If the simulation is intended to replace clinical hours, the student will receive a clinical failure for that day. Make-up sessions are not guaranteed. They are offered at the discretion of the Simulation Educator and considered on a case-by-case basis.

### Responsibilities of Students

- a) Accept responsibility for learning. Identify and communicate learning needs.
- b) Accept responsibility for professional practice within the legal, ethical, and practice standards of the discipline and the agency.
- c) Work collaboratively with clinical instructor, preceptor, and course faculty members.
- d) Provide feedback to clinical instructor, preceptor, and course faculty regarding learning progress.
- e) Consistently exhibit professionalism. Students will be held to the same standards of professionalism as all Registered Nurses. These standards have been set by the Nurse Practice Act of Maryland and the ANA Code of Ethics for Nurses.
- f) Seek faculty/clinical instructor/preceptor guidance if help performing an assigned task is needed.
- g) Adequately prepared to care for assigned clients.
- h) Attend an orientation to the clinical area.
- i) Immediately report any unexpected changes in the client's status to the clinical instructor/preceptor/primary nurse.
- j) A student may not serve as a witness to any legal document in the clinical setting.
- k) Return all clinical agency property before leaving the clinical site. Students will be billed for items not returned. Final grades may be withheld until items are returned, or the bill is paid.
- l) Comply with the Nursing Handbook section on social media. No photos/recordings can be taken in any clinical setting unless approved in writing by the affiliating institution.
- m) Students must provide their own transportation to clinical sites.

### Policy: Drug Possession, Use, and Screening (Refer to Addendum IV)

Any use or possession of alcohol and the use and unlawful possession of any drugs during any clinical activity associated with the nursing program is prohibited. Students may not test positive for drugs or alcohol. Students will be tested for alcohol and drugs upon “reasonable suspicion.” Reasonable suspicion is defined to mean that the student’s instructor, supervisor, or his/her designee believes that the behavior, speech, body odor, or appearance of a student is indicative of the use of alcohol or drugs. Reasonable suspicious behavior could include conduct that prevents the student from performing the essential functions of his or her role in the clinical setting or that poses a direct threat to the safety of others. Other suspicious behavior which could lead to drug or alcohol testing includes, but is not limited to: odor of alcohol or drugs, unsteady or staggering gait, rapid or slurred speech, pinpoint or dilated pupils, unresponsiveness, bloodshot eyes, fine motor tremors, difficulty participating in activities, nausea, vomiting, sweating, erratic behavior, incoherent speech, verbal or physical outbursts, self-report of drug use or alcohol abuse, unsafe behavior, unsatisfactory care for others, and threats to harm self or others.

If substance abuse is suspected, the student will be removed from any clinical situation. The faculty member has the right to mandate a health assessment including drug or alcohol screening.

## Smoking

The odor of smoke on hair, skin, and clothing may be detrimental to clients in clinical settings, and professional nurses are expected to be role models for good health practices. For these reasons, smoking prior to and during clinical learning activities is prohibited. In addition, smoking while in uniform at any time is considered a violation of the standards of professional conduct.

*As of August 1, 2019, Hood College is a smoke-free campus.*

## Clinical Evaluation

Clinical instructors and preceptors are responsible for regular formative evaluation of each student. The clinical instructor provides regular evaluation of students on a schedule set by the faculty course coordinator. The preceptor provides midterm and summative evaluation of student clinical performance in conjunction with the faculty course coordinator. The Hood College faculty course coordinator is responsible for communicating with the clinical instructor or preceptor and meeting with the student as needed. The faculty course coordinator is ultimately responsible for evaluating student learning outcomes.

## Clinical, Lab, and Simulation

BSN student uniform requirements

The full student uniform is required in certain clinicals, labs, and simulations.

