



Bryant & Stratton College
Bachelor of Science Degree in Nursing Program
Student Handbook
New York
2024

Bryant & Stratton College
 Bachelor of Science Degree in Nursing Handbook
 2024

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The information in this handbook is subject to change at any time without notice. Students will be notified of new policies or changes to present specific nursing policy and procedures by the Nursing Program Administrator. Questions regarding updates may be directed to the Nursing Program Administrator. 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.

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

This handbook constitutes official College policy. Violations of this handbook may subject students to proceedings under the College's Student Code of Conduct and Disciplinary Procedures as provided for in the Official Catalog.

Approval

The Nursing Program is registered/accredited by the Office of College and University Evaluation New York State Education Department:

University of the State of New York
State Education Department Office of the Professions, Division of Professional Licensing Services
89 Washington Ave., Albany, NY 12234-1000
Phone: 518-474-3810 (x280)
Web: www.op.nysed.gov
HEGIS Code 1203.00

College Mission Statement

Bryant & Stratton College offers a personalized career education and experience leading to high-demand professions so graduates are prepared for their career and life pursuits.

College Vision Statement

Empowering our students to build successful careers in high-demand professions through innovative, personalized connections in an outcomes-focused environment.

BSN Program Mission Statement

The mission of the baccalaureate nursing program is to provide quality nursing education and to facilitate the provision of quality healthcare in the region. The mission espouses a commitment to prepare graduates to provide safe, quality, humanistic, and holistic healthcare as professional nurses and lifelong learners.

BSN Program Philosophy

The baccalaureate nursing program subscribes to and functions within the mission of Bryant & Stratton College to deliver outcome-based nursing education and training through a flexible, contemporary, curriculum in a personalized environment with emphasis on authentic and experiential education.

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Additionally, the philosophy of the baccalaureate nursing program is in accordance with the mission of the nursing program. The philosophy reflects standards of professional nursing guidelines for reform and innovation in nursing education and the collective beliefs and values of the nursing faculty.

Beliefs and values related to professional nursing, person-centered care, population health, environment, society, professional nursing education and professionalism and personal, professional, and leadership development, and teaching-learning practices, are interrelated and constitute the philosophy of the nursing program.

Professional Nursing: The faculty embraces the American Nurses Association (2015) contemporary definition of nursing. The definition includes the full range of the client’s potential responses to health and illness that are of concern and highly valued when providing exceptional healthcare:

Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, facilitation of healing, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, groups, communities, and population. (p. 1).

As both an art and science, professional nursing incorporates patient/client advocacy, caring, cultural sensitivity, evidence-based outcome-oriented actions, and professional values, to assist the patient/client toward adaptation, self-care, and equilibrium. The faculty affirms that altruism, autonomy, human dignity, integrity, mercy, and social justice exemplify the caring component of professional nursing and guide the nurse’s ethical behavior in patient/client care.

Knowledge for Nursing Practice

Knowledge for nursing practice builds upon and integrates the arts, sciences, and humanities with nursing science to facilitate acquisition and refinements of knowledge, beliefs, values, attitudes, and skills valuing student success and supporting the professional role development (AACN, 2021). As one of the key attributes of professional nursing, clinical judgment refers to the process by which nurses make decisions based on nursing knowledge (evidence, theories, ways/patterns of knowing), other disciplinary knowledge, critical thinking, and clinical reasoning (Manetti, 2019). Concepts and theories from nursing and related disciplines form the structure of the nursing curriculum.

Person-centered care

The person may be an individual, family, group, community, or population, across the life span. Person in their complexity are entitled to compassionate, nursing care that encompasses cultural competence and cultural humility based on respect and dignity for individual attributes. As members of the global society, people are endowed with intellects and capabilities which direct them toward uniqueness, inherent worth, autonomy, and self-fulfillment. Striving toward equilibrium in ever-changing internal and external environments, the person is an open, adaptive, goal oriented, and interpersonal system incorporating physical, psychological, interdependence, social, developmental, role, and spiritual spheres. People have rights, privileges, and responsibilities as members of a family, a community, and the global society. Influences such as urban and rural settings, economics, and cultural, ethnic, spiritual, family, and religious influences affect people.

According to the AACN (2021, p.29), person-centered care is the core function of nursing that emphasizes diversity, equity, and inclusion and is based on best evidence and clinical judgment in planning and

delivering care. Person-centered care focuses on a collaborative approach between the healthcare team, client, and the healthcare system, thus creating shared meaning and humanizing the care of individuals from across the lifespan (AACN, 2021).

Person-centered care focuses on the individual within multiple complicated contexts, including family and/or important others. Person-centered care is holistic, individualized, just, respectful, compassionate, coordinated, evidence-based, and developmentally appropriate. Person-centered care builds on a scientific body of knowledge that guides nursing practice regardless of specialty or functional area (AACN, 2021, p. 29).

Health

Is often expressed in terms of wellness and illness and may occur in the presence or absence of disease or injury. The professional nurse understands the influence of unique human experience, developmental stage, cultural context, spirituality, and health literacy within the health-illness continuum.

The professional nurse focuses on the following constructs of health, across the life span, within an individual, family, group, community, or population: health promotion and prevention; acute and chronic health needs; elimination of health inequities; disease management; injury prevention; risk reduction; the influence relationship of genetics and genomics to health and illness; and social determinants of health.

Is a vibrant, dynamic state which fluctuates within a health-illness continuum with the individual's optimal level of health as the goal and in which the potential of a person is realized to the fullest extent possible.

Health is a human experience that is often expressed in terms of wellness and illness and may occur in the presence or absence of disease or injury. Each person perceives health in a unique manner, according to developmental stage, cultural context, spirituality, preferences, and health literacy.

Environment

Unique responses by the person to constant interaction with their internal and external environments result in varying degrees of health. The nurse practices from a holistic perspective related to assessment of the person's responses to the environments. The environment reflects two, interrelated dimensions: the internal and external environment. The internal environment comprises all dimensions of the person including the person's mind, body, spirit, and emotions. The external environment is everything outside the person and comprises multiple dimensions that affect the person including the complex, ever-changing, healthcare environment. The person must continually adapt to changes in the internal and/or external environments.

Population Health

A population is a discrete group that the nurse and others care for across settings at local, regional, national, and global levels. Population health spans the healthcare delivery continuum, including public health, acute care, ambulatory care, and long-term care. Population health also encompasses collaborative activities among stakeholders (all relevant individuals and organizations involved in care), for the improvement of a population's health status. The purpose of these collaborative activities, including development of interventions and policies, is to strive toward health equity and improved health for all. Diversity, equity, inclusion, and ethics must be emphasized and valued. Accountability for outcomes is shared by all, since outcomes arise from multiple factors that influence the health of a defined group. Population health includes population management through systems thinking, including health promotion and illness prevention, to achieve population health goals (Storfjell, Wehtle, Winslow, & Saunders, 2017). Nurses play a critical role in advocating for, developing, and implementing policies that impact population health globally and locally. They play an essential role in system preparedness and ethical response initiatives. Although each type of

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public health emergency will likely require a unique set of competencies, preparedness for responding begins with a population health perspective and a particular focus on surveillance, prevention, and containment of factors contributing to the emergency.

Social Determinants of Health

include the personal, socioeconomic, and environmental factors which influence health (AACN, 2021). Social determinants of health are recognized as a major contributor to health disparities, inequities, and social injustices in the current healthcare system. Addressing social determinants of health involves the assessment and consideration of factors which may limit a person's acquisition to optimal health such as limited access to resources, availability of social capital, and control of their physical environment. Nursing aims to bridge the gap between the inequities in the current healthcare system through health promotion activities, increasing access to quality healthcare resources, and through education to promote health literacy, adherence, and self-efficacy in served persons.

