

PRACTICAL NURSING PROGRAM



STUDENT HANDBOOK

Effective Fall 2025

Mission Department of Nursing

To provide the education necessary for entry into nursing, preparing graduates to practice safe, competent, patient-centered care in an increasingly complex and rapidly changing health care system. We seek to educate nurses to be culturally sensitive, focusing on the health needs of the American Indian population and the rural community.

Bay Mills Community College Mission and objectives

As a tribally controlled community college and land grant institution, the mission of Bay Mills Community College is to provide quality educational opportunities, promote research and facilitate individual development in an accessible, community-based, and culturally diverse environment that supports and maintains the Anishinaabek culture and language.

In carrying out our mission, the BMCC Board of Regents stresses a positive, student-centered atmosphere, which promotes preservation of the customs and beliefs of Native Americans. The curriculum is designed to integrate traditional Native American values with higher education as a way of preparing students to assume responsible roles in their respective communities.

Objectives

- To provide the Native American communities of Michigan with educated and trained human resources.
- To provide educational opportunities, including academic, research, vocational, basic skill building, cultural and in-service programs leading to appropriate certificates, degrees, and diplomas.
- To foster a spirit of pride in Native American language, culture, and history through participation course work and cultural activities.
- To provide a qualified, dedicated, student-centered staff and faculty.
- To help students attain the necessary skills and self-esteem which will facilitate personal and career fulfillment.
- To prepare and encourage all students to pursue advanced degrees.
- To provide continuing and community education.

The contents of this student handbook are subject to change during the academic year. Any changes in policies will be posted in the Department of Nursing office and on the Practical Nursing Homepage.

Admission Process

The Certificate in Practical Nursing Program is a selective admission process. Nursing Program applicants must meet specific criteria to be considered for acceptance into the Nursing Program. Applications are accepted from August through May each year. Only applicants who meet established minimum criteria will be considered for the nursing program. Meeting minimum standards does not ensure admission to the nursing program. Applicants will be accepted until each class is at full capacity. Pre-requisite coursework includes BI 107 Human Biology and MA 104 with a C or higher.

**Admission to BMCC does not guarantee admission to the
Nursing Program.**

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Department of Nursing Practical Nursing Program Introduction

At Bay Mills Community College, we aim to provide students with the educational opportunities to develop into competent health practitioners, we stress active learning through experiences requiring students to engage in appropriate levels of critical thinking, apply theoretical concepts, demonstrate skill competencies, and adhere to their code of ethics. We challenge students to seek experiences that nurture and validate their respective roles as a member of the health care team and serve their community responsibly.

In our department, students develop the ability to solve problems, communicate effectively in a global environment, and receive the educational preparation necessary to write national certification or licensure examinations in their respective fields. Our educational programs are based upon standards set forth by accrediting/approval agencies.

Learning is a continuous, life-long process. Within the Department of Nursing, students are encouraged to work toward the highest level to which they are capable. Nursing educators act as a facilitator in the learning process by providing effective, appropriate, and comprehensive theory and clinical experiences to assist students in meeting their academic goals. While instructors help students meet their goals, it is the student responsible for his/her own learning.

This handbook describes the mission and philosophy of the Nursing Department and provides essential information about policies and procedures specific to the practical nursing program. It should be kept handy and referred to whenever you have a question during your time with us. Some policies applicable to the Nursing program are different from the College policies. Please note that the standards set for nursing must be followed for the nursing program.

Practical Nursing Program Description

The Department of Nursing offers comprehensive classroom education as well as hands-on clinical experience. The carefully selected curriculum consists of prerequisite courses intended to prepare students for advanced nursing courses and the core curriculum is designed to provide students with a solid foundation embedded with the standards of practice essential for entry into the workforce. The program combines traditional Native American teachings within a conceptual framework which promotes an appreciation of the unique cultural, racial, and social differences among clients. Students who successfully complete the Practical Nursing Program will receive a Certificate and qualify to sit for the Michigan NCLEX-PN exam.

Department of Nursing Philosophy Bay Mills Community College Mission and objectives

As a tribally controlled community college and land grant institution, the mission of Bay Mills Community College is to provide quality educational opportunities, promote research and facilitate individual development in an accessible, community-based, and culturally diverse environment that supports and maintains the Anishinabek culture and language.

In carrying out our mission, the BMCC Board of Regents stresses a positive, student-centered atmosphere, which promotes preservation of the customs and beliefs of Native Americans. The curriculum is designed to integrate traditional Native American values with higher education as a way of preparing students to assume responsible roles in their respective communities.

Objectives

- To provide the Native American communities of Michigan with educated and trained human resources.
- To provide educational opportunities, including academic, research, vocational, basic skill building, cultural and in-service programs leading to appropriate certificates, degrees, and diplomas.
- To foster a spirit of pride in Native American language, culture, and history through participation course work and cultural activities.
- To provide a qualified, dedicated, student-centered staff and faculty.
- To help students attain the necessary skills and self-esteem which will facilitate personal and career fulfillment.
- To prepare and encourage all students to pursue advanced degrees.
- To provide continuing and community education.

Bay Mills Community College Nursing Program Mission and Philosophy

The mission of Bay Mills Community College Nursing Program is to provide the education necessary for entry into nursing, preparing graduates to practice safe, competent, patient-centered care in an increasingly complex and rapidly changing health care system. We seek to educate nurses to be culturally sensitive, focusing on the health needs of the American Indian population and the rural community.

The Nursing Program mission and philosophy reflects the mission and objectives of BMCC. Both seek to prepare students for entry into the workforce by providing students with exceptional educational learning experiences while preserving traditional Native American culture.

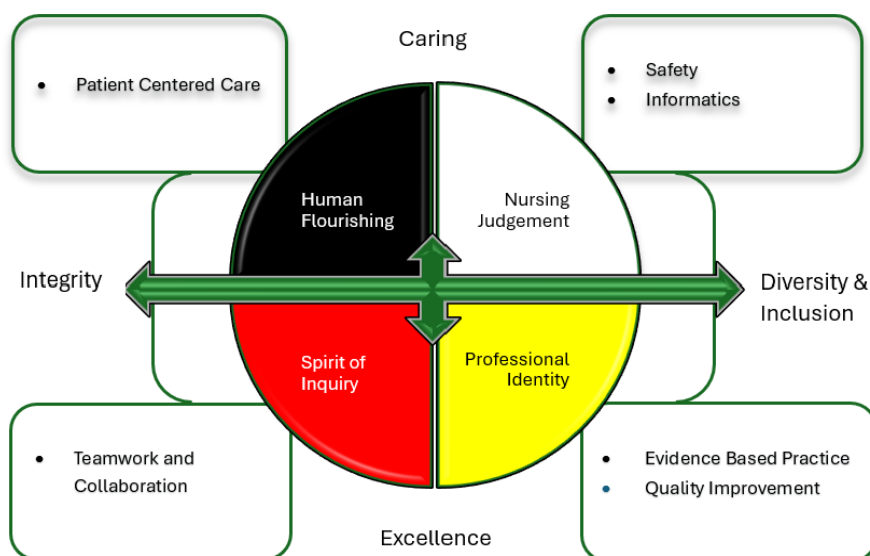
The philosophy is a combination of these beliefs and those related to nursing education and the art and science of professional nursing practice. This will provide a transformational learning experience and prepare the entry-level nurse to meet the needs of clients that require the promotion, maintenance, and restoration of health that supports traditional Native American and non-native values.

Bay Mills Community College Nursing Program believes:

- In the importance of preparing nursing graduates with the knowledge, skills, and attitudes needed to provide excellent nursing care.
- Nursing is a dynamic profession, blending science with the use of evidence-based practice and clinical reasoning and the art of caring and compassion to provide quality, patient-centered care.
- Learning is an interactive process in which faculty and students share responsibility to meet program outcomes. We believe in using educational methods that are current and supportive of students in the teaching and learning environment, with the presentation of information from simple to complex.
- Nursing is guided by standards of practice and standards of professional performance. Standards reflect the values and priorities of the nursing profession. Therefore, we have integrated competencies from the Quality and Safety Education for Nurses (QSEN) and National League of Nursing (NLN) into our philosophy as part of our core values.

