



**Bryant & Stratton College**

**Nursing Program**

**Student Handbook**

**Spring 2009**

Bryant & Stratton College  
Nursing Handbook  
Spring 2009

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**The information in this handbook is NOT A CONTRACT with students and is subject to change at any time without notice. Questions regarding updates may be directed to the Nursing Program Director. If any information in this handbook conflicts with the State or Federal Statute, Rules, or Regulations, the State or Federal Statutes, Rules, or Regulations will control.**

## **I. About the Nursing Program**

This handbook was developed to provide faculty and students in the Nursing Program with information and answers to questions concerning the Nursing Program at Bryant & Stratton College. Included in this handbook:

- a. Program-specific information
- b. Academic policies and procedures relating to the Nursing Program

**Students who deviate from the requirements and obligations set forth in this Handbook and in the Official Catalog are subject to appropriate action including suspension or dismissal from the College and release from the Nursing Program.**

### **Approval**

The Nursing Program is approved by the **Ohio Board of Nursing, the Wisconsin Board of Nursing, and the Virginia Board of Nursing.**

### **College Mission Statement**

Bryant & Stratton College is a career college delivering outcomes-based education and training through a flexible, contemporary curriculum in a personalized environment.

### **College Vision Statement**

Bryant & Stratton College will be recognized as a premier college providing workplace solutions through education, training, and lifelong learning.

### **Nursing Program Mission Statement**

The mission of the Bryant & Stratton College Nursing Program is to provide quality nursing education and to facilitate the provision of exceptional health care in the region. The Nursing Program emphasizes classroom, laboratory, and clinical experiences that prepare students for both the world of work and for life long learning. Learning strategies that incorporate modern technology are seen as integral components of the delivery methods.

### **Nursing Program Goals**

- a. Prepare Associate of Applied Science in Nursing graduates to function in professional registered nursing roles.
- b. Provide a foundation of learning which promotes integration of clinical decision making processes into the provision of nursing care for meeting the health/illness needs of patients across the lifespan.

### **Nursing Program Philosophy**

The Nursing Program subscribes to and functions within the mission of Bryant & Stratton College to deliver outcomes-based nursing education and training through a flexible contemporary curriculum in a personalized environment with emphases on authentic and experiential education. In addition, the following beliefs are strongly held:

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**Society** is a system that provides the framework for interactions to address individuals' needs and goals. The individual is an integral part of society, a member of a family, and a member of a community. Society's structure and diverse cultures influence an individual's behavior. Society includes all physical, psychological, cultural, and spiritual conditions affecting individuals and families. Unique responses by the individual or family to constant interaction with the environment result in varying degrees of health.

**People** are biopsychosocial beings who grow, develop, and adapt throughout the lifespan. The faculty of the Bryant & Stratton College Nursing Program believes that all people, as members of the global society, are endowed with intellects and capabilities which direct them toward uniqueness, autonomy, and self-fulfillment. People have rights, privileges, and responsibilities as members of a family, a community, and the global society. Individuals are affected by urban and rural settings; economics; and cultural, ethnic, spiritual and religious influences.

**Health** is a dynamic state which fluctuates within a wellness-illness continuum with the individual's optimal level wellness as the goal. The Bryant & Stratton College Nursing Program addresses wellness and acute and chronic health needs throughout the lifespan.

**Nursing** is an essential health care profession that focuses on the art and science of caring. It is designed to assist individuals and groups with promoting, maintaining, and restoring health to the optimum level attainable. Nursing is a dynamic interactive process that is concerned with the individual throughout the lifespan. Nursing respects human dignity, individual differences, and the client's self-determination.

**Nursing Practice** utilizes the nursing process, a systematic decision-making method which includes assessment and analysis of a database; identification of needs; selection of appropriate nursing diagnoses; goal-setting with clients; and planning, implementing, and evaluating those goals. This process assists individuals, families, and members of the community in the promotion, maintenance, and restoration of health.

**Nursing Education** is the process of the accumulation of dynamic experiences by which students learn through a sequence of planned and guided activities. The optimal learning environment for nursing education is one that is conducive to the development of self-assurance and increasing self-direction. To this end, major concepts are revisited in greater complexity throughout the curriculum. The process of nursing education is based upon close interaction and mutual respect between the student and the teacher. Nursing education is an active teaching/learning process that progresses from comprehension to application to analysis and synthesis of theoretical concepts. The faculty of Bryant & Stratton College's Nursing Program utilizes current findings of health-related research that contribute to the advancement of nursing care in class theory presentations.

Although certain content and learning experiences are required, supplemental and individualized learning experiences are provided as needed. In order to assist students to attain the necessary competencies, the faculty selects a variety of clinical environments.

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**Organizing Framework**

The Bryant & Stratton College Nursing Program framework consists of five elements:

- a. Nursing Process
- b. Communication/Collaboration
- c. Professional Behaviors
- d. Nursing Practice
- e. Lifelong Learning

This framework provides direction for the selection and sequencing of learning experiences to achieve program outcomes.