- a) Clinical uniform: students are required to purchase a minimum of two sets of Hood College nursing uniforms and a polo shirt available in the Hood College Bookstore. All uniforms must be clean and pressed. Students must also purchase khaki/beige slacks. Black or white tops may be worn under the scrub top; however, there should be no visible writing, designs, logos, or symbols on the top.
- b) Clinical shoes: students also must purchase either all white, or all black closed-toe leather/vinyl shoes (cloth NOT permitted). Shoes can be sneakers but cannot be open weave. Clogs with holes or open heels are not acceptable.
- c) Warm-up jacket (optional): Each student may purchase one white warm-up jacket from the Hood College Bookstore for use in various clinical areas and the nursing lab. The jacket is to be clean and pressed.
- d) Watch: A waterproof analog watch with sweep second-hand is required. Smartwatches are permissible if they have an adjustable analog face.
- e) Jewelry: Jewelry worn in the clinical area is limited to plain, small post-type earrings (one per earlobe), a plain wedding band, and waterproof watch with sweep second hand. Facial jewelry/piercings may not be worn. Bracelets and neckwear are not permitted.

The following are **not** permitted in the clinical and lab area at any time:

- Jeans
- Sleeveless dresses
- Shorts



- Sweatpants/shirts
- Spaghetti straps
- Yoga pants
- Leggings
- Halter tops
- Flip flops/sandals
- Hoodies

## Personal Hygiene

All students are reminded to practice good personal hygiene, especially body cleanliness, which includes daily bathing, the use of an effective deodorant, and oral hygiene.

- a) Hair must be pulled back off the collar and kept clean, manageable, and conservatively styled.
- b) Hair must be a naturally occurring color. Healthcare institutions we partner with do not permit artificially colored hair such as purple, blue, striped, etc.
- c) Extended or artificial fingernails may compromise the safety of the patient and are not allowed.
- d) Beards, mustaches, and sideburns may be worn but must be trimmed closely enough to prevent interference with proper personal protective equipment use.
- e) Cosmetics are to be worn in moderation. No perfume, cologne or other scented preparations may be worn to clinical as they may be detrimental to clients.
- f) No gum chewing.
- g) No facial, oral, or body piercing. No spacers or large-gauge body piercing jewelry.
- h) Nails must be short and well groomed, not longer than  $\frac{1}{4}$  inch: no artificial nails, no polish.

The nursing faculty and student body will accept responsibility jointly for monitoring the dress code. Some clinical areas mandate stricter dress code policies, which the students will be required to follow.

Adherence to the Clinical, Lab, and Simulation Uniform Policy is mandatory for all students. This policy ensures a professional appearance and maintains safety and hygiene standards. All students are expected to familiarize themselves with and adhere to the specific uniform requirements outlined in the Clinical, Lab, and Simulation Uniform Policy. Compliance is essential to maintain the professional standards of the nursing program. Failure to comply with the uniform policy may result in the following consequences:

1. First Violation: Verbal Warning
2. Second Violation: Written Warning
3. Third Violation: Dismissal from Clinical, Lab, or Simulation
4. Continued Non-Compliance: Academic Disciplinary Action

## Health Insurance Portability and Accountability Act (HIPAA)

All nursing students are required to adhere to HIPAA (Health Insurance Portability and Accountability Act of 1996, Public Law 104-191) regulations regarding the privacy of client information outside of the agency setting. Unless the client has given written permission, confidentiality must be strictly maintained when discussing or writing about clients in classroom assignments. In writing about clients, students must not use real names, including the name of the setting, and actual dates of services. Students must submit proof of HIPAA training prior to beginning



any clinical rotations. This training is available through the Blackboard Universal Onboarding modules.

### Professional Boundaries

The nursing student is responsible for delineating and maintaining professional boundaries. Nursing students in all learning environments are not to give personal information such as telephone numbers and addresses to clients. At the completion of the clinical experience, nursing students are expected to professionally end the therapeutic relationship and refrain from further contact with clients and their families.

Failure to maintain professional boundaries will be considered a violation of the Department Standards of Professional Conduct and Safe Clinical Practice. Please refer to [A Nurse's Guide to Professional Boundaries by the National Council of State Boards of Nursing](#).