Conceptual Framework

The conceptual framework developed from the philosophy forms a basis for structuring and organizing the nursing curriculum. This framework is a guide for nursing instruction in achieving student learning outcomes.



The green outline of the conceptual framework represents the Bay Mills Indian Community while the four primary native colors, white, yellow, red, and black reflect the races of man, the four primary directions, the four stages of man's life, the four seasons, and many other recurring elements of Native and human existence.

The organizing framework is formed from the NLN core values of Caring, Integrity, Diversity & Inclusion, and Excellence while the surrounding structure consists of concepts that encompass the necessary qualities of a successful graduate nurse. NLN competencies were chosen because they clearly describe the competencies of a graduate licensed practical Nurse while QSEN competencies represent current up-to-date practice. These concepts entwine NLN and QSEN competencies to equip practical nurse graduates with the essential tools to provide safe, holistic care in a dynamically changing health care delivery system. Each competency contains knowledge, skills, and attitudes fundamental for consistent performance expectations.

Competencies

NLN competencies for nursing are central to the conceptual framework. The related QSEN competencies for graduate nurses define the knowledge, skills, and attitudes that the graduate nurse should possess to continuously improve the quality and safety of the healthcare systems within which they work. (QSEN)

- **Human Flourishing** – Advocate for patients and families in ways that promote their self-determination,

integrity, and ongoing growth as human beings. (NLN, 2022)

- **Patient-Centered Care** – Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs. (QSEN, 2020)
- **Nursing Judgement** – Make judgements in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patient within the family and community context. (NLN, 2022)
- **Safety** – Minimizes risk of harm to patients and providers through both system effectiveness and individual performance. (QSEN, 2020)
- **Informatics** – Use of information and technology to communicate, manage knowledge, mitigate error, and support decision making. (QSEN, 2020)
- **Professional Identity** – Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context. (NLN, 2022)
- **Teamwork and Collaboration** – Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care. (QSEN, 2020)
- **Spirit of Inquiry** – Examine the evidence that underlies clinical nursing practice to challenge the status quo, questions underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities. (NLN, 2022)
- **Evidence-based Practice** – Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care (QSEN, 2020)
- **Quality Improvement** – Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems. (QSEN, 2020)

Purpose of the Practical Nursing Program

Is to produce more nursing graduates to help address the acute nursing shortage while providing LPN-prepared nurses with a regionally convenient opportunity to serve numerous healthcare organizations and its community members. The nursing program will develop a more diverse nursing workforce by providing nursing education to Anishinaabe and other community members and, will provide additional learning pathways for those who wish to further their careers by pursuing an associate or bachelor's degree in nursing.

Practical Nursing Program Student Learning Outcomes

The following end-of-program Student Learning Outcomes reflects the NLN and QSEN concepts. Graduates should be prepared to promote and enhance *human flourishing* and *patient-centered care* for patients, families, communities, and themselves; to show sound *nursing judgment* derived from *evidence-based practice* and *the incorporation of informatics into the process of care*; to demonstrate *teamwork and collaboration*, *safety*, and *quality improvement*, to continually develop their *professional identity*; and to maintain a *spirit of inquiry*. Upon completion of the Nursing program, students will be able to:

- **Human Flourishing:** Promote the human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the health care team.
- **Nursing Judgment:** Provide a rationale for judgments used in the provision of safe, quality care and for decisions that promote the health of patients within a family context.
- **Professional Identity:** Assess how one's personal strengths and values affect one's identity as a nurse and one's contributions as a member of the health care team.
- **Spirit of Inquiry:** Question the basis for nursing actions, considering research, evidence, tradition, and patient preferences.
- **Patient-Centered Care:** Advocate for the patient and family in the provision of compassionate and coordinated care to support the health, safety, and wellbeing of patients and families.
- **Safety:** Demonstrate the effective use of strategies to reduce risk of harm to self or others
- **Informatics:** Incorporate information and technology within own scope of practice to support safe processes of care.

- ***Teamwork and Collaboration:*** Function competently within own scope of practice as a member of the health care team.
- ***Evidence-Based Practice:*** Implement evidence-based practice in the provision of individualized health care.
- ***Quality Improvement:*** Utilize various sources of information to review outcomes of care identifying potential areas for improvement of the quality and safety of care.

Course Level Objectives

Once the student is admitted to the practical nursing certificate, the following are the program objectives by semester.

End of Program Learning Outcome	Course Level Objectives Semester 1	Course Level Objectives Semester 2	Course Level Objectives Semester 3
1. Human Flourishing: Promote the human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the health care team.	<p>NU 102: Discovers that the skills, competencies, and values for a successful lifetime of practical nursing practice requires an ongoing commitment to learning.</p> <p>NU 104: Summarize holistic care, health promotion, health restoration, and the health care team.</p> <p>NU 112: Create therapeutic relationships with individuals of diverse backgrounds and experiences by applying individualized and effective communication modes during health assessments.</p> <p>NU 113: Implement individualized plan of care using the nursing process and established protocols</p>	<p>NU 201: Implement the nursing process to assess, plan, implement, and evaluate care based on belief patterns and values of individual adults and their families.</p> <p>NU 201: Develop the knowledge, skills, and attitudes consistent with professional nursing practice in providing care for individuals at all stages of the adult lifespan.</p> <p>NU 201: Integrate knowledge of legal, ethical, and professional values and standards in the nursing care of adults and their families coping with varied life experiences, illness, and health.</p>	<p>NU 202: Assess the need for professional growth and lifelong learning.</p> <p>NU 205: Examine components of health promotion and illness prevention, in the care of both childbearing and childrearing families from conception through adolescence, focusing on the birthing experience and the child's growth and development.</p> <p>NU 206: Collaborate with clients and other healthcare providers (physicians, RN's, specialists, social workers) to assist in planning and coordinate patient care.</p> <p>NU 206: Develop and implement individualized care plans for patients with acute and chronic health conditions, considering patient preferences and cultural factors.</p>
2. Nursing Judgment: <i>Provide a rationale for judgments used in providing safe, quality care and for decisions promoting patient health within a family context.</i>	<p>NU 102: Apply critical thinking and decision-making skills when demonstrating practical nursing procedures with medications.</p> <p>NU 104: Examine the concepts of critical thinking and problem solving in practical nursing,</p> <p>NU 112: Demonstrate assessment skills into practice by distinguishing between normal and abnormal health findings.</p> <p>NU 113: Implement individualized plan of care using the nursing process and established protocols</p>	<p>NU 201: Demonstrate increasing skill in implementing nursing interventions and deliberative clinical skills in the care of adults and their families with varied life experiences.</p> <p>NU 201: Develop organizational skills, flexibility, and prioritization in providing nursing care.</p>	<p>NU 202: Summarize legal and ethical implications of nursing practice.</p> <p>NU 202: Correlate nursing professional boundaries with appropriate nursing practice</p> <p>NU 205: Utilize critical thinking in making safe decisions based on sound evidence-based rationale to facilitate outcomes in childbearing and childrearing families that attain and maintain an optimal level of wellness.</p> <p>NU 206: Demonstrates accurate health assessments for a variety of ambulatory patients, including taking accurate medical histories and performing physical examinations.</p> <p>NU 206: Adhere to ethical nursing principles and standards of practice.</p>
3. Professional Identity: Assess how one's personal strengths and values affect	<p>NU 102: Discovers that the skills, competencies, and values for a successful lifetime of practical</p>	<p>NU 201: Develop the knowledge, skills, and attitudes consistent with professional nursing practice in providing care for</p>	<p>NU 202: Summarize how nursing scope of practice and standards of professional nursing practice govern nursing.</p>