**Nursing process** is the scientific method used by professional nurses to assess, diagnose, plan, implement and evaluate nursing care in a systematic manner. The nursing process can be utilized with all clients and their families throughout the life cycle in any nursing care setting. The nursing process is an exercise in critical thinking and communication which guides the nurse in the delivery of nursing care. Critical thinking is the ability to carefully reason, formulate evidence-based conclusions, and develop appropriate strategies for application to a particular situation relevant to the practice of nursing. Critical thinking is important in the nursing process as the nurse must continually analyze and interpret data, discriminate between possible choices, and evaluate outcomes.

**Communication** is the means of sending and receiving messages through symbols, words, signs and gestures. A student brings to the program communication skills learned through life experiences and prior formal education. These are the foundations upon which theory and application necessary for therapeutic nurse/client interactions and relationships are built. Effectiveness in the nurse/client relationship is dependent upon the ability to collaborate with nurses and other health care professionals.

**Professional Behaviors** are comprised of the student's ability to exercise good judgment; the prompt quality completion of all responsibilities related to the nursing care of patients; and the development of mature, sensitive, and effective relationships with patients from diverse social, cultural, and intellectual backgrounds. Students must be able to tolerate physically and mentally taxing workloads and function effectively under stress. They must be able to adapt to changing environments, display flexibility, and learn to function in rapidly changing clinical patient care situations. Students must possess awareness of ethical actions related to the well being of others and the patient service role of the registered nurses.

**Nursing Practice**

As a **provider of care**, the Associate Degree nurse utilizes critical thinking, clinical competence, and a commitment to the value of caring in order to maintain or restore clients to their optimum state of health/wellness or support death with dignity. In order to assume the role of **manager of care**, the Associate Degree nursing graduate utilizes collaboration, organization, delegation, accountability, advocacy, and respect to provide and coordinate care for a group of clients who have health care needs. As a **member of the discipline of nursing**, the Associate Degree nursing graduate demonstrates a commitment to professional growth, life-long responsibility for upholding high standards of practice within the ethical and legal framework of nursing.

**Lifelong Learning** is the process of acquiring knowledge or skills throughout life via education, training, work, and general life experiences. Today's world dictates that all professions keep up-to-date with the changing information, technology, and skills necessary to perform job responsibilities with

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confidence and competence. Graduates will be confronted with rapidly changing knowledge and skill demands. In order to be successful, nursing graduates must have the desire and ability to continue to learn throughout their career.

**Nursing Program Outcomes**

Graduates from the associate degree Nursing Program will be able to:

- a. Employ the Nursing Process to implement comprehensive, culturally effective care.
- b. Demonstrate clinical competence in performance of nursing skills to provide safe nursing care.
- c. Apply evidence-based information to support clinical decision-making.
- d. Collaborate, communicate, coordinate, and consult with other healthcare team members, the client, and significant support person(s) in assisting the client to achieve outcomes.
- e. Practice within the ethical, legal, and regulatory frameworks of nursing, standards of professional nursing practice, and employing agencies' standards of care.
- f. Construct a framework, with a beginning set of skills, knowledge, and competencies, necessary for lifelong learning.
- g. Employ information literacy skills through the effective use of technology and information resources to accomplish a goal.\*
- h. Pursue new learning opportunities within their community and career for personal and professional growth.\*
- i. Develop thinking processes and utilize learning strategies to understand their meta-cognitive abilities.\*
- j. Transfer knowledge from life lessons and formal instruction to new situations as evidence of relational learning.\*
- k. Demonstrate proficient mathematic and communication (written and oral) skills as required in the workplace.\*

\* Institutional Outcomes

**Nursing Program Governance**

The Nursing Program consists of the nursing instructional personnel (faculty and nursing clinical support personnel) and the Nursing Program Director. Program instructors and students have a voice in maintaining a contemporary and outcomes-based curriculum (Policy 042 Cur) to this end; students provide feedback through three of four standing committees:

- a. Curriculum Implementation Committee
- b. Resource Committee
- c. Program Feedback Committee

Each committee requires participation and input from students, who are elected each year during the fall semester from the Nursing Program student body. The fourth standing committee is the Admission and Progression Committee. Due to the confidential nature of the information processed in this committee, student participation is prohibited.

## **II. Nursing Program Entry and Non-Academic Requirements**

### **Entry Requirements**

In addition to the admission policies of Bryant & Stratton College, an applicant to the Nursing Program must meet the following requirements:

- a. Provide satisfactory evidence of a high school diploma or GED.
- b. Place into college-level English and Math
- c. Achieve a minimum score no lower than the **40<sup>th</sup> national percentile** on the Test of Essential Academic Skills (TEAS)
- d. Pre-college level students who graduate from the College and return for a nursing degree will be considered for entry into the Nursing Program as long as they meet the criteria above.