Society

Is a system that provides the framework for human behavior and expectations and includes all physical, psychological, cultural, ethical, and spiritual elements that provide a framework for interactions to address the person's needs and goals. The person is an integral part of society and also a member of a family, group, community, and population. Society's structure and diverse cultures influence a person's behavior. The person's socialization and response to health and illness reflects the learned behaviors from their culture, exposures, and learned responses. The professional nurse must understand cultural impacts and be prepared to individualize care provided to diverse populations.

The faculty affirms the beliefs and tenets related to the value-added dimension that the nursing profession offers to society as presented in American Nursing Association Position Statement: The Essence of the Profession (ANA, 2022).

Professional Nursing Education

Builds upon and integrates the arts, sciences, and humanities with nursing science to facilitate acquisition and refinement of knowledge, beliefs, values, attitudes, and skills reflected in cognitive, affective, and psychomotor domains. Based on a philosophical foundation of valuing student success and supporting professional role development, the concepts and theories from nursing and related disciplines form the structure of the nursing curriculum. To fulfill the mission of providing quality healthcare, the faculty believes that it is imperative for the nursing curriculum to be in alignment with on-going changes in science and technology, shifting population demographics, emerging healthcare needs of contemporary society, and changes in professional nursing practice and practice environments. Nursing education ought to reflect a number of contemporary trends and values and address several issues to shape the future workforce, including diversity, equity, and inclusion; four spheres of care; systems- based practice; informatics and technology; academic-practice partnerships; and career-long learning (AACN, 2021, p. 5).

Scholarship for Nursing Practice

Nursing practice and the provision of safe nursing care incorporate research and evidence-based practice, upon which clinical expertise, along with preferences and values of the person, are embedded. Nursing practice is built upon the discovery, interpretation, and application of scientific knowledge (AACN, 2021). Nurses collaborate with the interprofessional team to participate in identifying gaps in knowledge, scholarly inquiry, opportunities for improving nursing care and person-centered care outcomes, and evaluating the impact of improvement efforts. Throughout these efforts, nurses uphold ethical principles involved in the scholarly inquiry

and conduction of research (AACN, 2021).

Professional Roles

Professional nursing education prepares the student to practice as a professional nurse in diverse roles and practice settings.

Core Competencies for Professional Nursing Education (AACN, 2021), the faculty believes that the following roles are relevant for the baccalaureate-prepared entry level nurse:

- Provider of safe, compassionate care (provide equitable care to diverse persons; evaluate changes and progress over time; develop a beginning proficiency and efficiency in delivering safe care;
- Designer/manager/coordinator of care (manage care transitions; be an active participant on the interprofessional team; identify system issues; develop working skills in delegation, prioritization, and oversight of care; proactively coordinate resources)
- Member of the profession (evaluate one's practice; assume responsibility for supporting the profession; stay up to date in evidence-based practice changes)
- Leader of systems-based practice (Identify and improve safety across systems of care; identify system issues; Work to mitigate safety issues and improve care processes; effectively and proactively coordinate resources)

Informatics and Healthcare Technologies

Healthcare professionals interact with clients, families, communities, and populations in technology-rich environments. Nurses, as essential members of the healthcare team, use information and communication technologies and informatics tools in their direct and indirect care roles. The technologies, the locations in which they are used, the users interacting with the technology, the communication occurring, and the work being done all impact the data collected, information formed, decisions made, and the knowledge generated. Additionally, the utilization of information and communication technologies in healthcare settings changes how people, processes, and policies interact. Using these tools in the provision of care has both short- and long-term consequences for the quality of care, efficiency of communications, and connections between team members, patients, and consumers. It is essential that nurses at all levels understand their role and the value of their input in health information technology analysis, planning, implementation, and evaluation. Nurses have a responsibility to advocate for equitable access to optimally use these tools to support clinical thinking, engagement in care, improvement health, and management of health conditions.

Professionalism

Professionalism encompasses the development of nursing values that include accountability, collaboration, advocacy, integrity, and ethical approaches to care and conflict management that aims to continually socialize nurses as future change agents to promote social good, assertiveness in decision making, and social justice (AACN, 2021). A professional nurse understands the value in mentorship and recognizes the responsibility for the development of future novice nurses coming into the profession. Nursing professionalism incorporates all aspects of the legal, ethical, and equitable constructs into practice to promote inclusion, minimizes risk to serve clients, and fosters a culture of civility.

Personal, Professional and Leadership Development

As providers of care, nurses must also care for themselves and foster their personal health (physical, mental, emotional, spiritual) and reflect upon strategies for coping with the stressors and challenges faced in contemporary nursing practice. Nurses should support each other and members of the interdisciplinary team. Reflection, conflict resolution, resilience, and adapting to change effectively will support the nurse in their personal development (AACN, 2021). As members of the profession, nurses should seek opportunities for

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continuous improvement in their practice and knowledge, be open and receptive to feedback, seek professional mentors, and engage in life-long learning. Nurses employed in any position may engage in leadership activities through their advocacy for persons cared for, in role modeling, asserting control and influence for the improvement of care, and through their reflection and identification of biases in certain cultural or environmental contexts (AACN, 2021).

Teaching-Learning Practices

Teaching is a reciprocal exchange of knowledge, beliefs, values, attitudes, and skills that promotes lifelong learning. Teaching is the facilitation of mutual learning that requires collaboration, sharing experiences, and creating a stimulating and dynamic educational environment that fosters critical thinking. Learning is the outcome of teaching that is a reflection of cognitive, affective, and psychomotor domains. Effective teaching/learning practices consider the needs of the learner, builds on prior learning and predetermined standards of academic rigor, and seek to advance growth through experiences that promote a sense of excitement, curiosity, creativity, and discovery. These practices further the learner's sense of valuing their own accountabilities and responsibilities for learning, and partner with and support the learner's individual efforts to achieve expected learning outcomes.

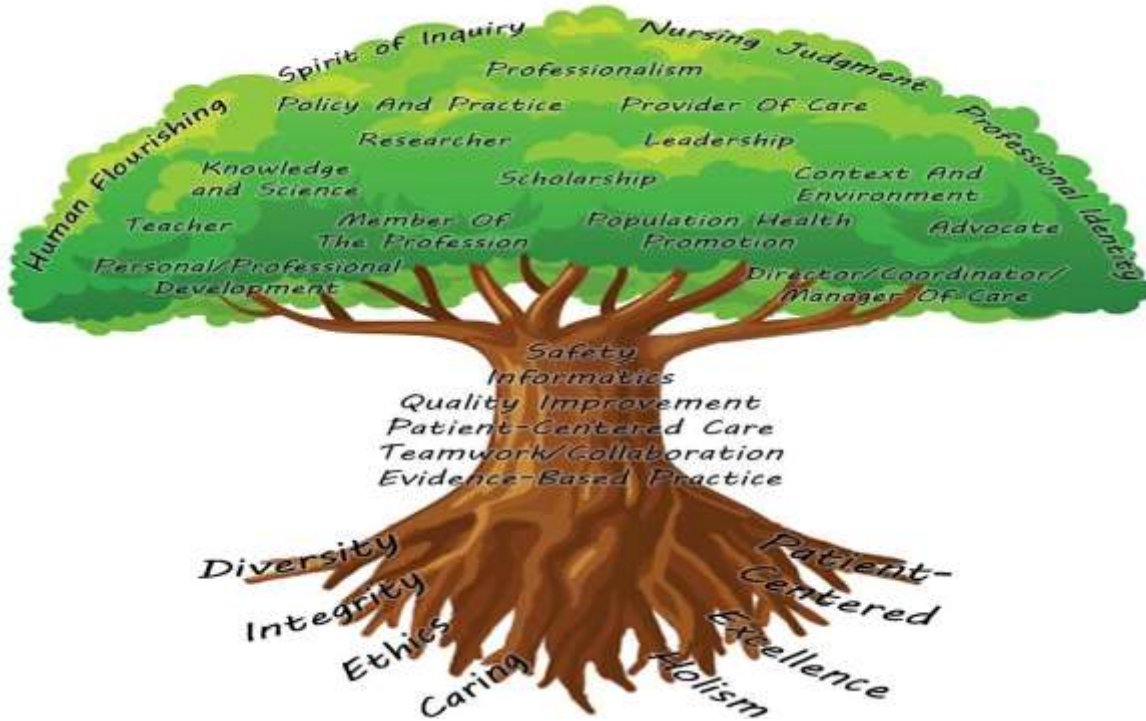
Nursing Program Conceptual Framework

The nursing faculty designed the BSN program with a philosophy and conceptual framework which support contemporary evidence-based nursing practice focused on quality and safety. The conceptual framework of the BSN program at Bryant & Stratton College is derived from three major components:

1. The Essentials: Core Competencies for Professional Nursing Education (AACN, 2021).
2. Quality and Safety Education for Nurses (QSEN)
3. NLN Competencies for Baccalaureate Programs in Nursing (NLN, 2021).