<p>one's identity as a nurse and one's contributions as a member of the health care team.</p>	<p>nursing practice requires an ongoing commitment to learning.</p> <p>NU 104: Examine personal strengths and limitations, values, and beliefs.</p> <p>NU 112: Reflect and improve on clinical practice through reflection, feedback, and expansion of knowledge</p> <p>NU 113: Demonstrate cultural sensitivity and humility in practice.</p> <p>NU 113: Provide coordination of care of individuals and families in collaboration with care team.</p>	<p>individuals at all stages of the adult lifespan.</p> <p>NU 201: Integrate knowledge of legal, ethical, and professional values and standards in the nursing care of adults and their families coping with varied life experiences, illness, and health</p> <p>NU 201: Identify leadership behaviors utilized for interprofessional collaboration in meeting the health needs of adults and their families.</p>	<p>NU 202: Correlate nursing professional boundaries with appropriate nursing practice.</p> <p>NU 202: Develop a personal ethical philosophy to guide nursing practice</p> <p>NU 205: Demonstrate legal and ethical principles within the Practical Nursing scope of practice unique to the Maternal/Child client; holding oneself accountable for the nursing care provided or delegated to.</p> <p>NU 205: Demonstrate professional, ethical, and legal behaviors of the nurse according to the ANA Scope and Standards of Nursing practice</p> <p>NU 206: Adhere to ethical nursing principles and standards of practice.</p> <p>NU 206: Collaborate with clients and other healthcare providers (physicians, RN's, specialists, social workers) to assist in planning and coordinating patient care</p>
<p>4. <i>Spirit of Inquiry:</i> Question the basis for nursing actions, considering research, evidence, tradition, and patient preferences.</p>	<p>NU 104: Summarize the history of the philosophy and conceptual framework of practical nursing.</p> <p>NU 112: Reflect and improve on clinical practice through reflection, feedback, and expansion of knowledge</p> <p>NU 113: Employ individualized educational strategies based on learning theories, methodologies, and health literacy.</p>	<p>NU 201: Develop the knowledge, skills, and attitudes consistent with professional nursing practice in providing care for individuals at all stages of the adult lifespan.</p>	<p>NU 202: Analyze current ethical issues that impact nursing care.</p> <p>NU 202: Assess the need for professional growth and lifelong learning.</p> <p>NU 205: Examine components of health promotion and illness prevention, in the care of both childbearing and childrearing families from conception through adolescence, focusing on the birthing experience and the child's growth and development.</p> <p>NU 205: Demonstrate legal and ethical Principles within the Practical Nursing scope of practice unique to the Maternal/Child client; holding oneself accountable for the nursing care provided or delegated to.</p> <p>NU 206: Develop and implement individualized care plans for patients with acute and chronic health conditions, considering patient preferences and cultural factors.</p> <p>NU 206: Adhere to ethical nursing principles and standards of practice.</p>

<p>5. Patient-Centered Care: <i>Advocate for the patient and family in providing compassionate and coordinated care to support the health, safety, and well-being of them.</i></p>	<p>NU 104: Summarize patients' rights and the nurses' responsibility in protecting rights based on the nursing code of ethics.</p> <p>NU 112: Create therapeutic relationships with individuals of diverse backgrounds and experiences by applying individualized and effective communication modes during health assessments.</p> <p>NU 113: Implement individualized plan of care using the nursing process and established protocols.</p>	<p>NU 201: Implement the nursing process to assess, plan, implement, and evaluate care based on belief patterns and values of individual adults and their families.</p> <p>NU 201: Demonstrate increasing skill in implementing nursing interventions and deliberative clinical skills in the care of adults and their families with varied life experiences.</p>	<p>NU 202: Correlate nursing professional boundaries with appropriate nursing care.</p> <p>NU 205: Demonstrates accurate use of the nursing process in promoting desired outcomes for families & children progressing through the stages of normal growth and development when planning nursing care.</p> <p>NU 206: Communicate effectively with patients, families, and other healthcare providers, including clear and concise documentation in electronic health records to support safe processes of care.</p> <p>NU 206: Develop and implement individualized care plans for patients with acute and chronic health conditions, considering patient preferences and cultural factors.</p>
<p>6. Safety: Demonstrate the effective use of strategies to reduce risk of harm to self or others</p>	<p>NU 102: Demonstrates the rights of medication administration.</p> <p>NU 104: Outline foundational nursing process to deliver care that is safe, ethical, and culturally competent.</p> <p>NU 112 Demonstrate the ability to diagnose actual or potential health problems and needs by synthesizing assessment data, creating a list of health concerns, and prioritizing those concerns.</p> <p>NU 112: Demonstrate assessment skills into practice by distinguishing between normal and abnormal health findings.</p> <p>NU 113: Implement individualized plan of care using the nursing process and established protocols</p> <p>NU 113: Use national patient safety resources, initiatives, and regulations at the point of care</p>	<p>NU 201: Implement the nursing process to assess, plan, implement, and evaluate care based on belief patterns and values of individual adults and their families.</p> <p>NU 201: Integrate knowledge of legal, ethical, and professional values and standards in the nursing care of adults and their families coping with varied life experiences, illness, and health.</p> <p>NU 201: Develop organizational skills, flexibility, and prioritization in providing nursing care.</p>	<p>NU 202: Analyze current ethical issues that impact nursing care.</p> <p>NU 205: Utilize critical thinking in making safe decisions based on sound evidence-based rationale to facilitate outcomes in childbearing and childrearing families that attain and maintain an optimal level of wellness.</p> <p>NU 205: Integrate methods used to Diminish the Maternal/Child client's risk of developing complications and/or dysfunctional health patterns related to treatments, procedures, or existing conditions.</p> <p>NU 205: Integrate methods to diminish the Maternal/Child client's risk of developing complications and/or dysfunctional health patterns related to treatments, procedures, or existing conditions.</p> <p>NU 206: Prioritize safe, evidence-based, culturally sensitive nursing care to clients with common, acute, and/or chronic recurring physiological conditions in the ambulatory care setting.</p> <p>NU 206: Communicate effectively with patients, families, and other healthcare providers, including clear and concise</p>

			documentation in electronic health records to support safe processes of care.
7. Informatics: Incorporate information and technology within own scope of practice to support safe processes of care.	<p>NU 112: Integrate assessment skills into practice by accurately obtaining and documenting a holistic health assessment on an individual.</p> <p>NU 113: Use information and communication technology in a manner that supports the nurse patient relationship.</p>	NU 201: Use effective oral and written communication skills, applying principles of interpersonal relationships when interacting with adult patients, families, and members of the interprofessional team.	<p>NU 202: Summarize legal and ethical implications of nursing practice.</p> <p>NU 205: Demonstrates competence in using technological resources in the healthcare delivery system.</p> <p>NU 206: Communicate effectively with patients, families, and other healthcare providers, including clear and concise documentation in electronic health records to support safe processes of care.</p>
8. Teamwork and Collaboration : Function competently within own scope of practice as a member of the health care team.	<p>NU 102: Discovers that the skills, competencies, and values for a successful lifetime of practical nursing practice requires an ongoing commitment to learning.</p> <p>NU 104: Differentiate the roles of the various members of the healthcare team.</p> <p>NU 112: Create therapeutic relationships with individuals of diverse backgrounds and experiences by applying individualized and effective communication modes during health assessments.</p> <p>NU 113: Provide coordination of care of individuals and families in collaboration with care team.</p>	<p>NU 201: Identify leadership behaviors utilized for interprofessional collaboration in meeting the health needs of adults and their families.</p> <p>NU 201: Use effective oral and written communication skills, applying principles of interpersonal relationships when interacting with adult patients, families, and members of the interprofessional team.</p>	<p>NU 202: Summarize how nursing scope of practice and standards of professional nursing practice govern nursing</p> <p>NU 205: Discriminate between therapeutic and non-therapeutic communication techniques when caring for Maternal/Child clients or working with members of the healthcare team in the workplace</p> <p>NU 206: Collaborate effectively with clients and other healthcare providers (physicians, RN's, specialists, social workers) to assist in planning and coordinate patient care.</p> <p>NU 206: Communicate effectively with patients, families, and other healthcare providers, including clear and concise documentation in electronic health records to support safe processes of care.</p>
9. Evidence-Based Practice: Implement evidence-based practice in the provision of individualized health care.	<p>NU 104: Examine the need for evidenced based nursing practice and its relationship to practical nursing.</p> <p>NU 113: Implement individualized plan of care using the nursing process and established protocols.</p> <p>NU 113: Employ individualized educational strategies based on learning theories, methodologies, and health literacy.</p>	<p>NU 201: Implement the nursing process to assess, plan, implement, and evaluate care based on belief patterns and values of individual adults and their families.</p> <p>NU 201: Demonstrate increasing skill in implementing nursing interventions and deliberative clinical skills in</p>	<p>NU 202: Summarize how nursing scope of practice and standards of professional nursing practice govern nursing</p> <p>NU 205: Demonstrate accurate use of the nursing process in promoting progress of desired outcomes for families & children progressing through the stages of normal growth and development when planning nursing care.</p> <p>NU 205: Utilize critical thinking in making safe decisions based on sound</p>