### **Health Requirements for the Nursing Program**

In order to enroll in and attend clinical courses which begin in the second semester, documentation of the following requirements must be provided:

- a. Health history and examination by a physician, nurse practitioner, or physician assistant, completed within one year from the start date of the first clinical course. Reasonable accommodations will be made for students whose health examination indicate the need.
- b. Proof of vaccination or lab report of titer as follows:
  - Measles (Rubeola): two doses of a live measles vaccine given after the first birthday or evidence of measles immunity. A blood titer is required to prove immunity.
  - German measles (Rubella): Immunization for Rubella or a Rubella titer.
  - Tetanus/diphtheria (Td): Tetanus/diphtheria booster within the last ten years.
  - Poliomyelitis: Both primary and booster vaccinations.
  - Hepatitis B Vaccine: Documentation of three immunizations or start of immunization series or a student may sign a Release of Responsibility form or provide a titer showing immunity.
  - Varicella: Either proof of vaccination, disease (year of exposure required), or a blood titer showing immunity.
- c. Results of Tuberculin (TB) Skin Test within past year and every year thereafter (chest x-ray and physician documentation of freedom from TB are required if skin test results are positive). Results must be valid through the end of the clinical semester.
- d. Evidence of the American Heart Association Health Care Provider CPR (cardiopulmonary resuscitation) certification valid through the end of the clinical semester.
- e. Current health care insurance coverage. (Ohio only)
- f. If it is required by a clinical facility, the student must complete a drug screening test or any additional tests required

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On an ongoing basis throughout the Nursing Program, students must meet these additional requirements:

- a. Annual documentation of freedom from tuberculosis
- b. Negative drug screen at any time a screen is required. Any student who tests positive on a drug screen may be dismissed from the Nursing Program and/or clinical classes.
- c. Continued certification in CPR

**It is the student's responsibility to ensure that all documentation meets the above requirements and remains current throughout their program. In the event that documentation expires, students will be banned from clinical classes until such time as the updated documentation is submitted. Failure to provide updated documentation may result in failure of the clinical class.**

**Background Record Check Requirements**

As future nurses, there may be important ethical and professional considerations of which the nursing student should be aware. Convictions of egregious felonies may prevent the nursing student/graduate from being licensed in Ohio or elsewhere and may preclude the nursing graduate from obtaining gainful employment as a nurse. Even after obtaining his or her license, the nursing graduate may have that license suspended or revoked for convictions of such crimes. It is therefore very important that the nursing graduate conduct him or herself professionally and ethically as a law-abiding citizen.

**Ohio Board of Nursing Licensure Screening**

The Ohio Board of Nursing requires all students who enter a pre-licensure program after June 1, 2003 to submit their fingerprints to the state Bureau of Criminal Identification and Investigation (BCII) and the Federal Bureau of Investigation (FBI) six to nine months prior to completing their nursing education. Students who wish to seek licensure in other states may be subject to similar requirements in those states.

Convictions, guilty pleas, or judicial findings of guilt for any of the crimes classified as "egregious felonies" by the Ohio Board of Nursing will preclude students from being licensed in Ohio and may preclude them from being licensed in other states as well. These include aggravated murder, murder, voluntary manslaughter, felonious assault, kidnapping, rape, sexual battery, gross sexual imposition, any crime involving gross immorality or moral turpitude, any misdemeanor drug violation, and any misdemeanor in the course of practice.

Other than the automatic licensure bars described above, the Board is unable to give definitive answers regarding licensure prior to entry into or during participation in a nursing education program. The Board does not have the determination or adjunction until an application has been filed. In addition, the Board is unable to advise, speculate, or give informal answers to the question of licensure prior to the time the application is filed.

If an applicant has a criminal history, the Board conducts a thorough investigation of any grounds that may exist for licensure denial at the time that the application is filed. The Board may consider whether the applicant has made restitution and/or has been rehabilitated. However, the Board's primary mission is protection of the public, so the Board must determine an applicant's risk to the public as a licensed nurse. If the Board of Nursing licenses an individual with a history of other than one of the above crimes, the individual's license may permanently and publicly reflect that there was a Board action taken on the license (i.e., punishment).

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For information concerning the Ohio Board of Nursing licensure requirements, see Web site [www.state.oh.us/nur](http://www.state.oh.us/nur).

Ohio House Bill 327—The Felony Preclusion Bill—Enacted in April 2002. This bill aims to preclude applicants who have felony convictions from receiving licensure to practice nursing in the state of Ohio. The intent of this law is to protect the public from hands-on care by persons who have felony convictions for egregious offenses.

- a. Criminal records checks may be required by clinical facilities prior to hands-on care provided by students.
- b. Students are responsible for completing the background check, if required for the clinical setting. The College will pay for the first background check.
- c. If the criminal records check shows evidence of conviction for, pleas of guilty to, or judicial finding of guilt for crimes listed under ORC 4723.09, the student may not be eligible for clinical placement.

**Wisconsin Criminal Background Check Requirements**

Caregiver Background checks are required for all persons working or training in facilities that provide care for others or have access to people who receive care (per 1997 Wisconsin Act 27). Nursing students fall into this category. Additionally, students must meet the requirements of the individual clinical facilities with which we work in order to progress with the Nursing Program.

Students will be asked to complete the Wisconsin Background Information Disclosure (BID) form (HFS-64) which is used to begin the process. If a student has lived outside the State of Wisconsin within the past three years, additional state and/or federal background checks may be required. Falsified or missing information on the BID is grounds for dismissal from the Nursing Program. Bryant & Stratton Nursing students must comply with State and Federal laws as well as the requirements of the clinical facilities with which we work. The College will pay for the initial background check.

A complete background check as proscribed under Wisconsin law includes:

- The completed Background Information Disclosure (BID);
- An electronic status check of professional licenses and credentials through the Department of Regulation and Licensing;
- An electronic criminal history search from the Department of Justice; and
- An electronic review of records kept by the Department of Health and Family Services for any substantiated findings of abuse and/or neglect and license restrictions or denials.