To serve as a visual guide, the BSN Organizing Framework has been developed to illustrate the integrative process of the conceptual framework at Bryant & Stratton College.

Bryant & Stratton College BSN Organizing Framework



At the root of nursing practice lies the core values of nursing (NLN, 2021) which include diversity, integrity, ethics, caring, holism, excellence, and patient-centeredness. These core values embody the work of the profession of nursing in all areas of practice.

Quality and Safety Education for Nurses includes six competencies essential to creating a safe and effective health care environment. These competencies form the stem, support the framework, and also provide for the reciprocal nature of the incorporation of the core values and the baccalaureate essentials. The competencies of QSEN include safety, informatics, quality improvement, patient-centered care, teamwork and collaboration, and evidence-based practice. The QSEN competencies are reflected in the core values and they provide support for the NLN integrating concepts and the baccalaureate essentials.

The BSN organizing framework depicts a tree encompassing the conceptual framework components. The leaves of a tree individually accomplish their function of providing nutrients and energy, while collectively, the branches and leaves create a rich environment for survival, relationships with each other, and growth of the entire tree.

Similarly, The Essentials: Core Competencies for Professional Nursing Education (AACN, 2021) and the NLN integrating concepts (NLN, 2021) provide the fruitful energy of nursing practice, are harmonious, and create the extension of the core values which are essential to safe and effective nursing practice. The NLN integrating concepts include context and environment, knowledge and science, personal/professional development, quality and safety, relationship centered care, and teamwork. These concepts are congruent with the QSEN competencies and the core values of nursing practice.

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The Essentials: Core Competencies for Professional Nursing Education (AACN, 2021) reinforce concepts such as person-centered care, population health, interprofessional partnerships, systems-based practice, quality and safety, informatics and health care technologies, critical thinking/clinical reasoning and clinical judgement, cultural sensitivity, professionalism, and nursing practice across the lifespan in providing quality person care.

The main roles of the baccalaureate nurse include provider of safe, compassionate care, designer/manager/coordinator of care, member of the profession, and leader of systems-based practice.

Expected outcomes for graduates of Bryant & Stratton BSN Program contain the following ten “Domains:”

1. Knowledge for Nursing Practice
2. Person-Centered Care
3. Population Health
4. Scholarship for the Nursing Discipline
5. Quality and Safety
6. Interprofessional Partnerships
7. Systems-Based Practice
8. Informatics and Healthcare Technologies
9. Professionalism
10. Personal, Professional, and Leadership Development

The BSN curriculum was designed with three contemporary, relevant, and thorough representations of strong student preparation for the profession of nursing, the provision of quality nursing care, and the anticipation of the future evolution of nursing roles. The goal is the achievement of the competencies Human Flourishing, Spirit of Inquiry, Nursing Judgment, and Professional Identity (NLN, 2021) which are embedded within and congruent with the BSN program student learning outcomes.

Nursing Program Student Learning Outcomes

1. Employ the nursing process to implement comprehensive, safe, diverse, culturally effective patient-centered care across the lifespan in all health care settings.
2. Demonstrate integration of knowledge, skills, professional attitude, through the use of critical thinking, best current evidence, and clinical judgment in providing care to individuals, groups, and communities with a variety of healthcare needs.
3. Practice within the ethical, legal, and regulatory frameworks of nursing, health care, and its related agencies assuming they have no past conduct or convictions which prevent such practice.
4. Fulfill the roles of the baccalaureate nurse generalist as provider of direct and indirect care, advocate, collaborator designer/manager/coordinator of care, and member of the profession.
5. Construct a framework which promotes lifelong learning essential to continuous professional development and tolerance for the unpredictable and ambiguous nature of the healthcare system.
6. Employ information literacy skills through the effective use of informatics to communicate, manage knowledge, mitigate errors, and support decision-making.
7. Utilize appropriate current technology and resources to locate and evaluate information needed to accomplish a goal, and then communicate findings in visual, written and/or oral formats. *
8. Transfer knowledge, skills and behaviors acquired through formal and informal learning and life

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experiences to new situations. *

9. Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement. *
10. Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions. *
11. Participate in social, academic, and professional communities for individual growth and to function as a citizen of a multicultural world. *

* Institutional Outcome

Nursing Program Governance

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

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

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.

BS Degree in Nursing Program Entry and Non-Academic Requirements **Bachelor of Science Degree in Nursing Generalist Entry Requirements**

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

- a. Submit a completed **nursing program application** to the admissions office
- b. Provide satisfactory evidence of a high school diploma or GED.
- c. Achieve a minimum score at the **proficiency level** on the Test of Essential Academic Skills (TEAS). LPN graduates who have passed the NCLEX and have a valid PN license are exempt from taking the TEAS for entrance into the BSN Generalist program within the first two years of graduation.
- 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.
- e. Agree to a criminal background and/or drug screening.
- f. Complete an interview with the Nursing Program Director or Designee.

Health Requirements for the Nursing Program

Documentation of the health requirements must be provided prior to the first clinical course.

New York State requires all students taking six credits or more and born after January 1, 1957 to submit the following immunization records (PHL Section 2165 and 2167):

- 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 may be provided for students who request such accommodations through Bryant & Stratton College's accommodation procedures.
- b. Proof of vaccination or lab report of titer as required by clinical agency or New York State: also needs to submit the following:
 - **Meningitis** (Any student registered for six (6) credits or more regardless of age)
Proof of receiving the Meningitis Vaccine within five (5) years OR A signed waiver declining the Meningitis Vaccine.
 - **MMR**
Proof of two (2) Measles, one (1) Mumps & one (1) Rubella vaccines (or 2 MMR's) OR Positive blood test results (IGG) for Measles, Mumps, and Rubella.
 - **TB**
Initial Quantiferon/t-spot/TB two step is required (a TB two step is required at the Akron Campus). With the initial two step skin test, results are read in 48-72 hours. The entire process is repeated in 7-10 days, but no later than 3 weeks. Annual testing thereafter as required by clinical agencies. Chest x-ray and physician documentation of freedom from TB are required if skin test results are positive. A single skin test is accepted for renewal, as long as it is completed prior to due date. Results of Tuberculin (TB) Skin Test within past year and every year thereafter. Results must be valid through the end of the clinical semester.
 - **Tdap**
One (1) Tdap within ten (10) years
 - **Varicella**
Two (2) doses of varicella vaccine four (4) weeks apart or positive blood test results (IGG)for varicella or provider statement of disease with date
 - **Hepatitis B**
 - i. documentation of three immunizations
 1. Three (3) Hepatitis B vaccines or positive blood test results (IGG r declination form. (If you would like to start the series, you would receive dose #1 now, dose#2 in 1 month, and dose#3 approximately 5 months after #2.)
 - ii. documentation of two immunizations of Heplisav-B
 - iii. start of immunization series
 - iv. student may sign a Release of Responsibility form or

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- v. provide a titer showing immunity.