		the care of adults and their families with varied life experiences.	<p>evidence-based rationale to facilitate outcomes in childbearing and childrearing families that attain and maintain an optimal level of wellness.</p> <p>NU 206: Prioritize safe, evidence-based, culturally sensitive nursing care to clients with common, acute, and/or chronic recurring physiological conditions in the office setting across the lifespan.</p>
<p>10. Quality Improvement: Utilize various sources of information to review outcomes of care identifying potential areas for improvement of the quality and safety of care.</p>	<p>NU 102: Discovers that the skills, competencies, and values for a successful lifetime of practical nursing practice requires an ongoing commitment to learning.</p> <p>NU 104: Examine the concepts of critical thinking and problem solving in practical nursing.</p> <p>NU 112: Demonstrate the ability to diagnose actual or potential health problems and needs by synthesizing assessment data, creating a list of health concerns, and prioritizing those concerns</p> <p>NU 113: Adhere to regulatory requirements and workplace policies consistent with one's educational preparation.</p>	<p>NU 201: Develop organizational skills, flexibility, and prioritization in providing nursing care.</p> <p>NU 201: Integrate knowledge of legal, ethical, and professional values and standards in the nursing care of adults and their families coping with varied life experiences, illness, and health.</p>	<p>NU 202: Analyze current ethical issues that impact nursing care.</p> <p>NU 205: Demonstrate legal and ethical principles within the Practical Nursing Scope of practice unique to the Maternal/Child client; holding oneself accountable for the nursing care provided or delegated to.</p> <p>NU 206: Collaborate with clients and other healthcare providers (physicians, RN's, specialists, social workers) to assist in planning and coordinating patient care.</p> <p>NU 206: Prioritize safe, evidence-based, culturally sensitive nursing care to clients with common, acute, and/or chronic recurring physiological conditions in the ambulatory care setting.</p>

II. Practical Nursing Program Entrance Requirements

The Department of Nursing complies with the BMCC policy of equal opportunity (see [BMCC accessibility services](#)). Qualified applicants are admitted without discrimination regarding race, color, national origin or ancestry, gender, age, religion, height, weight, marital status, sexual preference, veteran status, or disability (reasonable accommodations will be made within the Americans with Disabilities Act guidelines). See [Appendix 1](#).

Admission to Bay Mills Community College's nursing programs shall not be denied solely on the basis of a prior felony or misdemeanor conviction, see [Appendix 2](#) for details related to disclosure of criminal history.

Admission Sequence:

Students may be admitted to the College at any point but may not be admitted to the nursing program until they have fulfilled all pre-nursing course requirements.

Entrance Requirements for Pre-Licensure PN Program

To provide adequate clinical experience and to comply with State Board of Nursing requirements, a limited number of students are admitted each year. Therefore, applicants must provide evidence of academic preparation and demonstrate an ability to progress within the curriculum. For entrance into the practical nursing program, the following requirements must be met:

1. Acceptance for admission to Bay Mills Community College. (Online applications: <https://empowerweb.bmcc.edu/fusebox.cfm?fuseaction=NewApplication>)
2. Unofficial transcripts for any transfer credits
3. Criminal background check completed including fingerprinting
4. "Good academic standing" at time of admission to the Practical Nursing Program per BMCC academic standards.
5. Academic achievement of 2.0 when college credits are earned.
6. Completion of MA104 and BI 107 with a C or higher
7. Transfer students will be evaluated individually. Only those courses in which the student received a grade of "C" or better are transferable. Any anatomy courses must be within five years of the application.

Students must submit a Practical Nurse Program Application to the nursing office by the fourth Friday in May.

- a. Current application is completed in its entirety by due date, including:
 - i. Unofficial transcripts for any transfer credits
 - ii. Criminal background check completed including finger printing
- b. "Good academic standing" at time of admission to the Practical Nursing Program per BMCC academic standards.
- c. Academic achievement of 2.0 when college credits are earned.
- d. "Good academic standing" at time of admission to the Practical Nursing Program per BMCC academic standards.
- e. Academic achievement of 2.0 when college credits are earned.
- f. Completion of MA104 and BI 107 with a C or higher
- g. Evidence of current CPR certification through the American Heart Association (BLS for Health Care Provider).
- h. Proof of current immunization record including 2-step TB test.
- i. Proof of drug free testing including marijuana (THC)

A maximum of 16 students will be admitted to the program during each admission cycle.

COURSE SEQUENCES

The Department of Nursing at Bay Mills Community College offers a certificate program for practical nursing. The certificate program will prepare the graduate for immediate employment as a licensed practical nurse. Graduation from this program meets the eligibility requirement for writing the State licensing examination (NCLEX-PN) for practical nurses. An example of the full-time curriculum for the certificate program is shown below.

Certificate Program for Practical Nursing

Program Description: The certificate of practical nursing provides students with the necessary skills and training to provide safe and competent care to patients and qualifies students to write the required licensure examinations for practical nursing. Course work can be completed in 3 semesters of full-time study. ([LPN Website](#))

Suggested Course Sequence

Prerequisites (7 credits)		Semester One (15 credits)	
BI 107	Human Biology 4 CR	NU 102	Drugs and Dosages 3 CR

MA 104 Math and Metrics 3 CR	NU 104 Intro to Practical Nsg 2 CR NU 112 Health Appraisal 4 CR NU 113 Fundamentals of Nsg 6 CR ***Clinical Admission Required***
Semester Two (12 credits) NU 201 Med-Surg Practical Nsg 6 CR SI112 Medical Terminology 3 CR PY 214 Developmental Psych 3 CR ***Clinical Admission Required***	Semester Three (14 credits) NU 202 Legal & Ethical Issues in Practical 2 CR NU 205 Mat-Child Practical Nsg 6 CR NU 206 Ambulatory Care Practical Nsg 6 CR ***Clinical Admission Required***

III. Student Policies

The following regulations pertain to all students enrolled in clinical nursing courses at Bay Mills Community College.

Personal conduct: Students are expected to conduct themselves in a professional manner at all times ([Student Code of Conduct](#)).

Students should follow the cell phone policy and use the agency site.

Dress: Personal neatness and good grooming habits reflect positivity on the individual and the Department of Nursing, and the nursing profession. Adhering to the dress code contributes to maintaining asepsis, promotes patient safety, and complies with agency policies. Complying with standards of personal care and dress also contributes to positive interpersonal relationships between clients and agency staff.