### Inclement Weather

Online learning will be available in case of inclement weather. Students should monitor Blackboard and email for announcements regarding individual courses. Onsite clinical assignments will be canceled if Hood College closes due to inclement weather, but may be replaced by online learning. Students are encouraged to monitor Blackboard and email announcements regarding individual clinical sites.

It is up to the student to decide if individual conditions warrant extra precaution. The student is responsible for notifying their clinical instructor or preceptor if they will not attend. Faculty should not coerce a student to drive if conditions are not safe. Student experiences may be rescheduled in conjunction with the faculty course coordinator.

### Transportation to Clinical Learning Activities

It is the responsibility of students to provide their own transportation to and from clinical sites.

### Use of Simulation and Skills Labs

1. The clinical simulation and skills labs were developed for group instruction and individual learning of nursing students. Individual students may use the labs during open lab hours.
2. Open practice hours may be scheduled by the lab instructor/lab coordinator as needed.
3. Food or drinks are NOT permitted in the simulation or skills labs.
4. Students are required to comply with the uniform policy for all scheduled simulation and lab activities, including open labs.
5. Students will bring appropriate equipment and reference materials to all scheduled simulation/lab activities (e.g., watch, writing materials, stethoscope, and drug manual; other items specified by the faculty member or lab or Simulation Coordinator).
6. Supplies and equipment are not to be removed from the simulation/labs.

7. Students are responsible for cleaning up after themselves in all areas.
8. Students may use simulation mannequins under the direct supervision of a faculty member, Lab Coordinator or Simulation Coordinator.
9. Students will report any equipment problems to the Simulation or Lab Coordinator.
10. Computers are for academic use only and may not be removed from the simulation or laboratory
11. Students who violate these rules may be dismissed from the simulation and skills labs. Such an absence from a scheduled simulation or lab activity will be recorded as unexcused.

### Simulation Confidentiality

Nursing students at Hood College participate in simulations throughout the course of the program. Simulations include pre-scenario assignments, simulation objectives, patient history, patient scenarios, pre-briefing, debriefing, and post-scenario reflective assignments. All information provided regarding simulation experiences is to be kept confidential and must not be shared with other students. This practice preserves the integrity of the simulation and supports the best learning experience for each student. Any posting to social media, sharing, or discussing in any (written, screenshots, electronic or verbal) format is considered a violation of academic integrity. Any student who shares information will receive a failing grade for that day and potentially fail the course.

### Simulation Facility Standards

Adherence to the dress code is expected. Students must be in uniform to participate in any activity in simulation. Absolutely no food or drink is permitted in the Simulation Area and debriefing rooms. Students will be under the supervision of a simulation educator while in simulation. Pens, markers, silk tape, or Betadine are not permitted in the simulation suites. Any damaged equipment needs to be reported promptly to the Simulation Coordinator. Supplies, books, and audiovisual equipment are not to be removed or tampered with.

### Video Recording and Photography

Simulations and skills demonstrations may be recorded for debriefing and educational purposes. Students may be individually recorded performing skills for sign-off purposes or simulation to allow for self-reflection learning opportunities. Recordings are secure through Hood College and SimCapture platforms and viewed only by the student and faculty members for educational and debriefing purposes. The faculty retains the right to archive select video simulations for educational purposes. Videos are erased from the server one year following the student's departure from the nursing program. Students will not access videos other than those assigned for competency, skills performance, or simulation learning activities.

### Additional Information

Students are NOT ALLOWED to move simulation mannequins out of bed unless otherwise instructed by faculty or staff.



## Department of Nursing

### Addendum I

#### Policy: Progression in the Nursing Program

POLICY NO. 1.1.1

CREATED: February 1, 2019

REVIEWED/REVISED: 8/2019, 8/2024, 8/2025

#### BACKGROUND

The nursing curriculum is a rigorous course of study. Academic progression in the nursing program is framed from the perspective of providing safe, quality care and overall achievement of basic level competencies to be successful on the nursing licensure exam; therefore, minimum standards are identified that support these goals.