FLU

- Current Flu vaccine (one dose each flu season)

COVID-19

Students are referred to the following for assistance with immunization compliance and records:

- Current and Previous Health Care Providers
- High School
- Prior/Current College
- Onondaga County Health Department
- Military records

For more information on immunization requirements for healthcare workers, please visit the CDC website.

For more information on the New York State Immunization requirements, please visit the New York State Department of Health website at

https://www.health.ny.gov/prevention/immunization/handbook/section_1_requirements.htm

c. CPR

Students must provide documentation of successful completion of an approved CPR course listed below prior to established deadlines. All students are required to keep CPR certification current throughout program matriculation. Proof of continued certification for an entire semester/term is required at the start of each term. Prior to nursing coursework, students must complete one of the following courses:

- American Heart Association (AHA) Basic Life Support (BLS) (Two-year certification)
- American Red Cross (ARC) Basic Life Support for Healthcare Providers (Two-year certification)
- Certification from any provider not listed here will not fulfill this requirement.

Students who do not submit proof of completion of the approved CPR certification prior to the established deadline will be unable to attend nursing classes, lab and clinical rotations.

d. Current health care insurance coverage.

e. All students will complete a drug screening test or any additional tests if required by a clinical agency.

- f. Effective Fall 2021, all students at the College's Syracuse Downtown and Syracuse North campuses will be required to be fully immunized against COVID-19 prior to their first date on campus. To meet this requirement, students will need to provide documentation showing they have been fully vaccinated with one of the following vaccines: the two-dose Pfizer-BioNTech or Moderna vaccine or the single-dose Johnson & Johnson (Janssen) vaccine. Acceptable documentation of vaccination is either your completed CDC vaccination card or certificate of immunization from a licensed physician. **Note that in order to be deemed "fully vaccinated", you must have received either your second dose (of a two-dose vaccine) or your one dose (of a single-dose vaccine) at least two weeks prior to the first date you will be on campus. For residence hall students at these campuses, this means you must be fully vaccinated prior to the date you will be moving into the residence halls. For student athletes at these campuses, this means you must be fully vaccinated prior to the date of your first practice or move in date (whichever is earlier).** Students may request a medical or religious exemption from the COVID-19 vaccination requirement by contacting the Associate

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Dean of Student Services in Syracuse to obtain the exemption request form and submitting the information and documentation required. Exemption requests are considered on a case-by-case basis.

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 and AED throughout nursing program.
- d. Negative background check.

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 may not attend clinical classes until the updated documentation is submitted. Failure to provide updated documentation may result in failure of the clinical class.

I understand that in order to participate in a clinical program at an outside clinical facility, students must meet the specific eligibility requirements of the facility including passing a medical examination acceptable to the facility prior to their participation in the clinical program at least once a year. All students regardless of state must show proof of vaccination or lab report of titer for Rubeola (measles), Rubella (German Measles), TDAP (tetanus, diphtheria, pertussis), Hepatitis B, Varicella, influenza vaccine (if influenza vaccine is required by clinical agency), COVID-19 vaccine (if required by clinical agency) and tested for Tuberculosis. My failure to pass medical examination by the clinical facility and/or provide proof of all required vaccinations will preclude my clinical participation altogether. Clinical courses are mandatory and there is no substitution available to meet clinical requirements. I understand that if I am precluded from clinical participation for any reason, it is not possible for me to complete my degree.

Background Record Check Requirements

As future nurses, there may be important ethical and professional considerations of which the nursing student should be aware. Criminal convictions and a record of other conduct may prevent the nursing student/graduate from being licensed 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 such convictions or conduct. It is therefore very important that the nursing graduate conduct him or herself professionally and ethically as a law-abiding citizen. Also, in order to successfully complete the Nursing program, students must participate in clinical programs at outside clinical agencies at varied times to provide patient care. These facilities have policies regarding which students may be accepted.

For this reason, Bryant & Stratton College cannot warranty that a student with a criminal record or a record of certain actions, mental illness, physical illness, or chemical dependencies will be accepted by a clinical facility for placement. If the student is not accepted, the student will not be able to successfully complete the Nursing program.

In addition, even if a student does successfully complete the Nursing program, if that student has a record of certain crimes or conduct, as discussed below, Bryant & Stratton College cannot warranty that the

relevant state Nursing Board will permit the student to sit for examination or to be licensed, certified, or registered or to be employed in the nursing field after graduation.

Students who commit an offense after admission which bars participation in the clinical site may be released from the Nursing program or dismissed from Bryant & Stratton College.

State-specific Criminal Background Check Requirements

New York

Students are required to have a background check performed prior to the start of clinical. The service utilized for this check is Castlebranch. An additional fee may apply to complete the background screenings. Please be aware that specific clinical sites may require additional screenings not offered by Castlebranch. Please defer to the clinical site for requirements related to background checks.

The New York State Department of Public Education (K-12) requires that anyone working with students or teachers in a school setting is required to be fingerprinted. You may be required to obtain fingerprinting clearance depending on your clinical placement. Please follow your site protocol related to fingerprinting as needed.

Moral Character Requirements

Bryant & Stratton College's curriculum meets the educational requirements to award the Bachelor of Science Degree in Nursing upon successful completion of the program. Graduates are eligible to take the NCLEX-RN exam for Registered Nurse licensure in New York. Other states may have different educational requirements for Registered Nurse licensure.

General Requirements: To be licensed as a registered professional nurse in New York State you must:

- be of good moral character;
- be at least eighteen (18) years of age;
- graduate from a nursing education program acceptable to NYSED;
- complete New York State required infection control coursework and child abuse reporting coursework;
- pass the National Council Licensure Examination for Registered Nurses (NCLEX-RN) or another license examination acceptable to NYSED; and,
- apply for an RN license with NYSED.

Applicants must file an application for licensure and the other forms indicated, along with the appropriate fee to the Office of the Professions at the address specified on each form. It is the applicant's responsibility to follow up with any requests for additional documentation. Laws that govern RN licensure are included in Education Law Article 139 and 8 NYCRR Part 64. These can be found on the New York State Education Department/Office of the Professions website (www.op.nysed.gov), by emailing op4info@nysed.gov or by calling 518-474-3817 (x570).

You must demonstrate that you are currently of good moral character in order to be licensed or registered as an RN. When you apply for an RN license or to renew your registration, you will be required to answer the following questions:

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- Have you been found guilty after trial, or pleaded guilty, no contest or nolo contendere to a crime (felony or misdemeanor) in any court?
- Are criminal charges pending against you in any court? Has any licensing or disciplinary authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license or certificate held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?
- Are charges pending against you in any jurisdiction for any sort of professional misconduct?
- Has any hospital or licensed facility restricted or terminated your professional training, employment or privileges or have you ever voluntarily or involuntarily resigned or withdrawn from such association to avoid imposition of such measures?
- A “yes” answer to one or more of the questions above will not necessarily disqualify you from a license or a registration in New York State. The New York State Education Department decides on a case-by-case basis whether prior criminal conviction(s) or other issues will disqualify the applicant from being licensed or registered as an RN.

Reference: NYS Education Department, Office of Professions, Nursing.
<http://www.op.nysed.gov/prof/nurse/nursingrn.htm#instructions>

Federal Law

In addition to state laws, federal law mandates criminal record checks with respect to work in certain facilities or settings that receive federal funding. For example, the 2010 Patient Protection and Affordable Care Act (42 U.S.C. § 1320a-7l) requires the Secretary of Health and Human Services to carry out a nationwide program for states to conduct national and statewide criminal background checks for direct patient access employees of nursing facilities and other providers.

Informed Approach

Because a criminal history can have different effects at the educational, licensure, and employment levels, any student with a criminal history is encouraged to contact healthcare facilities and inquire about hiring criteria with respect to criminal convictions.