Based on the information obtained, additional research may include an out-of-state criminal history search, tribal courts criminal history search, a check of relevant military records, and a check of county or other local records. If a criminal background is verified, this could prevent a student from completing clinical and course requirements and affect their eligibility to take the NCLEX-RN exam for licensure. We are obligated to release all background information concerning any student to any

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clinical facility where class is taken and our facilities as well as the State Board of Nursing have the right to reject any students who fail to meet their standards.

If a clinical facility will not accept a student based on their criminal background check, the student will not be able to successfully complete the Nursing Program. If a student determines that the background report is incorrect, or wishes to take legal action regarding past criminal activity, he or she must do so without the help of the college, and must obtain and pay for any legal or other assistance required. A student is ineligible for placement at a clinical facility until a corrected or revised background check is available.

Any student whose background check generates an unfavorable report is required to sign the Bryant & Stratton College Background Check Acknowledgement.

The purpose of these requirements is to:

1. Comply with State law.
2. Comply with clinical affiliates who require a student background check as a condition of their contract.
3. Provide early identification of students who may have difficulty meeting eligibility for NCLEX licensure requirements.
4. Promote and protect patient/client safety.

### **Virginia Criminal Background Check Requirements**

Certain criminal convictions may prevent licensure as a nurse or certification as a nurse aide in Virginia. Criminal convictions may also prohibit employment in certain health care settings.

According to §54.1-3007 of the Code of Virginia, the Board of Nursing may refuse to admit a candidate to any examination, or refuse to issue a license or certificate, to any applicant with certain criminal convictions. Likewise, the Board may refuse licensure or certification to an applicant who uses alcohol or drugs to the extent that it renders the applicant unsafe to practice, or who has a mental or physical illness rendering the applicant unsafe to practice (referred to as a history of impairment).

Criminal convictions for ANY felony can cause an applicant to be denied nursing licensure or nurse aide certification.

Misdemeanor convictions involving moral turpitude may also prevent licensure or certification. Moral turpitude means convictions related to lying, cheating or stealing. Examples include, but are not limited to: reporting false information to the police, shoplifting or concealment of merchandise, petit larceny, welfare fraud, embezzlement, and writing worthless checks. While information must be gathered regarding all convictions, misdemeanor convictions other than those involving moral turpitude will not prevent an applicant from becoming a licensed nurse or C.N.A. However, if the misdemeanor conviction information also suggests a possible impairment issue, such as DUI and illegal drug possession convictions, then there still may be a basis for denial during the licensure or certification application process.

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*Each applicant is considered on an individual basis. There are NO criminal convictions or impairments that are an absolute bar to nursing licensure or nurse aide certification.*

Students are required to submit a background check to admissions that includes the following: Level I background check, 7-Year Criminal History, Nationwide Sexual Offender Search, Social Security Verification, Residence History, OIG List of Excluded Individuals/Entities, GSA List of Parties Excluded from Federal Programs, U. S. Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN), an Applicable State Exclusion plus employment verifications for those 21 years of age and over for 7 years.

Before each term in which students are enrolled in a course that has clinical hours, they must submit an update to the original background check. Bryant and Stratton College will pay for the first background check and cannot guarantee clinical placement of any student with a criminal conviction on his or her background check. During some clinical courses, checks requiring fingerprinting are required for admission to clinical facilities. Nursing clinical courses are mandatory and there is no substitution available to meet the clinical requirements.

### **Uniform Requirements**

The Nursing Program has an official uniform. Uniforms are expected to be kept clean and in good repair. Substitution of other clothing or uniform types is not permitted. Students must present a professional appearance whenever they are in the skills lab and/or clinical facilities; therefore, uniforms are to be worn to all clinical sites. The required uniform consists of:

- a. Scrub top with the embroidered Bryant & Stratton College logo or official Bryant & Stratton College patch with scrub pants. All students will purchase at least one uniform. Students have the option to purchase the matching uniform jacket.
- b. White shoes with closed heels and toes and rubberized soles
- c. White or dark socks
- d. Name badges which will be worn in all clinical settings.
- e. Lab coat which will be worn on clinical units to do preparation prior to clinical experiences. Lab coats may also be worn over the student uniform

### **Equipment Requirements**

For both classroom practice and clinical experiences use, each nursing student is expected to have the following:

- a. Watch with a second hand
- b. Stethoscope

### **Professional Appearance**

In order to comply with infection control policies and enhance the comfort of his/her patients, the student must be clean, neat, and in compliance with the Nursing Program and agency dress code when reporting for clinical experiences. Non-compliance with the professional appearance practices may result in dismissal from the clinical setting for the day.

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- a. **Jewelry:** Wedding or engagement rings and a maximum of two stud earrings per ear are allowed. No dangling earrings, hoops, necklaces, as well as no facial or tongue piercings are allowed to be worn. The student should bring a large safety pin for pinning jewelry to clothing when rings must be taken off for certain clinical areas (i.e. surgery, OB delivery, nursery, etc.).
- b. **Hair:** Hair is to be clean, neat, pulled back and secured so that hair does not come in contact with the patient or the sterile field; men must be shaven or have neatly trimmed beards and/or mustaches.
- c. **Nails:** Nails are to be kept short, clean, and in good repair. Polish should be clear and not chipped. No artificial nails or nail enhancements are permitted (This includes artificial nail tips, appliqués, acrylic gels, and any additional items applied to nail surface).
- d. **Body Art:** Any tattoos or other form of body art should be covered by the uniform.