#### DEFINITIONS:

- Nursing-required course: a non-nursing course that is a required component of the BSN curriculum
- Nursing course: any course with the prefix NUR, all of which are required components of the BSN curriculum

#### POLICY

1. A minimum grade of C is required in nursing courses and nursing-required courses to progress.
2. Students must maintain a composite GPA of 2.75 to progress in the nursing program. The student may be dismissed from the major if the GPA does not improve within one academic year.
3. Nursing courses must be taken according to the sequence/level/semester identified in the BSN program plan. Students must successfully complete all nursing courses required in one level and/or semester before beginning the next level/semester
4. Students must pass the medication calculation assessment in the designated clinical courses at the stated policy in order to progress to pass the course. Students are expected to complete PSY 239, BIOL 232, SOC 101, and CHEM 105 before progressing to Level 3 of the curriculum.
5. A student may repeat a required nursing course twice. Students can only repeat one NUR course. The student must earn a minimum of a C in the repeated course to progress.
6. Withdrawal from a nursing course with a failing grade or less than a C is considered a course failure.
7. A student may not progress in the program with a grade of INC (incomplete) in any course unless approved by the Program Director.
8. The student may appeal grade or dismissal decisions to the BSN Program Director in writing within 10 days of receipt of the dismissal and following the College appeal policy.

9. Students who extend their program, for academic or other reasons, will be required to validate basic skills and assessment competencies, complete any required remediation, and submit a written action plan for success to the BSN Program Director, all prior to resuming coursework. Students who have more than 1 semester of leave from the program may be required to complete a standardized written assessment to determine if the minimum knowledge competency has been maintained. If faculty determines that the student does not meet the minimum competency required, the course/courses may need to be repeated to achieve minimum competency needed to progress in the program.
10. Students who need to repeat a nursing course, which necessitates them waiting until the course is offered after the next semester, will resume their program of study under the most current curriculum.



## Department of Nursing

### Addendum II

#### Policy: Clinical Placements

POLICY NO. 1.1.2

DATE: March 1, 2019

LAST REVIEWED/REVISED: 8/2023, 8/2024, 8/2025

#### BACKGROUND

The purpose of clinical learning in the nursing program is to provide students with hands-on, experiential learning to foster the application of knowledge from theory to practice, develop clinical reasoning and judgment, and build confidence in the learner. Clinical learning should be an experience where the learner has as few obstacles or distractions as possible. In addition, clinical learning requires the learner to receive feedback to improve performance.

#### POLICY

1. The final decision for clinical placements rests with the Faculty Course Coordinator/Clinical & Compliance Coordinator.
2. Students are prohibited from seeking their own clinical placements under any circumstances. If a student knows of a potential placement opportunity, the information should be sent to the Clinical & Compliance Coordinator. Failure to comply with this policy will result in a code of conduct violation.
3. Students will not have a clinical placement on the same unit where they are employed to avoid conflict of interest and role confusion.
4. Students will not be placed in a clinical experience where a relative (by blood or marriage) is working to avoid a conflict of interest.
5. Students will not be placed with a clinical instructor or preceptor who is a relative (by blood or marriage) to avoid a conflict of interest.
6. Students may have to travel outside of the Frederick geographic area for clinical practicum.



## Department of Nursing

### Addendum III

#### Policy: Reporting Occurrences

POLICY NO. 1.1.3

DATE: October 30, 2018

REVIEW DATE: 8/2023, 8/2024, 8/2025

#### BACKGROUND

Reporting of occurrences, whether actual or a near miss, is a component of professional nursing practice. The intention of reporting such events is to improve patient care, processes, to learn from mistakes or near misses, and to inform overall quality and safety. Faculty and students are responsible for providing a learning environment that fosters individual and patient safety.

#### DEFINITIONS

- Occurrence: An unplanned event that results in injury or threatens the safety of an individual.
- Major Occurrence: An occurrence that resulted in serious injury or harm.
- Minor Occurrence: An occurrence that did not result in serious injury or harm but required resolution.
- Near Miss: An unplanned event that did not result in injury, illness, or damage – but had the potential to do so.