Uniform Requirements

The Nursing Program has an official uniform as defined by clinical agencies and applicable laws and/or regulations. Uniforms are expected to be kept clean and in good condition. Substitution of other clothing or uniform types may be required based on clinical agency specification. 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 and at lab (unless otherwise directed). The required uniform consists of:

- a. Scrub top with the embroidered Bryant & Stratton College logo or official Bryant & Stratton College patch with scrub pants. It is recommended that all students purchase at least two uniforms. Students may have the option to purchase the matching uniform jacket.
- b. Leather shoes with closed heels and toes, having rubberized soles (no Crocs, canvas, or shoes with mesh or holes).
- c. Name badges which will be worn in all clinical settings.
- d. 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

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- e. Nails are to be kept short, clean, and in good repair. No nail polish. No artificial nails or nail enhancements are permitted. (This includes artificial nail tips, appliquéés, acrylic gels, and any additional items applied to nail surface).

In addition to compliance with Uniform Requirements, students must ensure compliance with any safety and/or infection control requirements or policies. If in the judgment of the Clinical Support Personnel a student's clothing and/or physical appearance presents or could present a safety or infection control risk, the student will be informed and given an opportunity to address it prior to the start of clinical. In the event the issue cannot be corrected prior to the start of clinical, the student will not be able to participate. Some examples of concerns that would be expected to be addressed ahead of clinical include but are not limited to: hair that is not pulled back and secured; facial hair that interferes with safety equipment and/or could jeopardize a sterile field; jewelry; nails that are long, polished or artificial.

Students are expected to adhere to Uniform Requirements for both clinical and lab attendance. Consequences for failure to adhere to Uniform Requirements in clinical attendance may include remediation up through removal from the clinical site, depending on the circumstances. Site removal will be determined by collaboration of the Clinical Support Personnel and Nursing Program Administrator. Any student who does not meet Uniform Requirements when attending lab will be removed from lab and may return in proper attire. Any lab time missed as a result of failure to adhere to Uniform Requirements will need to be made up during open lab hours within one week.

Equipment Requirements

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

- a. Watch with a second hand
- b. Stethoscope
- c. Pen light
- d. Bandage scissors

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.

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

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 American Council on Education (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.
- 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 Credit by Examination Policy

- a. Credit by examination is a process that employs rigorous assessments that require students to meet all of the established competencies and outcomes for the award of credit for a select group of courses at Bryant & Stratton College.
- b. Prior Learning Assessments (PLAs) are available to all campus-based students for select courses in the degree plan, or liberal arts course series.
- c. It is recommended that PLAs be completed by the end of the first term of enrollment.
- d. Students must earn a grade of 70% or better on any Bryant & Stratton College PLA in order to earn credit for the related course. [See additional information in **Nursing Program** below.]
- e. PLAs 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 PLA, nor may students complete a PLA while they are enrolled in the related course or after they have failed the related course.
- g. For individuals with experience in the armed forces of the United States, or in the National Guard or in a reserve component, refer to the *Official Catalog* for the SOCNAV/SOCAD opportunities for earning transfer credit.

Current and Past-Enrollment Students at Bryant & Stratton College Transfer of Clinical and Non-Clinical Courses

Clinical and non-clinical nursing courses taken at a Bryant & Stratton College campus will be eligible to transfer within the College into the same Nursing Program Option as long as they meet the requirements in the Bryant & Stratton College transfer policy, stated above, and additionally meet the following conditions:

- If voluntarily withdrew within 3 semesters or more, the re-entry policy must be completed.

Process by which Nursing Policies and Procedures are Communicated to Students

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Students will be notified of new policies or changes to present specific nursing policy and procedures by the Nursing Program Administrator. These changes will also be included in the program handbook during semester revisions.

Course Grading Scale

The grading scale for the nursing courses is not consistent with all other Bryant & Stratton College programs (A=90%-100%; B+=85%-89%; B=80%-84%; C+=75%-79%; C=70%-74%; F=69.9% or less; I=Incomplete; W=Withdrawal). The D+ grade is not used in the nursing program with the exception of all liberal arts courses that are not considered major requirements. 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 Administrator and the Nursing Program Coordinator/Administrator 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).
- 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. Students in the baccalaureate nursing program are required to complete the following standardized assessment in the following content areas: Fundamentals, Pharmacology, Medical/Surgical Nursing, Maternal/Neonate/Pediatrics, Mental Health, Leadership & Management and Nutrition.

Students are expected to meet a minimum Level II competency on all ATI exams. Students who do not meet the minimum level of performance participate in required remediation activities.

Additional standardized examinations may be utilized to help promote student success.

ATI Comprehensive Predictor Test

Readiness to sit for the NCLEX-RN will be assessed in NURS 470 Practicum and Capstone. Students will take the RN Comprehensive Predictor Test. Students must score at the Predicted Probability of Passing the NCLEX-RN at **93%** in order to get credit for the test. Because this is a normed test, the percentage of correct answers required to score at 93% will change depending on the specific CPT administered. The comprehensive predictor test will be calculated in the final grade.

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 and lab portion of the class in order to successfully pass clinical courses.

- a. **A student who fails the clinical or lab portion and passes the theory portion will fail the course.**
- b. **A student who passes the clinical or lab portion and achieves less than 70% in the theory portion 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 entire 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 Administrator.
- 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 Administrator.

Grade Appeal

The instructor for the course is responsible for assigning grades. A student may challenge the grade by following the grade appeal procedures as outlined in the Official Catalog.

Non-Grade-Related Grievance Process

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 (CGPA) 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 any one of the following reasons:

- a. **Student earns a total of two non-passing grades (F) or withdrawal (W) in any NURS course,**

- 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 a total of two non-passing grades (F) or withdrawal (W) in any BIOL course, 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;**
 - c. Student falls below the minimum 2.0 (CGPA) and does not get back in good standing in the subsequent semester; or**
 - d. Student engages in Unsafe Nursing Behavior while providing patient care;**
 - e. Student is dismissed from the Nursing Program or the College secondary to a disciplinary proceeding.**

Students who earn the two non-passing grades or engaged in unethical or unsafe conduct as described in sections a., b., or d. in one semester will be released from the Nursing Program and will not be provided the benefit of program jeopardy status.

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, augment and 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.

Students who were dismissed due to ethical issues, conduct issues, or unsafe practices will not be eligible for entry into the practical 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.

Re-entry is considered on a space-available basis. Students must apply for re-entry in writing to the Nursing Program Administrator 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 Administrator 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 Administrator 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.

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Nursing students who are out for three or more terms will be required to pass all previously taken NURS course(s) final exam(s) (ATI Proctored or Faculty Created) and related skills competency assessments to be eligible for re-entry (except NURS 125).

Attendance Policy

Attendance in all lectures, lab and clinical classes is of the utmost importance to student success and consequences described below will be imposed for tardiness and absences. In cases of tardiness or absences, the student must contact the Nursing Program Administrator or designee as indicated below by e-mail.

Notwithstanding absences that may be excused pursuant to the Students in Need of Accommodations or Adjustments as detailed below, excusing an absence or tardiness will be at the discretion of the Nursing Program Administrator or designee and evaluated on a case-by-case basis.

Didactic/Lab/Clinical Attendance

Attendance for didactic (exams, quizzes, presentations), lab, and clinical is mandatory and will only be excused for acute illnesses, emergencies, bereavement, military duties, and participation in approved athletic event. If you are absent, you will be required to produce documentation confirming the need for the date(s) of your absence. If you are absent due to bereavement you will be required to produce a death notice. Proper written documentation must include dates missed, is due within 72 hours of the absence and must be submitted to the Nursing Program Administrator or designee. If extenuating circumstances prevent the student from providing documentation within 72 hours, the student must discuss the situation directly with the Nursing Program Administrator or designee.