**Transportation to Clinical Sites**

The Nursing Program uses a variety of clinical facilities for student learning experiences. The facilities are located in various areas of the community and require students to provide transportation to and from the facility.

- a. Students are responsible for their transportation to and from health care agencies for clinical experiences.
- b. Under no circumstances are students allowed to transport patients/clients in their private vehicles.

### III. Academic Policies and Procedures

#### Transfer Credit and Proficiency Credit

##### General Transfer Credit Policy

Bryant & Stratton College accepts credits from other accredited colleges, universities, post-secondary institutions, and ACE recommended programs for college credit, if the following criteria are met:

- a. The transfer course content must meet or exceed the educational outcomes of the course in the Bryant & Stratton College curriculum.
- b. Official college transcripts or training program/certification documentation for the transfer courses must be received along with the completed transfer request by the end of the student's first semester of enrollment at Bryant & Stratton College.
- c. The applicant earned a grade of C or better in the course. [See additional information in **Nursing Program** below.]
- d. The length of time elapsed since the transfer course credit has not rendered the course obsolete as to the utility of the knowledge in the field of study or the application of technology. [See additional information in **Nursing Program** below.]

##### General Proficiency Credit Policy

- a. Students who enroll at a Bryant & Stratton College campus and believe they have acquired previous skills, knowledge, and mastery of a particular subject area through work experience, study, or personal achievement will be given an opportunity to demonstrate that proficiency in *select subjects* through the completion of an authentic assessment or traditional exam.
- b. Proficiency evaluations are limited to **freshman (100-level) courses**. [See additional information in **Nursing Program** below.]
- c. It is recommended that proficiency evaluations be completed by the end of the first term of enrollment.
- d. Students must earn a grade of 90% or better on any Bryant & Stratton College proficiency evaluation in order to earn credit for the related course. [See additional information in **Nursing Program** below.]
- e. Proficiency evaluations may be taken only once in a subject and must be taken before the student enrolls in the related course. [See additional information in **Nursing Program** below.]
- f. Students who receive the grade **W** in a course *may not* complete the related proficiency evaluation, nor may students complete a proficiency evaluation while they are enrolled in the related course or after they have failed the related course.

##### Nursing Program Transfer and Proficiency Credit Policy:

Non-clinical nursing and biology courses will transfer into the Nursing Program as long as they meet the requirements in the Bryant & Stratton College transfer policy, stated above, and additionally meet the following conditions:

- o The courses must have five year currency

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- o The grade for the course is a B or better

A Licensed Practical Nurse (LPN) who holds a current license to practice as a Licensed Practical/Vocational Nurse in the State in which the campus resides may elect to take a proficiency exam to earn college credit for **NURS 100, NURS 101 and NURS 215**. Before taking the proficiency test, a copy of the license must be on file with the Nursing Program Director; its authenticity must be validated through the Board of Nursing.

If a licensed LPN student elects to receive proficiency credit for the aforementioned courses, the student must:

- a. Score Level 2 proficiency on NURS 101 Fundamentals of Nursing and NURS 215 Pharmacology sections of the Assessment Technologies Institutes (ATI) content mastery series competencies.
- b. Pass a comprehensive skills competency assessment after scoring Level 2 proficiency on the ATI Content Mastery Test.

Students have one attempt to pass the proficiency assessments. Upon satisfactory completion of each of these competency sections, the student will be granted credit for NURS 100 (1 credit), NURS 101 (5 credits) and NURS 215 (3 credits). Students receive credit for both NURS 100 and NURS 101 if they successfully complete the assessment; no partial credit is granted. Students will be granted credit for NURS 215 if they pass the proficiency assessment for NURS 215 but not NURS 101.

Students who do not pass a nursing proficiency exam in one attempt will not receive college credit for the courses tested and will register for the courses in subsequent semesters.

LPN licensed students, as well as all students in the College, are required to demonstrate proficiency in general education courses, including but not limited to, English, Math, and Information Literacy regardless of the credentials earned in other college programs.

### **Course Grading Scale**

The grading scale for the nursing courses is consistent with all other Bryant & Stratton College programs (A=90%-100%; B=80%-89%; C=70%-79%; F=69.9% or less; I=Incomplete; W=Withdrawal). Student learning will be evaluated using multiple assessment measures: exams and quizzes, individual and group projects, etc. Refer to the instructor's supplemental syllabus for further explanation of assessment measures for individual courses. Syllabi may be revised as needed throughout the term.

### **Academic Advisors**

- a. Faculty advisors may be assigned to nursing students on an as-needed basis.
- b. The Nursing Program Director and the Nursing Program Coordinator are available to discuss grades, academic plans or problems, course changes, etc. Students are encouraged to confer with all the resources available as academic problems, conflicts, or concerns arise.
- c. All faculty are available to discuss academic plans or problems, course changes etc. for their specific course (s)

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- d. The Dean of Instruction and the Dean of Student Services are also available to advise students as issues arise.