#### POLICY & PROCEDURE

1. When an occurrence occurs, first follow the facility policy and procedures, including notification of appropriate personnel at the facility and completion of any facility-specific documentation.
2. The clinical instructor will notify their course manager or designee:
  - a) within the hour for major occurrences
  - b) within 4 hours for minor occurrences
  - c) within 24 hours for a near miss
3. The clinical instructor and student, if applicable, will complete the [Hood College Department of Nursing Occurrence Report](#) and submit it within 24 hours of the occurrence to the course manager or designee.
4. When the occurrence involves a patient, the clinical instructor will collaborate with the facility personnel to engage in the analysis of the occurrence and any action steps deemed necessary.

5. When the occurrence involves only a student, the clinical instructor will collaborate with the course manager/designee in the analysis of the occurrence and determine any action steps deemed necessary.
6. The Course Manager is responsible for ensuring these steps are taken and reporting the occurrence to the Department Chair.





## Department of Nursing

### Addendum IV

#### Policy: Drug Possession, Use, and Screening

POLICY NO. 1.1.4

DATE: September 2024

REVIEW DATE: August 2025

#### General Information on Drug Possession, Use, and Screening

“Drugs” are defined as marijuana in any form, cocaine, opiates, amphetamines, phencyclidine (PCP), or their metabolites, and, for purposes other than testing, any other substance included in Schedules I through V, as defined by the Controlled Substances Act, 21 U.S.C. section 812, as they may be revised from time to time.

In 2023, the state of Maryland, through House Bill 556 and Senate Bill 516, legalized the possession of a small quantity of cannabis (marijuana) for personal use by adults 21 years and older. The ballot referendum took effect on July 1, 2023. **While the bills decriminalize the possession and use of small quantities of cannabis (marijuana) for those 21 and older, it is important to note that under federal law, the possession and use of even small amounts of cannabis (marijuana) remain a federal crime. The possession and use of cannabis (marijuana) in any form (edibles, concentrates, vaping, flower bud, etc.) on or in any College facility, including Hood College, remains against the law.**

As a recipient of federal funds, such as financial aid and federal grants, Hood College must comply with the [Safe & Drug Free Schools and Communities Act](#) and the [Drug-Free Workplace Act](#). Compliance requires maintaining a drug-free campus. If Hood College does not comply with federal laws and regulations on cannabis (marijuana) possession and use on campus, it risks losing federal funds. This means that the passage of the bill will not change current College policies prohibiting production, distribution, possession or use of cannabis (marijuana) on college property or in the course of college-sponsored events on or off campus. College policies concerning marijuana will continue to be enforced. A violation of these policies may lead to sanctions.

Hood College’s Department of Nursing follows federal law, Hood College policy and aligns with site-specific policies related to drug use and screening to ensure students are safe to care for patients in clinical settings.

#### Routine Drug Screening

Hood College Department of Nursing requires students to submit a 10-panel drug screen urinalysis at the start of continuous enrollment. Therefore, students must complete drug testing upon acceptance

to the nursing program (level 2) and at any time during enrollment to meet site requirements (some clinical sites may require students to provide a more recent drug screen during the program).

Testing is managed through the Department's compliance software and will be monitored by the Clinical & Compliance Coordinator. Students will receive instructions on the process by the Department upon acceptance to the Nursing Program (level 2). Students are responsible for all associated fees.

If enrollment in the program is interrupted, a drug screening must be completed within 12 months of the clinical start date.

If any substance, including medical marijuana, is detected, the student will not be allowed to attend clinical sessions at any agency until they are cleared. This clearance may require further investigation and a negative drug screen.

When a drug screen is positive for a drug that can be explained by a prescription (excluding marijuana), the third-party Medical Review Officer<sup>3rd</sup> will contact the applicant three times to attempt to obtain prescription information. Illegal drugs will not undergo this process.