Absence from Clinical

If you will be absent from clinical, notification must occur 60 minutes prior to clinical start time or it will be considered a no call no show and failure of the clinical course. Should an excused absence occur, the student must make up the missed time for clinical and follow the proper steps of notification of the impending absence as defined above. The timeframe of arrangements for making up clinical time are based on availability of the clinical site, faculty, and the discretion of the Nursing Program Administrator. Progression in the course and/or to the next level may be delayed until these accommodations can be made. If for some reason the student is unable to make up the clinical at the time the make-up is scheduled, the student will fail. All clinical absences will be noted on the clinical evaluation form.

Tardiness for Clinical

Any student not present at the start of clinical is tardy and will be sent home. The clinical tardy occurrence will be documented on the student's clinical performance evaluation. Any missed time will need to be made up. If a student is tardy a second time, the student will be sent home and will be unable to participate in the clinical day. An unexcused clinical absence will occur. Any unexcused absence will result in automatic failure of the clinical and the nursing course. Students who are tardy due to a mitigating circumstance may be able to complete the clinical day and make up the missed clinical time. Clinical Support Personnel and the Program Administrator will evaluate each situation on a case-by-case basis.

Absence from Lab

Any missed lab time (due to an excused absence/bereavement) must be made up within one week during open lab hours. If for some reason the student is unable to make up the missed lab time within one week

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during open lab hours or the student does not have an excused absence, the student will fail the laboratory component, and ultimately the course.

Tardiness for Lab

Assignments for lab are due at the beginning of the scheduled lab time per the tracking calendar. If you are tardy for lab, a zero will be awarded for any assignments that were due at lab that day. Any missed lab time (due to an excused absence/bereavement) must be made up within one week during open lab hours. If for some reason the student is unable to make up the missed lab time within one week during open lab hours or the student does not have an excused absence, the student will fail the laboratory component, and ultimately the course.

Absence from Exams, Quizzes, Presentations

If you will be absent from a scheduled exam, quiz, or presentation you must e-mail the faculty member prior to the exam, quiz, or presentation start time (**EVEN DURING ACUTE ILLNESS**). **Failure to e-mail prior to the scheduled start time for the exam, including a scheduled make-up exam, will result in a zero percent (0%) on the exam.**

Tardy for Exams, Quizzes, Presentations

If you are tardy for an exam, quiz, or presentation you will have the remaining allotted time to complete the exam, quiz, or presentation (i.e. 20 minute exam and you enter 10 minutes late then you will have the remaining time to complete the exam = 10 minutes).

Make-up Exams

If you miss an exam due to an excused absence, the faculty member will determine the date and time of the make-up examination. Absence from the make-up exam will result in a zero percent (0%) on the exam; see above for excused absences.

Late Work (assignments, homework, etc.)

Assignments, homework, etc. are to be turned in at the beginning of the scheduled class, lab, or clinical time on the date due, as indicated on the tracking calendar. Late work will not be accepted in didactic, lab, or clinical unless the student meets the requirements for an excused absence (see above). **Due to an excused absence, the faculty member will determine the due date of missed assignment(s). If the student fails to submit the late work by due date, the student will receive a grade of zero.**

Athletes' Clinical Attendance/Absence Policy

The Bryant & Stratton College Nursing Program recognizes that team and/or competition commitments or obligations of student athletes may result in scheduled absences. Student athletes are required to meet with the Nursing Program Administrator or Designee at the beginning of each term in order to plan for meeting course and clinical objectives around any needed absences. Student athletes must provide a letter from their coach outlining the dates and times of any required athletic absences for the upcoming term. Failure to complete this planning meeting each term and/or to provide the required documentation from the coach will result in all absences being subject to the standing Attendance Policy. Any absences that occur without prior approval will result in a clinical failure and/or a zero on an exam, quiz, or lab practicum.

Provided the student athlete has met with the Nursing Program Administrator or Designee at term start, has provided the required documentation, they will be allowed to make-up all scheduled absences due to athletic

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events during scheduled fall, winter, and spring breaks or the week immediately following final examinations each semester. If opportunities to make-up clinical absences during the semester are available, students will be scheduled for these clinical make-up days during the semester. Failure to attend the makeup session on the assigned dates will result in failure of the course. Grades will not be administered until the make-up clinical dates are successfully completed.

In addition, student athletes will be allowed to make-up all scheduled exams, quizzes, and lab practicums. Failure to attend the makeup exam, quiz, or lab practicum on the assigned date will result in a zero on the exam, quiz, or lab practicum.

Severe Inclement Weather

If the College is closed in the event of severe inclement weather, a make-up day for the missed clinical will be assigned in New York and Ohio. Virginia has the option of virtual simulation in lieu of clinical or a make-up clinical day per the decision of the nursing program administrator. Wisconsin has the option of scheduling a make-up day or assignment for the missed clinical.

Tobacco Use

No student shall engage in the use of tobacco while in uniform for any specific clinical experience. This includes chewable tobacco products, snuff and smoking by inhaling, exhaling, burning or carrying any lighted cigarette, cigar, pipe or other such device which contains tobacco or other smoke or vapor producing products such as e-cigarettes. Should it be determined that a student has engaged in the use of any tobacco product while in uniform for any clinical experience, the student will be sent off of the clinical unit and be sent home for an unexcused absence. Any unexcused absence will result in automatic failure of the clinical and the nursing course.

Safe Nursing Practice and Student Conduct

Safe Nursing Practice is essential to all clinical courses and is defined as the application of scientific principles and nursing theory in performing nursing care. Care must be provided in a reasonable and prudent manner to protect the welfare and well-being of the patient. Safe Nursing Practice requires that the student demonstrate awareness of the potential effect(s) of their actions and decisions. Safe Nursing Practice dictates that the student's actions and decisions shall not endanger the patient.

Safe Nursing Practice is an essential requirement for progression throughout the program. Consequences for Unsafe Nursing Behavior may include remediation up through dismissal from the program, depending on the circumstances, and will be determined by collaboration of the Clinical Support Personnel and Nursing Program Administrator. Any remediation assigned to the student must be successfully completed. Any Unsafe Nursing Behavior will be documented.

The Nursing Program Administrator and faculty will implement policies related to student conduct that incorporate the standards for Safe Nursing Practice including, but not limited to, the below. Students are advised that the below is not an exhaustive list of what constitutes Unsafe Nursing Behavior and it remains within the judgment of the Nursing Program Administrator, faculty or Clinical Support Personnel to determine when a student has engaged in Unsafe Nursing Behavior and what consequences or remediation are necessary.

1. A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or

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- observations, the care provided by the student for the patient, and the patient's response to that care.
2. A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
 3. A student shall not falsify any patient 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.
 4. A student shall implement measures to promote a safe environment for each patient.
 5. A student shall delineate, establish, and maintain professional boundaries with each patient.
 6. At all times when a student is providing direct nursing care to a patient the student shall:
 - Provide privacy during examination or treatment and in the care of personal or bodily needs; and
 - Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
 7. A student shall practice within the appropriate scope of practice as set forth in the Board of Nursing standards.
 8. A student shall use universal blood and body fluid precautions
 9. A student shall not:
 - Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
 - Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
 10. A student shall not misappropriate a patient's property or:
 - Engage in behavior to seek or obtain personal gain at the patient's expense;
 - Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;
 - Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
 - Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.
 - Accept any gifts from patients or patients.
 11. For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student. A student shall not:
 - Engage in sexual conduct with a patient;
 - Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
 - Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
 - Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.
 12. For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student. A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
 - Sexual contact
 - Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
 13. 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.
 14. A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
 15. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.