Dress code requirements: Students are expected to be neat and well-groomed. This includes the following:

- 1) Hair will be neat, clean, and controlled so that asepsis is maintained when providing care for the client. Shoulder length hair should be drawn back from the face. Below-shoulder-length hair will be pulled back and secured so that it does not fall below the shoulders and remains motion free. Unnatural hair colors, styles and accessories must be avoided. For male students, facial hair must be neatly trimmed.
- 2) Jewelry will be limited to wedding rings, watches and one pair of pierced earrings which are small, post-type and worn only in the ears. Dangly and loop earrings are to be avoided for the student's and client's safety. Based on asepsis issues, instructors reserve the right to have students remove all jewelry.
- 3) Students' tattoos must be covered. Make up must be conservative. No gum may be chewed in the clinical agencies. Cleavage, midriff, or buttocks cannot be visible upon bending or other position changes.
- 4) The official Practical Nursing student uniform:
 - a. In the hospital setting all BMCC Practical Nursing students will wear a **Red** unisex scrub shirt and pants. Uniforms should be clean and free of wrinkles. To maintain a professional appearance, the pants must be straight-legged and hemmed to not touch the floor. It is recommended that students purchase two scrub sets since many clinical days are back-to-back which can make laundering in between difficult. In addition, the student must purchase a short (hip length) Red lab coat. Uniforms may be purchased online. The BMCC Student Nurse patch must be fully adhered to the left shoulder sleeve of the scrub shirt and the short (hip length) Red lab coat. Students can wear a plain white long-sleeve T-shirt under the scrub shirt if setting temperatures support such layering. Shoes must be close-toed and close-heeled. They must be leather or vinyl and easily cleaned. Platform-type shoes are not permitted for safety reasons. The BMCC picture ID student name badge must be worn on the left upper chest area while in uniform.
 - b. Student uniform must adhere to agency dress code policy.
- 5.) Perfume or cologne is not to be worn in the clinical area due to allergies of patients, agency staff, peers, etc. Students must not enter the clinical setting chewing tobacco or smelling like tobacco smoke.
- 6.) Fingernails are to be short, clean, and polish-free to ensure client and student safety. Acrylic nails, nail decorations, or artificial nails are not allowed in the clinical setting.

Failure to comply with the dress code will result in the student being asked to leave the clinical setting and will result in an absence for that clinical day.

Attendance

Students are responsible for acquiring knowledge, skills, and values necessary for the safe practice of nursing. Clinical and laboratory attendance is required to meet course objectives and demonstrate safe nursing practice. Absence or tardiness makes it difficult to evaluate the student's ability to meet course objectives and may result in course failure.

All absences from clinical must be made up. The date, time and type of make-up will be determined by the faculty member. The student will be responsible for any additional costs incurred for making up clinical time. If the absence is a non-excused absence, the student will not be allowed

to make up the clinical time and will receive a failing grade for the course.

The nursing student is expected to make accurate and honest judgments about his/her state of health as a reason for not attending the laboratory and/or the clinical sections of nursing courses. When illness does not permit attendance, the student is responsible for notifying the laboratory instructor and/or clinical instructor and the clinical agency prior to the scheduled laboratory or clinical time.

Clinical make-up policy: All excused clinical hours must be made up. The student is responsible for contacting the instructor about make-up for all clinical absences. The student will be responsible for any additional costs incurred for making up clinical time. There is no guarantee that students can make up clinical experiences within that semester.

Clinical Preparation

Nursing courses with a clinical component may require students to collect assessment data in advance, one or more days, before the assigned clinical times. Adequate time needs to be budgeted to ensure proper planning of safe patient care.

Books, Uniforms, and Supplies

Textbooks, uniforms, and supplies for each nursing course will be available at the online bookstore. See supply list. Student uniforms will be bought during the first week of classes once admitted to the nursing program's clinical portion.

Nursing IDs are required and will be ordered through the Student Success Center.

Health Policies

The School of Nursing follows [Center for Disease Control](#) guidelines. Nursing students are required to wear personal protective equipment when handling any blood or body fluids. It is the student's responsibility to inform faculty of personal health conditions which may present a risk to selves or others. Efforts will be taken to not assign nursing students who are pregnant or receiving medical treatment with corticosteroids or immunosuppressant medications to patients who present risks to students with those conditions, accordance with standards of practice.

Students must **immediately** report any exposure to blood or body fluids, or needle sticks in the clinical or laboratory area to their instructor and follow the agency and/or School of Nursing exposure policy guidelines.

Substance Use/Abuse: Any student who is suspected of being under the influence of drugs or alcohol will be immediately dismissed from the clinical area or classroom, and the guidelines of the Colleges Substance Abuse Policy will be followed. [Student Handbook](#)

Professional Liability Insurance

All students are required to carry professional nursing liability insurance while enrolled in the nursing program. A course fee may be assessed every year to cover the cost of this insurance.

Health Insurance

The School of Nursing strongly recommends that all students carry health insurance while enrolled in the nursing program. Students must purchase coverage through a private plan. Treatment for injuries occurring during clinical experiences is the student's responsibility.

Transportation

Students will be assigned to clinical experiences requiring travel off campus. Transportation to and from clinical agencies and other related costs are the student's responsibility.

Criminal Background Check

An initial criminal background investigation for Health Care Workers preparing for future licensure will be completed and submitted with the admission application paperwork. Additionally, students are expected to "self-report" any change in their criminal history to the Director of the PN Program.

If there is a break in the student's progression through the PN program, the student will need to have a new background check done prior to re-entering the program.

Finally, a new background check will need to be completed and submitted with the graduated student's application to take the NCLEX-PN Exam and application for licensure in the State of Michigan.

Off-campus Expectations

Clinical experience may be assigned at agencies outside of the Sault Ste. Marie area. Any expenses incurred are the student's responsibility. Students are expected to always conduct themselves in a professional manner, including clinical experiences which require overnight stays.

Privacy and Confidentiality

Faculty at the BMCC Department of Nursing believes that the practical nurse is held to the highest standard of protecting the dignity and rights of the clients they serve. To emphasize this important concept, all clinical courses in BMCC's Nursing Program have a course objective that addresses the program's expectation that the nursing student adheres to this standard during their clinical practice experiences.

Confidentiality is a key element in respecting the dignity and rights of clients. It is the student's responsibility to safeguard the client's right to privacy by judiciously protecting information of a confidential nature during clinical experiences, discussion of clinical experiences in pre and post conferences, in the classroom when appropriate, when accessing assigned client documentation (in client hard chart or by computer), and in written coursework (that pertains to the clinical experience). Further, clinical experiences are graded on the fact that the nursing experience is identified and/or discussed; however, the client can never be identified.

Additionally, all nursing students in BMCCs nursing programs are made aware of their responsibilities regarding privacy and confidentiality by signing the Department of Nursing's Privacy and Confidentiality Policy. Further, the student is made aware that any breach in privacy/confidentiality or respect for the dignity and rights of a client is justification for clinical failure, at any point during the semester, resulting in a failing course grade. The student will be required to follow appropriate confidentiality guidelines at all clinical agencies.

IV. Practical Nursing Program Progression Requirements

To progress in the practical nursing program, students must:

1. Achieve a grade of 75 % or better in each course in the nursing curriculum. Courses must be taken in sequence. If you fail or withdraw from a course, you will need to apply for readmission to the program and must repeat that course before continuing to the next course in the sequence. Readmission will depend on clinical space available.
2. Adhere to the policies of the college and the Department of Nursing.
3. Demonstrate a pattern of safe clinical practice commensurate with your educational training.
4. Satisfactorily complete the nursing program within three years from the time of enrollment in the first nursing course. A lapse in progression of the normal practical nursing student schedule requires readmission to the program. Students who have withdrawn from the program for one year or longer may have to repeat previously taken courses.

The student is required to maintain the following for the Department of Nursing:

- a. Knowledge of content in this Practical Nursing Program Student Handbook
- b. Tuberculin test results cannot expire during the program.
- c. Record of signed Body Fluid Exposure and Protection, Chemical Dependence Policy, Confidentiality forms and Criminal Background Policy.
- d. CPR certification cannot expire during the program.
- e. Initial physical examination by the student's provider of choice prior to starting clinical is a program requirement.
- f. Flu vaccination per [CDC guidelines](#) for health care workers is required annually.
- g. Adherence to immunization guidelines for health care workers. Refer to: <http://www.immunize.org/catg.d/p2017.pdf>
- h. A grade of C+ or better in all nursing and nursing support courses.
- i. Grading Policy for Clinical Courses and Progression:
 1. Nursing is an evidence-based applied science program. All nursing students must show competence in the theory and clinical components of each clinical course before progressing to the next level of our program.
 2. As determined by the BMCCs School of Nursing faculty, final grades cannot be determined for the course until after both the exam and clinical components have been evaluated separately. These two key components must meet the following criteria:
 - i. a minimum of 75% non-rounded exam average for the theory component
 - ii. "Satisfactory" for the clinical component.