### **ATI-Testing**

The Assessment Technologies Institutes (ATI) content mastery series is used in the Nursing Program to assist in the assessment of course and program competencies. All students are required to complete the secured standardized assessment tests in the following content areas: NURS 101 Fundamentals in Nursing Practice, NURS 215 Pharmacology, NURS 221 Medical/Surgical Nursing II, NURS 201 Family Child Nursing, NURS 222 Geriatric & Mental Health Nursing and NURS 230 Nursing Issues, Leadership & Research.

### **ATI Comprehensive Predictor Test**

Readiness to sit for the NCLEX-RN will be assessed in NURS 260 Internship. Students will take the RN Comprehensive Predictor Test. Students must score at the Predicted Probability of Passing the NCLEX-RN at **91-93%** in order to get credit for the test. Because this is a normed test, the percentage of correct answers required to score at 91-93% will change depending on the specific CPT administered. The comprehensive predictor test will be calculated in the final grade. Students have **two** attempts to take and pass the comprehensive predictor test.

### ***Academic Progression through the Nursing Program***

#### **Acceptable Achievement in Nursing Courses**

Students must achieve a grade of C or better in the theory portion of the class and pass the clinical portion of the class in order to successfully pass clinical courses.

- a. **A student who fails the clinical portion and passes the theory portion will fail the course.**
- b. **A student who passes the clinical portion and achieves less than 70% in the theory portion of the course will fail the course.**
- c. A minimum grade point average (GPA) of 2.0 must be maintained to progress through the nursing courses.

#### **Repeat of a Nursing Course**

- a. A student who earns a non-passing grade (F) or a withdrawal (W) from a clinical course must repeat the course and successfully pass the course before proceeding to any other clinical course. The repeat should occur during the next term the course is offered or as determined by the Nursing Program Director.
- b. A student who earns a non-passing grade (F) or a withdrawal (W) from a non-clinical course should repeat and successfully pass the course during the next term the course is offered or as determined by the Nursing Program Director.

## **Grade Appeal**

The instructor for the course is responsible for assigning grades. If there is disparity between the opinions of the instructor and the student regarding an assigned grade, the student should first consult with the instructor to resolve the difference. If a successful resolution cannot be reached, the student may follow the grade appeal procedures as outlined in the *Official Catalog*.

## **Non-Grade-Related Grievance Procedures**

For matters not related to grade challenges, students should follow the established Bryant & Stratton College Grievance Procedures, found in the *Official Catalog*.

## **Program Jeopardy Status**

A student who earns **one** non-passing grade (F) or a withdrawal (W) from a NURS or BIOL course is placed on program jeopardy status and remains in such status until the student completes the program?.

Students who fall below a 2.0 grade point average (GPA) will be placed on program jeopardy status for one semester with the opportunity to get back in good standing.

Program Jeopardy Status is distinct from academic probation as set forth in the College *Official Catalog's* description of the College's satisfactory academic progress policy. A student may be in Program Jeopardy Status in the Nursing Program yet may be maintaining satisfactory academic progress at the College. Such a student will be in jeopardy of being released from the Nursing Program but may not necessarily be on academic probation.

## **Release from the Nursing Program**

Students will be released from the Nursing Program for the following reasons with no eligibility to re-enter the Nursing Program:

- a. Student earns a total of two non-passing grades (F) or withdrawal (W) in any NURS or BIOL courses, whether the non-passing grades are earned in the same course or two different courses and regardless of the semester in which the two non-passing grades are earned.
- b. Student earns two non-passing grades (F) or withdrawal (W) in one semester. Such a student will not be provided the benefit of **program jeopardy status**.
- c. Student falls below the minimum 2.0 (GPA) and does not get back in good standing in one semester.
- d. Student engages in unethical or unsafe conduct while providing patient care.

Students must also maintain the quantitative component of the College's satisfactory academic progress toward completion of their studies in order to remain in good academic standing and remain enrolled at the College. The academic standards for the Nursing Program have different levels of performance that supersede the measuring points and requirements outlined in *the Official Catalog*, and are used to evaluate a student's ability to progress in the Nursing Program.

## **Re-Entry to the Nursing Program**

Students may petition for re-entry to the Nursing Program one time if they have voluntarily withdrawn from the Nursing Program.

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Re-entry is considered on a space-available basis. Students must apply for re-entry in writing to the Nursing Program Director prior to the start of the semester. The application letter must include:

- a. The last semester attended
- b. The reason for dismissal or withdrawal
- c. The semester in which the student wishes to return
- d. The course(s) he or she intends to take
- e. Transcripts and grades for any courses taken while out of the Nursing Program
- f. What plans or changes the student has made to ensure retention and success if re-admitted

The request will be reviewed by the Nursing Program Director within 7 days of receipt. The student's prior academic and clinical performance and any other pertinent information will be reviewed. If approval for re-entry to the Nursing Program is granted, the student will resume the Nursing Program at a point of entry determined by the Nursing Program Director on a space available basis. The student will follow the current catalog courses to complete his/her degree.

Students who have left the Nursing Program for non-academic reasons and have been out for less than three terms may be reinstated without testing (as specified below), upon request and on a space available basis.

Nursing students who are out for three or more terms will be required to pass the semester content exam and a skills competency assessment to be eligible for re-entry.