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16. 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*;
17. A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance;
18. A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.
19. 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.
20. 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.
21. A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion;
22. A student shall not assist suicide;
23. A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to Bryant & Stratton College, its administrators, faculty, clinical support personnel or preceptors, or to the Board.
24. A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.
25. To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
26. A student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

Student Code of Conduct and Disciplinary Procedures

Students are reminded they must conduct themselves in a manner consistent with the College's educational mission. Notwithstanding the above consequences for Unsafe Nursing Behavior, disciplinary proceedings may be instituted against a student for alleged violations of the College's Student Code of Conduct, and any other College policy – including this handbook. Students should refer to the Official Catalog for the College's Student Code of Conduct and Disciplinary Procedures for more information. It is expected that all students have read Student Code of Conduct and Disciplinary Procedures and will conduct themselves in accordance with it.

Electronic Devices

Electronic devices and any devices capable of taking pictures are not permitted at clinical sites. Unless directed otherwise by the Clinical Support Personnel, as a minor exception to the above, Non-compliant

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students will be sent home by the Clinical Support Personnel and will be counted as an unexcused clinical absence and will result in automatic failure of the clinical and nursing course.

Completion of the Nursing Program

Nursing students must:

- a. Pass all courses with the minimum grade required.
- b. Earn 125 credits for the BSN (122 credits for the RN to BSN) 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 all state-specific and other required paperwork during the final semester of the Nursing Program (or earlier if required).
- g. Take part in a Graduate Transitional Interview.

Medication Calculation Competency

Safe administration and calculation of medication are essential components of nursing practice. Medication calculation is a component of the NCLEX-RN examination and a mandated competency of The Joint Commission. The student must demonstrate the ability to perform medication calculations at a satisfactory level each semester as a requirement of clinical courses. The syllabus for each clinical course will contain the level of satisfactory achievement required. For math conversion assessments, students will have three attempts to pass at a satisfactory level. Students must successfully complete the math assessment by the Add/Drop date of each term for all clinical courses. In the event of mitigating circumstances (which may include a newly enrolled student or a former student returning), students may be permitted to complete the math assessment after Add/Drop. If the student is unsuccessful on the attempt after the Add/Drop date, the student will not be able to complete the course and will receive a failing grade. For students in Wisconsin, refer to the supplemental syllabus.

Supervision of a Student in Clinical

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

Preceptors are used for specialized clinical experiences and are selected and arranged by the nursing program to meet particular course objectives and enhance the variety of clinical experiences for the student.

Improper or Illegal Use or Abuse of Controlled Substances

Federal law prohibits all use, possession, and/or cultivation of marijuana at U.S. Educational institutions. Federal law requires any institution of higher education that received federal funding to have policies in place that prohibit possession, cultivation and/or use of marijuana on campus-this includes Bryant & Stratton College. Therefore, the use, possession and/or cultivation of marijuana is not permitted on any Bryant & Stratton College property, facility, location, campus building, residence hall or off-campus apartment obtained through Bryant & Stratton College, regardless of state law permissions.

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. Suspicion of substance use will warrant drug testing; all associated fees will be at the expense of the student. Drug testing results will be due within 24 hours to the Nursing Program Administrator or designee.
- 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.

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

- a. Alcohol on the breath or odor 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
- g. Repeated tardiness
- h. Memory lapses, difficulty concentrating, confusion
- i. Lack of coordination/dexterity
- j. Slurred or incoherent speech
- k. Deterioration of appearance
- l. Dilated or constricted pupils
- m. Anger, hostility, irritability, mood swings, agitation
- n. Presence of drug paraphernalia
- o. Drowsiness and sleepiness

Professional Licensure Application Procedure

Students successfully completing the Nursing Program are eligible to take the National Council Licensure Examination (NCLEX-RN) upon approval of the state board of nursing. Nursing faculty will assist the students in this process.

Student Health and Counseling Services

Bryant & Stratton College does not provide Student Health Services. The College does provide access to Well Connect specifically designed to help students manage and improve their mental health as they work to achieve their goals. Students who need these services may meet with student services personnel to review available community resources.

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. While the College provides career counseling services, it does not and cannot guarantee employment and/or a level of income or wage rate to any student or graduate. Bryant &

Stratton College does not provide student health insurance.

Student Illness or Injury Policy

For the protection of students, patients, clinical personnel and faculty, the following policies must be adhered to:

1. Injury in the class, lab or clinical setting must be reported immediately to the nursing faculty so that necessary health care can be initiated with appropriate facility and college documentation.

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 designee will assist the student to access the appropriate community resource. The student is responsible for making and keeping any appointments, as well as payment for services.

Instructor or designee will report incident to Nursing Program Administrator and appropriate campus leadership.

2. Any student with an injury or illness involving a potential communicable disease which will impact the student's ability to safely provide patient care will be required to furnish a clearance statement from a health care provider. The letter must be reviewed by the Nursing Program Administrator prior to the student's return to the clinical setting.

3. In all circumstances, students **must** be able to meet the learning objectives, with consideration of the restrictions stipulated by the health care provider, to remain in good standing in the Nursing Program.

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.

Students in Need of Accommodations or Adjustments

In compliance with §504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Bryant & Stratton College recognizes and accepts its responsibility to provide a broad range of services to qualified students with disabilities in an effort to provide them equal opportunity for full participation in their educational efforts. Bryant & Stratton College also recognizes and accepts its responsibilities under Title IX to not exclude a student's participation, deny a student the benefits of or subject a student to discrimination on the basis of sex, including pregnancy or a pregnancy related condition such as childbirth, false pregnancy, termination of pregnancy or recovery therefrom.

Students in need of an accommodation secondary to a disability are encouraged to make an appointment with the §504 Coordinator on their campus as soon as possible to discuss their needs. Students in need of an adjustment secondary to pregnancy or a pregnancy related condition are encouraged to make an appointment

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with the Title IX Coordinator on their campus as soon as possible to discuss their needs.

Contact information for the coordinators at each campus can be found in the Bryant & Stratton College Official Catalog. Requests for accommodations or adjustments may be made at any time, and will be considered on a case-by-case basis through an interactive process between the requesting student, the appropriate coordinator and other administrative staff as may be necessary. Academic outcome expectations required for course, program and degree completion remain the same, but students who feel they are in need of an accommodation or adjustment to help them meet those expectations are encouraged to voluntarily disclose that need and begin the interactive process with the College to identify potential strategies for assistance.

As a student in a clinical degree program, the College encourages any student who feels they are in need of an accommodation or adjustment related to their clinical participation and who initiates the process as outlined above to also contact the Nursing Program Administrator (or designee) prior to selection of clinical/internship sites, if possible. Students are reminded that requests for adjustments may be made at any time. As with classroom expectations, clinical/internship participation and outcome expectations are a required component of all clinical degree programs at the College. Requests for accommodations or adjustments related to clinical/internship participation will be considered on a case-by-case basis through an interactive process with the requesting student and will require the execution of an authorization for release of information so the request may be discussed with the clinical/internship site(s) in order to determine whether the requested accommodation or adjustment will be acceptable to the clinical site.

Fees and Expenses

The tuition charges and associated fees for the Nursing Program are established for the system of Bryant & Stratton Colleges 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 Administrator by the third week of the semester.