Additionally, if a false positive occurs due to a prescription drug (excluding marijuana), the student must provide documentation from their healthcare provider to verify the prescription and its potential to cause a false positive result.

If a student refuses a drug screening, the student will not be allowed to continue in the Nursing Program.

- The student may be reconsidered for readmission to the Nursing Program after a period of one semester (or one year, depending on when courses are offered in the course sequence) and only when there is documentation of a negative drug screening.
- If a student has a documented history of a positive result, they must be rescreened and have a documented negative result before starting or continuing in the program. Screening must occur no earlier than 30 days and no later than 90 days from the date of the original screening/test.

### Random Drug Screening

Following federal procedures, the Department of Nursing may request the student have a drug screening when 1) there is reasonable suspicion based on behavior, 2) after a clinical-related accident occurs and/or (3) the student has a history of a positive screening.

Students must be free of drugs in order to participate in any clinical experience. If the student refuses to be screened or the result is positive, the student will be dismissed from the Nursing Program and are at risk of dismissal from the College. This includes medical marijuana; Hood College and the Department of Nursing do not consider use of cannabis (marijuana) to be legal even with a prescription.



## **Bachelor of Science in Nursing**

### **Addendum V**

#### **American Nurses Association Code of Ethics (2015)**

Students are expected to adhere to the *ANA Code of Ethics for Nurses*:

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.



## Bachelor of Science in Nursing

### Addendum VI

#### Standards of Professional Conduct and Safe Clinical Practice

Nursing students are expected to adhere to the following standards of professional conduct and safe clinical practice:

1. Comply with all institutional, ethical, and legal parameters regarding confidentiality of patient information.
2. Students and faculty are not permitted to access their personal medical records from any clinical site while acting in their student or faculty role. This policy does NOT prohibit students or faculty who are or have been patients at a clinical site from accessing their records, *while not acting in their Hood College role*, using web-based patient portals or other methods created and approved by the healthcare organization.
3. Adhere to College, Department, and clinical agency policies regarding drug and alcohol use.
4. Comply with all other policies of assigned clinical sites.
5. Demonstrate respect toward clients and their families, peers, faculty, staff members, and others in clinical, lab, or classroom setting, the Department of Nursing, and Hood College, regardless of race, religion, national origin, ethnicity, gender, sexual preference, age, health status, or diagnosis.
6. Demonstrate integrity in all educational activities.
7. Use standard and transmission-based precautions in all patient care activities.
8. Promptly report any error to the faculty member and other appropriate clinical personnel.
9. Comply with the Department of Nursing and clinical agency dress policies.
10. Arrive punctually for clinical learning activities.
11. Maintain appropriate professional role boundaries.

12. Demonstrate the application of previously learned clinical competencies.



## **Bachelor of Science in Nursing**

### **Addendum VII**

#### **Student Confidentiality Agreement**

I agree to hold as strictly confidential all information regarding client records, communications, and activities, and all other information made confidential by law to which I have access or obtain during any clinical assignment as a student in the Hood College Bachelor of Science in Nursing Program.

I agree that I will not read or otherwise gain access to such confidential client information except as required to perform my duties and responsibilities as a student. Further, unless disclosure is authorized or required by law, I agree that I will not disclose any such confidential information now, or at any time in the future, either directly or indirectly, except as required to perform my duties and responsibilities as a student, and then only to the extent disclosure is consistent with the authorized purpose for which the information was obtained.

I agree to handle all confidential information, whether written, computerized, oral, or in some other form, in such a way that it shall not be inadvertently revealed or disclosed to any other person. Except as authorized by my duties and responsibilities as a student, I agree that I will not maintain for my files any permanent record that contains client confidential information and will provide for the complete destruction of any rough drafts or unofficial copies of such confidential information.

I agree to abide by the requirements set forth in the Social Media section of the Hood College Nursing Handbook.

Further, I agree not to discuss or reveal confidential matters of any kind on social media. I acknowledge that I have a duty to report any conduct that violates the rules set forth in this policy or other related nursing department policies.