### **Completion of the Nursing Program**

Nursing students must:

- a. Pass all courses with the minimum grade required.
- b. Earn 72 credits for the Associate of Applied Science Degree in Nursing and meet all other applicable Bryant & Stratton College requirements. See the *Official Catalog* for details.
- c. Meet the stated criteria found in this Handbook.
- e. Complete graduation petitions during the final semester of study. Petitions are available in the Academic Office. An administrative graduation fee is assessed for each student and covers the cost of caps and gowns.
- f. Complete the paperwork for the Criminal Background Check during the fifth (5<sup>th</sup>) semester of the Nursing Program (or earlier if required by clinical agencies) (Ohio only).
- g. Take part in a Graduate Transitional Interview.

### **Medication Calculation Competency**

Safe administration and calculation of medication is an essential component of nursing practice. Medication calculation is a component of the NCLEX-RN examination and is a Joint Commission on Accreditation of Healthcare Organizations (JCAHO) mandated competency. The student must demonstrate the ability to perform medication calculations at a satisfactory level each semester when clinical classes are taken.

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Math calculation tests will be administered in nursing courses at various points throughout the Nursing Program. The syllabus for each course will contain the level of satisfactory completion for passing the course.

**Supervision of a Student in Clinical**

A faculty member, clinical lab personnel, or preceptor will be immediately available to a nursing student at all times to provide guidance and evaluation of student's performance.

Preceptors are used for specialized clinical experiences and are selected according to College policy to meet particular course objectives and enhance the variety of clinical experiences for the student.

**Safe Nursing Practice Definition**

Safe nursing practice is essential to all clinical courses. Safe nursing practice is defined as the application of scientific principles and nursing theory in performing nursing care. Care is provided in a reasonable and prudent manner providing for the welfare and protecting the well-being of the client. Safe practices implies that the student can demonstrate awareness of the potential effect of actions and decisions. Such actions and decisions shall not endanger the integrity of the client.

**Unsafe Practice Procedures**

Safe practice is an essential requirement for progression to the next course and will be judged by the clinical support personnel. A student who engages in unsafe practices will receive an unsatisfactory grade for the clinical portion of the course, resulting in a grade of "F" for the course. Documentation of unsafe practices will be formulated by faculty and discussed with and signed by students. Faculty will determine if the student is to be dismissed for the day or the remaining portion of the course. In addition, unsafe practices may result in release of the student from the Nursing Program.

**Professional Student Conduct**

The Nursing Program Director and faculty will implement policies related to student conduct that incorporate the standards for safe nursing care, including but not limited to the following:

- a. A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the client, and the client's response to that care.
- b. A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
- c. A student shall not falsify any client record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports or time records, reports, and other documents related to billing for nursing services.
- d. A student shall implement measures to promote a safe environment for each client.
- e. A student shall delineate, establish, and maintain professional boundaries with each client.
- f. At all times when a student is providing direct nursing care to a client the student shall:
  - i. Provide privacy during examination or treatment and in the care of personal or bodily needs; and
  - ii. Treat each client with courtesy, respect, and with full recognition of dignity and individuality.

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- g. A student shall practice within the appropriate scope of practice as set forth in the Board of Nursing standards
- h. A student shall use universal blood and body fluid precautions
- i. A student shall not:
  - i. Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a client;
  - ii. Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
- j. A student shall not misappropriate a client's property or:
  - i. Engage in behavior to seek or obtain personal gain at the client's expense;
  - ii. Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client's expense;
  - iii. Engage in behavior that constitutes inappropriate involvement in the client's personal relationships; or
  - iv. Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client's personal relationships.
  - v. Accept any gifts from patients or clients.

For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

- k. A student shall not:
  - i. Engage in sexual conduct with a client;
  - ii. Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
  - iii. Engage in any verbal behavior that is seductive or sexually demeaning to a client;
  - iv. Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a client.

For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

- l. A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient of the student in any of the following:
  - i. Sexual contact
  - ii. Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
- m. A student shall not self-administer or otherwise take into the body any dangerous drug, in any way not in accordance with a legal, valid prescription issued for the student.
- n. A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
- o. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice.
- p. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability. As required by Federal and State law, appropriate and reasonable accommodations will be made to students with qualifying disabilities if requested according to Bryant & Stratton College procedures set forth in the *Official Catalog*;
- q. A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance;

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- r. A student shall not obtain or attempt to obtain money or anything of value from a patient;
- s. A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
- t. A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the Board, or administration of medications as a medication aide without a certificate issued by the Board.
- u. A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion;
- v. A student shall not assist suicide

A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to Bryant & Stratton College, its faculty or preceptors, or to the Board.

**Substance Abuse**

Bryant & Stratton College requires that nursing students at all times be capable of providing safe and effective patient care. To that end, the College is committed to a substance-free workplace and environment. This means that nursing students must not be impaired by any substances during any part of the Nursing Program, including classroom work, laboratory assignments, and clinical settings in which the nursing students participate. Therefore, any situation where a student's ability or performance is impaired by drugs or alcohol will be dealt with in the following manner:

- a. The campus director or academic manager may warn, suspend, or dismissed from school any student for violation of the Code of Conduct as detailed in the *Official Catalog*. Such students will be ineligible to receive any refund of tuition.
- b. The action taken against any student will be based upon the severity of the infraction.
- c. Each case will be handled and determined on an individual basis and will be completely documented and filed in the student's academic file.
- d. All accused students will be afforded the right of challenge the action under the procedures set forth in the *Official Catalog*.