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Bachelor of Science Degree in Nursing Curriculum Plan

SEMESTER 1	Course Number	Course Name	Prerequisites/ Co-requisites	Theory Clock Hours	Laboratory Clock Hours	Clinical Clock hours
3	MATH 201	Quantitative Reasoning	0	45	0	0
3	COM M 115	Introduction to Information Literacy	0	45	0	0
3	ENGL 101	Research and Writing I	0	45	0	0
4	CHEM 101	General Chemistry	0	45	45	0
4	BIOL 102	General Biology	0	45	45	0
SEMESTER 2	Course Number	Course Name	Prerequisites/ Co-requisites	Theory Clock Hours	Laboratory Clock Hours	Clinical Clock hours
4	BIOL 113	Anatomy and Physiology I	BIOL 102	45	45	0
3	PSYC 101	Principles of Psychology	0	45	0	0
3	PHIL 250	Practices in Analytic Reasoning & Critical Thinking	0	45	0	0
2	NURS 102	Foundations of Nursing	0	30	0	0
3	NURS 125	Lifespan Development and Nursing Practice	0	45	0	0
SEMESTER 3	Course Number	Course Name	Prerequisites/ Co-requisites	Theory Clock Hours	Lab Clock Hours	Clinical Clock hours
3	BIOL 120	Microbiology	BIOL 113 CHEM 101	30	45	0
4	BIOL 213	Anatomy and Physiology II	BIOL 113	45	45	0

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1	NURS 234	Psychomotor Skills Basic to Nursing Care	Pre-requisite or Co-requisite NURS 102	0	45	0
3	SOSC 102	Principles of Sociology	0	45	0	0
3	COM M 201	Public Speaking & Rhetorical Persuasion		45	0	0
3	NURS 235	Health Assessment and Interpersonal Communications	Pre-requisite BIOL 113 Pre-requisite or Co-requisite CHEM 101; BIOL 213; NURS 234	30	45	0
SEMESTER 4	Course Number	Course Name	Prerequisites/ Co-requisites	Theory Clock Hours	Lab Clock Hours	Clinical Clock hours
2	NURS 232	Nutrition in Health Care	CHEM 101; BIOL 213, NURS 235. Co-requisite NURS 231	30	0	0
3	NURS 215	Pharmacology in Nursing	MTH 201; BIOL 120; BIOL 213; CHEM 101; Co-requisite NURS 231	30	45	0
5	NURS 231	Concepts Basic to Nursing	NURS 102; BIOL 120; BIOL 213; CHEM 101; MATH 201; NURS 125; NURS 234; NURS 235; Co-requisite NURS 215; NURS 232	45	0	90
3	BIOL 205	Pathophysiology	BIOL 102; BIOL 213; MATH 201	45	0	0
3	ENGL 250	Research and Writing II	ENG 101	45	0	0
SEMESTER 5	Course Number	Course Name	Prerequisites/ Co-requisites	Theory Clock Hours	Lab Clock Hours	Clinical Clock hours
5	NURS 301	Nursing of the Adult I	NURS 231; NURS 215 Prerequisites/ Co-requisites BIOL 205	45	0	90
3	NURS 302	Gerontology Nursing	NURS 231, NURS 215	30	0	45

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			Prerequisites/ Co-requisites BIOL 205			
3	Upper Liberal Arts Elective			45	0	0
3	PHIL 310	Logic and Reasoning		45	0	0
3	SOSC 301	Interpersonal Relations and Group Dynamics		45	0	0
SEMESTER 6	Course Number	Course Name	Prerequisites/ Co-requisites	Theory Clock Hours	Lab Clock Hours	Clinical Clock hours
3	NURS 303	Nursing Care of the Reproducing Family	NURS 301	30	0	45
4	NURS 304	Psychiatric-Mental Health Nursing	NURS 301; NURS 302	30	0	90
3	PSYC 310	Organizational Psychology	PSY 101	45	0	0
3	MATH 309	Statistics	MATH 201	45	0	0
3	ECON 195	Macroeconomics	0	45	0	0
SEMESTER 7	Course Number	Course Name	Prerequisites/ Co-requisites	Theory Clock Hours	Lab Clock Hours	Clinical Clock hours
6	NURS 401	Nursing of the Adult II	NURS 301	45	0	135
3	NURS 402	Nursing Care of Children and Families	NURS 301 NURS 303	30	0	45
3	NURS XXX	Major Elective	0	45	0	0
3	NURS 407	Nursing Research	Math 309; NURS 301	45	0	0
SEMESTER 8	Course Number	Course Name	Prerequisites/ Co-requisites	Theory Clock Hours	Lab Clock Hours	Clinical Clock hours
3	NURS 403	Nursing Management and Leadership	NURS 301; NURS 302; NURS 303;	45	0	0

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			NURS 304; NURS 401; NURS 402			
4	NURS 404	Nursing in the Community	NURS 301; NURS 302; NURS 303; NURS 304; NURS 401; NURS 402	45	0	45
5	NURS 470	Practicum and Capstone Project	Final term	30	0	135
Total Clock Hours				1515	360	720
Total Program Clock Hours						

Clinical Participation COVID-19 Acknowledgement of Risk and Waiver

BRYANT & STRATTON COLLEGE CLINICAL PARTICIPATION COVID-19 ACKNOWLEDGEMENT OF RISK AND WAIVER

As a student in the _____ program at Bryant & Stratton College, I accept the following conditions of clinical participation, and acknowledge that I have been informed of the general nature of the risks involved in this activity including, but not limited to slips and falls, physical injury, illness, needle pricks and contracting viruses such COVID-19.

COVID-19 is a highly contagious respiratory virus that can cause mild to severe illness, and even death – depending on a number of additional risk factors from age to underlying comorbidities. Those with severe chronic medical conditions including, but not limited to, heart disease, lung disease and diabetes, are at a higher risk of developing serious COVID-19 illness and complications. By participating in this program I may become exposed to and/or contract any number of viruses, including COVID-19. Healthcare workers caring for patients with COVID-19 – or working in a facility where there are patients with COVID-19 – have a higher risk of exposure and infection. I understand that the clinical facility may have patients recovering from COVID-19, thus increasing my exposure.

I understand that multiple vaccines are available to protect against COVID-19, and these vaccines are recommended by the Centers for Disease Control and Prevention as being both safe and effective. In order to satisfy the required clinical component of my degree program I must participate in a clinical program at an outside clinical facility and, in order to do so, I must meet the specific eligibility requirements of the facility including passing a medical examination acceptable to the facility prior to my participation. Part of my medical examination may include providing proof of having obtained required vaccinations, including the COVID-19 vaccine. My failure to pass medical examination by the clinical facility and/or provide proof of required vaccinations will preclude my clinical participation altogether. Clinical courses are mandatory and there is no substitution available to meet clinical requirements. I understand that if I am precluded from clinical participation for any reason, it is not possible for me to complete my degree.

I agree to abide by and follow any and all specific requests by the College and/or the clinical facility for my safety and the safety of others, as well as any and all of the College's and the clinical facility's rules and policies applicable to all activities related to this program. I understand that this may include, but is not limited to, vaccination, the wearing of required Personal Protective Equipment ("PPE"), following facility entry protocols and communicating to the College and the clinical facility about my own health. I understand that the College and the clinical facility reserve the right to exclude my participation in this program if my participation or behavior is deemed detrimental to the safety or welfare of others, even if the behavior in question occurred outside of my participation in the program.

In consideration for being permitted to participate in this program, and because I have agreed to assume the risks involved as outlined herein, I hereby agree that I am responsible for any resulting personal injury, illness, disability, damage or death that may occur as a result of or arising from my participation in

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this program. By signing this form, I waive and release any claims against and agree to not hold the clinical site, Bryant & Stratton College or any of their respective affiliates, directors, officers, employees, agents, contractors or volunteers liable for any illness, injury, disability, loss, claim, damage or death as contemplated herein.

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I, _____, acknowledge that I have entered the College website and read the Nursing Program Student Handbook for **2024** and the current Bryant & Stratton College Official Catalog.

I have been provided with access to the College's Official Catalog and this Program Student Handbook and understand that I am expected to read and be familiar with the information contained within. I understand that it is my responsibility to know the contents of the Student Handbook and the Official 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 Official Catalog and to look for changes. I also understand that it is my obligation to view updates to the Student Handbook and Official Catalog upon notice of amendments.

I understand that while the College provides career services assistance, it does not and cannot promise or guarantee employment and/or a level of income of wage rate to any student or graduate.

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 Official 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.

Student's Name Printed _____

Signature _____

Date _____