If the above criteria are not met:

Students can continue to attend the non-clinical components of the course and complete course activities including exams. The student's grade will then be determined based on the points earned at the time of the clinical failure but not higher than a C.

Once it is determined that exam and clinical component requirements have both been met for the course, scores earned on other graded activities (as determined by the course coordinator and outlined in the syllabus) will be added to the student's earned exam grades so that a final course grade can be determined using the BMCC Department of Nursing Grading Scale below:

V. Grading Scale

94-100 = A	72-74 =C
90-93 = A-	70-71 =C-
87-89 = B+	67-69 =D+
84-86 =B	64-66 =D
80-83 =B-	60-63 =D-
75-79 =C+**	0-59 =F

These are the Department of Nursing minimal grading standards. See course syllabus for additional requirements.

VI. Student Appeals

Student Appeals Procedure

If a student believes he/she has an issue to appeal, the Department of Nursing has the following guideline:

1. Arrange to meet with the instructor to identify and/or discuss the problem. Students are encouraged to address the issues as soon as possible.
2. If unresolved, student, and instructor (if applicable), to meet with course coordinator.
3. If problem is still unresolved, appeal can be made to the Director of the Department of Nursing via a letter of appeal.
4. Director of the Department of Nursing may consult with the Nursing Faculty. The student will be notified of the Director of the Department of Nursing's decision in writing.
5. If not satisfied with the decision, the student has the option to meet with the VP of Academic Affairs and file a formal dispute.

Probation, Academic

College policies concerning academic probation will be followed ([Academic Standards Policy](#)).

Probation, Non-Academic in Department of Nursing

A student may be placed on probation for other than academic reasons. This may include (but is not limited to): unethical behavior on or off campus, or during academic activities including time outside of clinical hours. The student must comply with the terms of probation, which may include counseling, or dismissal from the program. The terms of probation will be determined by the faculty of the Practical Nursing Program.

Dismissal

Students are expected to follow the standards of practice and conduct as identified in the College Catalog, ANA Code of Ethics, and this Student Handbook. Students are guaranteed the right of due process. Reasons for dismissal from the nursing program include:

1. Two failing grades (C or below) in all program required courses.
2. Failure to achieve and maintain an overall GPA of 2.3.
3. Critical patient safety (sentinel event) identified by the clinical instructor or facility nursing staff. A Critical patient safety event (sentinel event) is a patient safety event (not primarily related to the natural course of a patient's illness or underlying condition) that reaches a patient and results in death, severe harm (regardless of duration of harm), or permanent harm (regardless of severity of harm) (Joint Commission, 2025). The Director of Nursing will provide the student with documentation and counseling prior to dismissal.
4. Unsafe clinical practice as identified by the clinical instructor or facility nursing staff. Unsafe clinical practices can include many actions or behaviors, such as a lack of knowledge, skill, or clinical judgment or any unprofessional or unethical behavior of the student, in such a way that the physical, emotional, psychological, or environmental security of the client, themselves or other health care personnel and peers are exposed to danger or harm (National Library of Medicine, 2025). The Director of Nursing will provide the student with documentation and counseling prior to dismissal.
5. Unprofessional conduct. Behaviors constituting unprofessional conduct, include but are not limited to, dishonesty, breach of confidentiality/privacy (see Department of Nursing Privacy/Confidentiality Policy), substance abuse (see the college Substance Abuse Policy located in the BMCC student handbook), any other conduct issues addressed in the PN Student Handbook, and conduct which may prohibit licensure by the Michigan Board of Nursing.
6. Physical or emotional conditions which prevent the student from meeting program requirements, or which may jeopardize the safety of a patient or self.
7. Cheating: Cheating is a violation of the trust which should exist between student and teacher. It is also a dishonest claim to credit for something undeserved. The policy of the nursing program is as follows: Any student caught cheating, no matter how insignificant the incident, will automatically fail the course in which the cheating occurred. In addition, the nursing faculty reserves the right in severe cases to recommend expulsion from Bay Mills Community College. (BMCC [Student Handbook](#)).
8. Change in Criminal Background: Failure to report a change in criminal background to the Director of the Department of Nursing, will result in dismissal from the Nursing program. A review of the change in criminal background history to determine whether the student may be re-admitted to the program will be at the discretion of the Director of the Department of Nursing.

Withdrawal

If a student requests an W grade for a nursing course and is demonstrating unsafe clinical practice as outlined above in "dismissal" section, and/or has a C or less at the time of the withdrawal request, then the withdrawal will be considered a clinical/lecture failure for the purposes of course progression.

Repeating courses and progression in clinical sequence depends on clinical space available. When a student receives a failing grade in a course with a classroom theory and clinical component, both the theory and clinical components must be repeated. Students who receive less than a C+ in courses other than nursing and nursing support courses may continue in the program if their overall grade point average remains 2.3 or above. College policies regarding repeats for other courses will be followed per the (BMCC [Student Handbook](#)).

Readmission Process

If a student wishes to progress in the nursing program following one nursing course failure, a letter requesting continuation must be submitted to the Director of the Department of Nursing. The purpose of this policy is twofold:

1. Students progress through the program as a member of a cohort, there may not be an available slot for the repeating student in the next available course.
2. It is important for the student to develop a plan so that the potential for success in the repeat course is enhanced. This plan should be developed with the Nursing Faculty member whose course the student failed. Issues that may need to be addressed include time management, study habits, the need for support services, etc.

Readmission following failure of two or more of the PN Certificate nursing courses will require a written appeal to the Practical Nursing Committee. A majority of the Practical Nursing Committee must approve the request before the student is allowed readmission.

Students enrolled in college courses, but who have not continued to follow the sequence of nursing courses for one semester or more, must request readmission into the nursing sequence.

Written requests for readmission to the Practical Nursing Program must be made to the Director of the PN program. Requests for readmission must be submitted at least three weeks before desired re-entry. Applicants will be informed of the decision in writing.

- A. Students reapplying to the nursing program for academic reasons may submit a written request for readmission. The request must include:
 - a. Identification of reasons for withdrawal or failure to successfully complete course(s).
 - b. Semester of desired re-entry.
 - c. Documented evidence of measures taken to improve or eliminate any deficiencies, such as:
 - 1. Courses completed to satisfy academic deficiencies. Remedial work in mathematics, nursing lab, language or reading lab, study improvement courses, tutoring, independent study.
 - 2. Counseling services.
 - 3. Other evidence that indicates improvement of deficiencies.
- B. Students who withdraw from the nursing program or sequence for *non-academic* reasons may qualify for readmission by submitting:
 - a. Written request for readmission.
 - b. Reasons for withdrawal.
 - c. Semester of desired re-entry.
 - d. Evidence that would indicate improvement or solution to problems which precipitated withdrawal.

Students who withdraw from the nursing program should be aware that credit for previous nursing courses is acceptable for up to two years. Students re-entering the nursing program adhere to the policies of the BMCC [Student Handbook](#) in effect at the time of readmission.

VII. Graduation Requirements

1. Fulfillment of general college requirements for a certificate in Practical Nursing.
2. Successful completion of all courses in the Practical Nursing curriculum; an overall grade point average of 2.3 or above and a grade of C+ or better in nursing and nursing support courses.
3. Required academic credits total 49 credits for the Practical Nursing Certificate.

VIII. Program Completion

Graduate Practical Nursing Pin

The nursing pin, which signifies the completion of the Practical Nursing program, represents professionalism and educational achievements. The pin is traditionally presented to graduates at a pinning ceremony. The pin, which bears the colors of the PN program and BMCC's name, was designed in 2024. The graduating student may purchase the BMCC practical nursing pin through the online bookstore prior to graduation. The pinning ceremony symbolizes the School of Nursing faculty welcoming the graduating students to the profession of nursing. Students will NOT receive the pin if they do not complete the program.

Licensure: National Council Licensing Examination for Practical Nurses (NCLEX-PN)

Graduates of this program are eligible to write the [NCLEX-PN examination](#) administered by the Michigan Board of Nursing for licensure as a Licensed Practical Nurse (LPN). Completion of academic requirements for the Practical Nursing certificate does not guarantee eligibility for Michigan Practical Nurse Licensure. Students who have been convicted of a felony should contact the Michigan Board of Nursing for eligibility requirements.