Student Conduct Board hearings at Bryant & Stratton College are bound by the published guidelines in the *Official Catalog*.

**Reasons to Suspect Impairment Include, But Are Not Limited To:**

- a. Alcohol on the breath or order of alcohol
- b. Flushed face and/or bloodshot eyes
- c. Tremors of the hands
- d. Unsteady gait
- e. Patterned absenteeism
- f. Frequent breaks or disappearance during clinical day
- g. Repeated tardiness
- h. Memory lapses, difficulty concentrating, confusion
- i. Lack of coordination/dexterity
- j. Slurred or incoherent speech
- k. Deterioration of appearance
- l. Dilation or constricted pupils

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- m. Anger, hostility, irritability, mood swings, agitation
- n. Presence of drug paraphernalia
- o. Drowsiness and sleepiness

### **Student Conduct**

Students should conduct themselves in a manner consistent with the College's educational mission. College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates either criminal law and/or the Student Code of Conduct. Students should refer to the *Official Catalog* for a detail description of the Student Code of Conduct/Dismissal Policy.

### **Professional Licensure Application Procedure**

Students successfully completing the Nursing Program are eligible to take the National Council of State Board Licensure Examination (NCLEX-RN).

Applications for the NCLEX-RN licensure examination are distributed and completed in the final semester of the Nursing Program. Nursing faculty will assist the students in this process.

Students must pay their balance before the College will forward appropriate documentation for student to take NCLEX.

### **Statement of Confidentiality**

All information that a student learns about a patient/client while providing care is private and confidential. This information is not to be shared with anyone except an instructor and those members of the health team directly involved with the care of the patient/client. The right of privacy is paramount; therefore, confidential information about the client acquired from any source is to be safeguarded. With the nurse-client relationship based on trust, the client's welfare and reputation can be jeopardized by inappropriate disclosure and the nurse-client relationship destroyed. Students are expected without exception to observe the patient/client's right to privacy. Serious consequences such as release from the Nursing Program may result if the student fails to maintain this privacy. Students are reminded that confidentiality has legal and ethical implications and that an inappropriate break of confidentiality may expose the student to liability.

### **Accidental Exposure**

Bryant & Stratton College nursing students participate in clinical rotations in multiple facilities. Therefore, in the event of accidental exposure injuries, the faculty and students will follow the policy of the facility where the incident occurs. It shall be the responsibility of the faculty in each facility to identify the location of institutional policies and Material Safety Data Manuals and to identify the appropriate contact person in each facility before students begin clinical experiences. Bryant & Stratton College/Clinical Facility assumes no responsibility for the cost of testing in accidental exposure injury.

### **Student Health and Counseling Services**

Bryant & Stratton College does not provide Student Health Services or Counseling Services. The office of Student Services keeps a reference list of community resources that is available for student use.

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Students who are in need of these services may meet with the Dean of Student Services to review the community resource guide for referrals.

Bryant & Stratton College provides career counseling for all current students and graduates of all Bryant & Stratton College programs. Students needing career counseling should contact the Career Services Department on campus to schedule an appointment. Bryant & Stratton College does not provide student health insurance.

For an emergency health need (physical and/or mental) during scheduled class time on the school premises or in a clinical facility, the instructor or his/her designee will contact the Emergency Medical System (911) to summon emergency assistance for the student. The student is responsible for payment of emergency services and any treatment incurred.

For an urgent health need (physical and/or mental) during class time on the school premises or in a clinical facility, the instructor or his/her designee will assist the student to access the community resource reference in the Student Services office. The student is responsible for making and keeping any appointments, as well as payment for services.

**Fees and Expenses**

The tuition charges and associated fees for the Nursing Program are established for the system of Bryant & Stratton College's and are consistent for programs at all campuses conferring the degree. The tuition and fees are published in the *Official Catalog*.

**Student Acknowledgement of Handbook**

Students must sign the form on the following page acknowledging that they read the handbook. Completed forms must be submitted to the Nursing Program Director by the third week of the semester.

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I, \_\_\_\_\_, acknowledge that I have entered the College website and read the Nursing Program Student Handbook for Spring 2009 and the current Bryant & Stratton College Catalog.

I understand that it is my responsibility to know the contents of the Student Handbook and the Catalog and that it is my responsibility to refer to these publications as the need arises. I also understand that it is my obligation to periodically review the Student Handbook and the Catalog and to look for changes. I also understand that it is my obligation to view updates to the Student Handbook and Catalog upon notice of amendments.

I agree to be bound by the requirements, standards, policies, and procedures set out in the Student Handbook and the Catalog and any amendments to them.

**I understand that I will be held accountable for deviation from the requirements and obligations set forth in the Student Handbook and Catalog and that such deviation may result in disciplinary action taken against me including suspension, release from the Nursing Program, or dismissal from Bryant & Stratton College.**

**I understand that neither the Nursing Program Student Handbook nor the Catalog is a contract or an offer of a contract and that I should not consider them as such. I also understand that the Student Handbook and the Catalog are subject to change at any time without notice. Questions regarding updates may be directed to the Nursing Program Director. If any information in the Student Handbook or Catalog conflicts with the State or Federal Statute, Rules, or Regulations, the State or Federal Statutes, Rules, or Regulations will control.**

Student's Name Printed

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_