In addition, I agree to maintain compliance with any social media policy of any affiliated clinical agency provided during respective clinical orientations. Violation of this social media policy may result in disciplinary measures up to and including dismissal from the nursing program.

I acknowledge and agree that any breach of this Student Confidentiality Agreement could result in my release from my clinical assignment and from my affiliation with the Hood College Bachelor of Science in Nursing Program. Further, I understand that such a breach could result in legal action.

The terms of this Student Confidentiality Agreement are effective immediately, will continue for the entire time I am in the BSN Program, and apply to all client confidential information I have attained in the past or will attain in the future.





## **Bachelor of Science in Nursing**

### **Addendum VIII**

#### **Nursing Skills & Simulation Lab Confidentiality and Performance Agreement**

##### **Confidentiality**

- As a nursing student at Hood College, I understand that I will participate in numerous simulations throughout the program. These simulations may include pre-scenario assignments, simulation objectives, patient histories, patient scenarios, pre-briefings, debriefings, and post-scenario assignments. I recognize that all aspects of the simulation experience are confidential and must be treated with the highest level of professionalism. Sharing or discussing any part of a simulation—whether in writing, verbally, electronically, or on social media—is a violation of academic integrity. I agree to maintain confidentiality at all times and to treat all simulation scenarios, regardless of their outcome, with respect and professionalism. I will show respect to all students involved in group activities and remain attentive throughout the experience. I also understand that simulation scenarios are valuable learning tools, and I agree not to discuss the actions or performance of fellow students outside the simulation environment, including during or after debriefing sessions.

##### **Performance**

I agree to treat, care for, and respect the simulation mannequins as if they were live patients.

- Minimum expectations for all simulations include and are not limited to:
  - Introduction of self to “patient”
  - Proper hygiene before and during all simulation experiences
  - Active participation in case scenarios/simulation debriefing
  - Appropriate communication with the patient, faculty, family, and other team members
  - Use of the Rights of Medication Administration and standard patient identification procedure(s)

I understand that simulation and skills demonstrations may or may not be recorded for debriefing and teaching purposes.



## Bachelor of Science in Nursing

### Addendum IX

#### Simulation Fiction Contract

- a) The purpose of simulation-based healthcare training is for students to develop skills, including judgment and reasoning, for the care of real patients. Using patient simulators and simulation teaching techniques, instructors will recreate realistic patient care situations. The realism of each simulation may vary depending on the learning objectives for the session. The simulated environment and patient have certain limitations in their ability to exactly mirror real life.

When participating in simulations, I agree to assume the behaviors and responsibilities of a professional nurse. Additionally, when a gap occurs between reality and simulated reality, I will try to understand the goals of the learning session and behave accordingly.

#### **Instructor Responsibilities:**

- Create goal-oriented simulations based upon measurable learning objectives.
- Use proper fidelity to ensure that the student can achieve learning outcomes
- Set and maintain an engaging learning environment.
- Provoke interesting and engaging discussions and foster reflective practice.
- Identify performance and practice gaps.

#### **Learner Responsibilities:**

- Suspend disbelief during simulation in exchange for the opportunity to gain new knowledge, skills, and professional growth.
- Maintain a genuine desire to learn, even when it becomes challenging to stay immersed in the simulation.
- Treat the simulated patient with the same care, compassion, and respect as you would a real patient.
- Keep all simulation content strictly confidential, including documentation, video recordings, discussions, and performances of yourself and others.
- Refer to the Hood College Nursing Skills Simulation Lab Confidentiality and Performance Contract.
- Demonstrate professionalism at all times, including communication, behavior, and engagement.