IX. Advising

Purpose: The purpose of student advisement is to promote academic achievement through student/faculty interaction, course planning and academic advisement.

Procedure: A nursing faculty advisor(s) will be assigned to all incoming students by the Department of Nursing Director. Faculty advisor and student advisee should meet routinely, but no less than each semester.

Student Responsibility: It is the advisee's responsibility to:

1. Develop a master plan for program completion
2. Keep advisor informed of progress in meeting plan.
 - a. Changes in plan for completion
 - b. Academic difficulty
 - c. Remedial action undertaken
3. Bring draft course schedule to advisor for approval each semester

Advisor Responsibility: It is the advisor's responsibility to:

1. Advise students of policies which may have an impact on their plan of

- study during advisor/student appointments
- 2. Assist students with academic problems to develop goals and strategies to improve grades
- 3. Refer students to appropriate campus or community services
- 4. Review course schedule selected by students, assisting as necessary

Counseling and Learning Centers

Bay Mills Community College maintains a [Student Success Center](#) which provide extensive services designed to help students decide and/or meet their career goals. The Student Success Center also offers various programs and services to help students complete their degree. Tutoring, Math and Writing Centers, group study supports, accessibility services, career services and testing services are all available free of charge to currently enrolled students.

In addition to academic and vocational counseling, counseling staff members are always willing to discuss any personal, social or adjustment problem the student may have while on campus.

X. General Information

Student Representation on the Practical Nursing Committee

A student representative will be invited to serve on the Practical Nursing Committee and/or the Learning Resources Committee. Student representatives on committees have the following responsibilities:

- 1. Attend committee meetings and notify the chairperson if unable to attend;
- 2. Keep student body informed of current issues and concerns, policy changes, and other concerns;
- 3. Be responsible for sharing ideas and suggestions with the committee;
- 4. Have voting power within the committee.

National Student Nurses' Association—Lake State Student Nurses' Association

The National Student Nurses' Association (NSNA) is a professional organization which has been and is directed by nursing students on a chapter, state, and national level under the sponsorship of the American Nurses' Association and the National League for Nursing. Membership is voluntary and open to students enrolled in the LPN curricula. BMCC Practical nursing students may participate with The Lake State Student Nurses' Association (LSSNA) but are not voting members. An LSSU School of Nursing faculty member serves as an advisor to the association.

Participation in LSSNA is an excellent way to meet fellow nursing students who can serve as resources as you progress through nursing school. LSSNA is involved in community activities such as blood drives and organizational fund raisers.

Student Nurse's Code of Conduct

Purpose: The purpose of the Code of Conduct is to foster and enhance professionalism, create standardization, communication expectations and provide direction to all members of the BMCC Department of Nursing (students, faculty, and staff).

Regarding the above, all members of the BMCC Department of Nursing community have a shared duty to:

- 1. Realize the need for strict confidentiality both within and outside the University and community settings;
- 2. Treat all people with respect, dignity, fairness, and courtesy while enhancing personal and professional diversity and creativity;
- 3. Foster learning within the Department of Nursing while recognizing differences in achievement, experiences, and aspirations;
- 4. Promote a safe and healthy environment conducive to learning in college and clinical settings;
- 5. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self or others;
- 6. Conduct self with integrity and comply with all applicable laws, College policies and procedures, and professional and/or departmental guidelines;
- 7. Communicate in a manner that is direct, timely and honest in relation to verbal, visual, written, and electronic information
- 8. Provide knowledgeable, theory-based, and client-centered nursing care;
- 9. Conduct oneself in a way that promotes respect for the profession and development of the whole person, while encouraging excellence in activity and accomplishment;
- 10. Enable all individuals to benefit from an atmosphere of ethical conduct by maintaining honesty, self-integrity, responsibility, and accountability for their actions;
- 11. Recognize that all members of the Department of Nursing (students, faculty, and staff) share in the responsibility and authority to challenge and make known, to the proper authority, acts of apparent academic dishonesty including:
 - a. Plagiarism (see definition as outlined in College Catalog)
 - b. Cheating (see definition as outlined in College Catalog)
 - c. Falsification of data
 - d. Aiding and abetting dishonesty
 - e. Falsification of academic records and official documents

- f. Inappropriate nurse-patient relationships;
12. Refuse to engage in, or condone, any form of discrimination based on race, gender, age, religion, national origin, sexual orientation, physical appearance, or disability;
13. Not to attend classes or clinical activities while under the influence of mind-altering substances including alcohol, illicit drugs, over the counter or prescription medications;
14. Adhere to a dress code as described in this Nursing Program Student Handbook.

Costs

In addition to general College fees, students enrolled in nursing must plan expenses incurred with travel to and from clinical agencies and the purchase of items in the following list.

Additional Costs (*Approximate* figures):

Nursing shoes (or appropriate white shoes)	\$100
2 student nursing uniforms	\$80
Penlight	\$3.00
CPR certification (Bi-annually)	\$40.00
CPR shield	\$5.00
Protective Eye Wear	\$5.00
Watch with second hand	\$30.00
Stethoscope (Prices vary) & BP Cuff	\$40.00- \$120.00+
Scissors	\$4.00
Out-of-town clinical (selected semesters)	Variable
Immunizations	\$100.00+
ACEMAPP	\$50
I-Chat Criminal Background Check	\$10
Urine Drug Screen	\$0-60

Other costs

Following completion of the Practical Nursing Program, these additional expenses are associated with the pinning ceremony and licensure process:

Clean uniform and nursing cap	\$50.00 (variable)
BMCC Nursing Pin	\$60 – 350 (variable)
State of Michigan Licensure Application Fee	\$212.90
NCLEX-PN Exam Fee	\$200.00
Criminal Background Check for Licensure	\$72.00
Traveling expenses to NCLEX testing site	Variable

Career Services

Centralized placement and career counseling services are offered by the College full-time. Career Services will help the student prepare a resume and plan a job-search campaign.

Business, industry, and civil service agencies annually send representatives to campus to interview graduates and potential graduates seeking employment. Career Services publicizes the arrival of these representatives and arranges appointments for interviews with interested students.

A Career Resource Library and on-line access to graduate school information and catalogs are available to assist those seeking employment or who decide to seek higher level degrees.

A list of part-time and full-time job opportunities is also maintained for those students who desire employment while attending Bay Mills Community College

Financial Aid

Bay Mills Community College strives to reward scholarships and to meet the needs of the many students who apply for financial assistance. If it is determined that “financial need” exists in a situation, College, State and Federal aid programs may enable students to receive a “financial aid package.” This package could include a combination of a scholarship, grant, loan, and/or work-study assistance.

Students who have excellent high school or community college academic records are encouraged to apply for scholarships regardless of “need.” The ability of the Financial Aid Office to meet one’s need is contingent upon funds being available, the application and other required forms being received on time, and whether one meets the qualifications for the several types of aid.

Scholarships and Awards

There are scholarships available to students in the Practical Nursing program. Additional information is available on the [BMCC Scholarships homepage](#)

Clinical Agencies

To enhance student learning, the following clinical agencies may be used for student clinical experiences.

MyMichigan Medical Center Sault 500 Osborn Blvd. Sault Ste. Marie, MI 49783 906-635-4460 <i>Signed clinical contract</i>	Chippewa Co. Health Dept. 508 Ashmun St. Sault Ste. Marie, MI49783 906-635-1566
Mackinac Straits Health System 1140 N. State Street St. Ignace, MI 49781 (906) 643-8585 <i>Signed clinical contract</i>	Community Action Agency (Early Head Start) 524 Ashmun St. Sault Ste. Marie, MI49783 906-632-4311
Schoolcraft Memorial Hospital 7870W US-2, Manistique, MI 49854 (906) 341-3200 <i>Pending clinical contract</i>	MediLodge of Sault Ste. Marie 1011 Meridian St. Sault Ste. Marie, MI49783 906-635-1518 <i>Signed letter of commitment</i> <i>Pending clinical contract</i>
Sault Tribe Health Center 2864 Ashmun Street Sault Ste. Marie, MI 49783 906-632-5200	Bay Mills Health Center 12455 W. Lakeshore Drive Brimley, MI 49715 906-248-5527
Hospice of EUP 308 W. 12 th Ave Sault Ste. Marie, MI 49783	

American Nurses Association Code of Ethics for Nurses

<http://nursingworld.org/DocumentVault/Ethics-1/Code-of-Ethics-for-Nurses.html>

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, community, or population.
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.

Practical Nursing Standards of Practice and Code of Ethics

The Code of Ethics is provided here; however the entire document can be viewed at: http://www.napnes.org/Archives_NoAccess/standards.pdf

The Licensed Practical/Vocational Nurse Shall:

1. Consider as a basic obligation the conservation of life and the prevention of disease.
2. Promote and protect the physical, mental, emotional, and spiritual health of the patient and his family.
3. Fulfill all duties faithfully and efficiently.
4. Function within established legal guidelines.
5. Accept personal responsibility (for his/her acts) and seek to merit the respect and confidence of all members of the health team.
6. Hold in confidence all matters coming to his/her knowledge, in the practice of his/her profession, and in no way and at no time violate this confidence.
7. Give conscientious service and charge just remuneration.
8. Learn and respect the religious and cultural beliefs of his/her patient and of all people.
9. Meet his/her obligation to the patient by keeping abreast of current trends in health care through reading and continuing education.
10. As a citizen of the United States of America, uphold the laws of the land and seek to promote legislation that will meet the health needs of its people.

Copyright: National Association for Practical Nurse Education and Service, Inc., 1991.

**National Federation Licensed Practical Nurses
Association Nursing Practice Standards for the
Licensed Practical/Vocational Nurse**

The code for the Licensed Practical Nurse/Licensed Vocational Nurse was incorporated by NALPN in 1961 with a revision in 1979. The code provides motivation for establishing, maintaining, and elevating professional nurse standards. As set forth in this code, upon entering the profession, each LPN/LVN, has the responsibility to adhere to the standards of ethical practice and conduct.

Each are to:

1. Know the “Scope of Practice” to maximize utilization of the LPN/LVN, as specified by the Nursing Practice Act and function within this “Scope of Practice.”
2. Provide health care to all patients regardless of race, creed, cultural background, disease, or lifestyle.
3. In personal appearance, language, dress, and demeanor, uphold the highest standards.
4. Accept the responsibility for safe nursing by keeping mentally and physically fit and up to date educationally to practice safely.
5. Stay informed about issues affecting the practice of nursing, the delivery of health care. Where appropriate, participate in government and policy decisions.
6. Accept responsibility of membership of NALPN, participate to maintain the “Nurse Practice Standards,” and employment of policies which lead to quality patient care.
7. Safeguard confidential information about the patient acquired from any source.

Practical Nursing Pledge

Before those assembled here, I solemnly pledge:
To adhere to the code of ethics of the nursing profession.
To cooperate faithfully with the other members of the nursing team and to carry
out faithfully and to the best of my abilities the instructions of the
physicians or the nurse who may be assigned to supervise my work.
I will not do anything evil or malicious and I will not knowingly give any
harmful drug or assist in malpractice.
And I pledge myself to do all in my power to raise the standards and
the prestige of practical nursing.
May my life be devoted to service, and to the high ideals of the nursing profession.

Copyright: Ann Lenheiser Eagle, LPN, 1971

Appendix 1

Physical Requirements

Students must pass a physical exam by the health care provider of their choice. The BMCC Nursing Program has identified a list of physical requirements the students must be able to perform during clinical experiences, with or without reasonable adaptations:

Lift/Walk: Stand, lift (accepted, 50 pounds) and walk

Stand/Climb during most of the clinical experience

Stoop/Bend: Physical agility is required while working around

Squat/Kneel: Tables & chairs in a client's room as well as stooping **Grasp/Handle:** and/or bending to retrieve supplies from lower storage area

Push/Pull: Pushing and pulling of various medical equipment

Reach: drawing up and dispensing medications; ability to reach over one's shoulders or at waist level.

Hear/See: Use of special senses are required to assess client and

Touch/Smell: Any changes in client's condition/environment; ability to hear normal voice tones, auscultatory sounds, monitor alarms and call lights is required; ability to see and read thermometers, syringes, dials and cardiac/respiratory monitors.

To be successful in the nursing curriculum and as a professional nurse, the above physical requirements are necessary for the student to perform the following list of competencies, with the appropriate educational instruction. These include, but are not limited to:

1. Assist clients with meals;
2. Move, position clients in bed;
3. Assist clients to walk with and without mechanical devices;
4. Lift, transfer, and transport clients using wheelchairs and stretchers;
5. Administer medications;
6. Provide direct client care and assist with activities of daily living;
7. Respond to emergencies;
8. Supervising nurse aides in the nursing home setting;
9. Have emotional stability and the ability to accept responsibility and accountability;
10. Oral and written ability with accuracy, clarity, and efficiency;
11. Ability to learn, problem solve and reach judgments.

Every effort will be made to ensure the safety of both students and patients during clinical rotations. If you have any known allergies or chemical sensitivities, you must notify your instructor immediately. Earnest effort to prevent exposure to an allergen or chemical irritant will be made; however, the college and its staff cannot guarantee that students working on clinical assignments at off campus locations will not be exposed to those allergens or irritants. Students should be proactive in determining if allergens or chemical irritants may be present at a particular site.

Appendix 2

Procedures on Disclosure of Criminal History in the Nursing Program

Michigan Public Health Act 27, 28 and 29 of 2006 require that clinical agencies perform a background check on all employees, including students who participate in clinical experiences. Certain felonies and misdemeanors may exclude a student from participating in clinical experiences and thus being part of the BMCC nursing program. For an interpretation of these laws, read the [Michigan Workforce Background Check Program Legal Guide](#).

Admission to BMCC's nursing programs shall not be denied solely based on a prior felony or misdemeanor conviction, unless it prohibits the student's ability to:

1. Handling and distributing medications and controlled substances as a nursing student;
2. Driving self to field experiences required by the clinical rotations in the nursing programs; or
3. Participating in clinical experiences in a nursing home, county medical facility, or home for the aged.

Students will be asked to provide information indicating whether they have been convicted of the specific types of offenses listed in the current guidelines issued by the Michigan Department of Community Health *when they apply to the program*. They will also be required to sign a criminal history disclosure form and submit to a FBI-level background check (with fingerprints). The cost of this is approximately \$70.00.

An applicant or current nursing student who is convicted of an offense as noted in Section II above at any point in the nursing program must report it immediately to the Director of the Department of Nursing.

After criminal background checks have been completed, the Director of Nursing will review them promptly. Any student who cannot be placed in clinical settings based on the above guidelines will be dismissed from the nursing program. Any student who has concealed or falsified information will be dismissed from the nursing program. If there are any questions about placing a student based on the above guidelines, the decision about continuing in the program will be made by the Director of Nursing.

Students out of course sequence will be required to update their Disclosure form annually. This is in accordance with other licensed professional programs and Community placement agencies.

Examples of Crimes Involving Moral Turpitude: (source: MI Dept. of Community Health guidelines)

Crimes involving a substantial misrepresentation of any material fact to the public, including:

- Crimes involving homicide, murder, manslaughter, mayhem, negligence homicide, assault;
- Crimes which involve a violent act or a threat of a violent act against any person or a crime;
- Criminal sexual conduct in any degree;
- Commercial activity involving child abuse, neglect or exploitation, kidnapping, adoption schemes and prostitution;
- Child abuse or neglect;
- Cruelty toward, or neglect;
- Robbery, armed robbery, burglary, receiving stolen property, concealing stolen property;
- Extortion;
- Obtaining property by false pretenses;
- Larceny by trick;
- Larceny by conversion;
- Embezzlement;
- Arson;
- Offenses involving narcotics, alcohol or controlled substances that result in a felony conviction. (Note: Minor in possession/consumption, drunk driving are felony offences in Canada).