## **Bachelor of Science in Nursing**

### **Addendum X**

#### **Criminal Background Check Policy and Procedures**

##### **Scope & Purpose**

A comprehensive criminal background check will be performed on all students in the health sciences program prior to their initial clinical rotation as required by Hood College Clinical Affiliation Agreements, for the primary purpose of safeguarding the well-being of patients, and to ascertain the students' eligibility to maintain program enrollment, and to participate in clinical rotation experiences

##### **Rationale**

All Nursing students must consent, submit to, and satisfactorily complete a criminal background investigation as a condition of participation in clinical rotations in the Program. Eligibility for participation in clinical rotations will not be final until the completion of the criminal background check with results deemed acceptable to the applicable clinical affiliates of the program. Any positive findings may be subject to anonymous review by the clinical affiliates and could prevent the student from completing clinical requirements. All expenses associated with the background check are the responsibility of the student. Students who do not consent to the required background check, who refuse to provide information necessary to conduct the background check, or who provide false or misleading information regarding the background check will be subject to disciplinary action up to, and including, dismissal from the Program.

##### **Initial Background Check**

Once admitted to the program, all students will be required to submit to, and satisfactorily complete, a criminal background check as a condition of participation in the clinical education experience. The program will provide instructions for completing the on-line application process and a release/consent form that authorizes the vendor, on behalf of Hood College, to conduct a comprehensive criminal background investigation on all Nursing and Nutrition Dietetic students.

The College has established a relationship with a third-party company to conduct the background check. All costs incurred by the students for this background check are the responsibility of the student. An individual criminal background check may cost between \$54-\$162, depending on how many places you have lived prior to attending Hood College. Such costs are subject to change and are beyond the control of the Department of Nursing and Nutrition or the College. The background check vendor makes the results available to the appropriate department electronically.

### **Re-Check Prior to Clinical Rotation**

Some facilities may require a background check that is current (completed within the past year). This could mean needing a re-check for clinical rotation. The procedure will be the same as the initial screening.

### **Confidentiality**

Results of all background searches will be kept confidential and disclosed only as necessary to administer and enforce this policy or in accordance with legal requirements. Students must read and acknowledge the authorization, acknowledgment, and release form to permit sharing necessary criminal background information with the placement facility(s). Criminal background records are stored with the compliance vendor and kept separate from the student's academic file.

### **Disclosure**

The student will be notified if the background check information raises a potential concern for placement or consequences for credentialing or licensure. The Program Director will also be notified of any record that raises a potential concern for the student. The Program Director will then discuss the potential impact of the record and options with the student.

### **Obligation to Report**

All students admitted to the Nursing program have an ongoing obligation to report any criminal conviction that may impact upon the student's continued ability to participate in the clinical program to the Program Director/Chair of the program no later than the next day of its occurrence. Failure to comply with any aspect of this policy will result in immediate dismissal from the students' program.

**CRIMINAL BACKGROUND AUTHORIZATION, ACKNOWLEDGEMENT,  
AND RELEASE FORM**

By reading this, I hereby acknowledge and authorize Hood College School of Behavioral and Health Sciences (SBHS) to obtain criminal records about me from any source. I also acknowledge and authorize the appropriate department in the Health Sciences Program to provide such records to third parties for the purposes of evaluating my application for acceptance into or continued participation in clinical placement/rotation.

In the event I am accepted into a clinical placement/rotation, I hereby acknowledge that during the course of my clinical placement I shall notify Hood College SBHS as soon as possible, but no later than the next day I am expected to attend the clinical placement, when I have been convicted of any crime or have been or are being investigated by any governmental agency for any act or offense. I further acknowledge that if I fail to abide by this acknowledgement, Hood College SBHS has the right to immediately terminate my participation in a clinical placement.

I hereby release such third parties and Hood College, its directors, officers, employees and agents from any liability that may arise from the disclosure of any information contemplated by this form or from Hood College Health Sciences Program terminating me from a clinical placement as described in the immediately preceding paragraph.

I understand that this will be in effect until my degree is completed at Hood College, unless I revoke it in writing and provide such revocation to the appropriate Program Director. I further understand that if I choose to revoke this, I may not be able to participate in an internship or clinical placement/rotation.

I have read and understand the above authorization, acknowledgement and release.