



Bryant & Stratton College

Bachelor Degree

Nursing Program

Student Handbook

Spring 2020

Bryant & Stratton College
BSN Handbook
Spring 2020

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The information in this handbook is NOT A CONTRACT with students and is subject to change at any time without notice. Students will be notified via e-mail of policy changes to specific nursing policy and procedures. Questions regarding updates may be directed to the Nursing Program Director. If any information in this handbook conflicts with the State or Federal Statute, Rules, or Regulations, the State or Federal Statutes, Rules, or Regulations will control.

I. About the Nursing Program

This handbook was developed to provide faculty and students in the Bachelor of Science Nursing (BSN) 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 BSN Nursing Program

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

Approval

The Nursing Programs are approved by the **Ohio Board of Nursing** and the **Wisconsin Board of Nursing**.

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

Bryant & Stratton College will offer a personalized and customized career education and experience leading to high-demand professions so graduates adapt to 21st century career and life pursuits.

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.

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, health, environment, society, professional nursing education and professional role development, and teaching-learning practices, are interrelated and constitute the philosophy of the nursing program.

Professional Nursing: The faculty embraces the American Nurses Association (2010) 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, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and population. (p. 10)

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.

Professional nursing also encompasses the application of knowledge from both the arts and sciences in the care for diverse populations across the life-span and health-illness continuum. Professional nurses facilitate health and healing and provide safe, quality, and exceptional healthcare through critical thinking, clinical judgment, and clinical reasoning processes.

Lastly, the faculty of the Bryant & Stratton Nursing Program fully affirm AACN’s (1998) definition that the professional nurse is “an individual prepared with a minimum of a baccalaureate in nursing but is also inclusive of one who enters professional practice with a master’s degree in nursing or a nursing doctorate” (P. 2).

Person: 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.

People are holistic and worthy of compassionate, patient/client-centered nursing care that is based on respect for patient/client preferences, values, and needs. Consistent with the faculty’s definition of professional nursing, the person in patient/client-centered nursing may be an individual, family, group, community, or population, across the life span, and across healthcare environments. When providing patient/client-centered healthcare, the nurse facilitates nurse-patient/client partnerships whereby the patient/client and nurse collaborate and share responsibility for healthcare decision making, as appropriate.

The person (patient/client; consumer; resident) is the recipient of nursing care and may be an individual, family, group, aggregate, community, or population. The person may “function in independent, interdependent, or dependent roles, and may seek or receive nursing interventions related to disease prevention, health promotion, or health maintenance, as well as illness and end-of-life” (AACN, 2008, p. 38) while maintaining the locus of control.

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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.

The professional nurse focuses on the following constructs of health, across the life span, at the individual and population levels including vulnerable populations: health promotion; prevention; acute and chronic health needs; elimination of health disparities; disease management; injury prevention; risk reduction; the relationship of genetics and genomics to health and illness; health determinants including environmental assessments of health and illness parameters; and educating patient/clients and caregivers about these same constructs of health.

Students must be prepared to assume new roles in health education, wellness, prevention, and disease management as the capability of predicting future health problems becomes more of a reality with advances in science and technology.

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. "Because professional nurses are the human link between the patient/client and the complex healthcare environment, they must provide compassionate care informed by a scientific base of knowledge, including current evidence from research" (AACN, 2008, P. 29). The patient/client must continually adapt to changes in the internal and/or external environments.

The practice of nursing in a global, diverse society mandates that nursing education programs prepare the student to develop the knowledge, skills, and attitudes to practice professional nursing in a multicultural environment with the ability to collaborate with members of interdisciplinary healthcare teams from diverse backgrounds. An ongoing goal for professional nursing and the benchmark for quality healthcare is the provision of safe, quality, and culturally-sensitive nursing care for patient/clients across the lifespan, during all transitions of care and across the continuum of healthcare environments.

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 *Nursing's Social Policy Statement: The Essence of the Profession* (ANA, 2010).

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.

Professional Roles: Professional nursing education prepares the student to practice as a professional nurse in diverse roles and practice settings. Consistent with *The Essentials for Baccalaureate Education for Professional Nursing Practice* (AACN, 2008, p. 35), the faculty believes that the following roles are relevant for the baccalaureate-prepared generalist nurse:

- Provider of care (evaluate client 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)
- Member of a profession (evaluate one's practice; assume responsibility for supporting the profession)

Professionalism encompasses the values, formation of professional roles, and images of the nurse. Values have their basis in understanding the ethical, legal, and regulatory guidelines defined by the profession and society as a whole. The expectation of the nurse is to contribute to both the profession and professional development of self by using critically reviewed research to define evidence-based practice and to practice lifelong learning.

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, build 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.

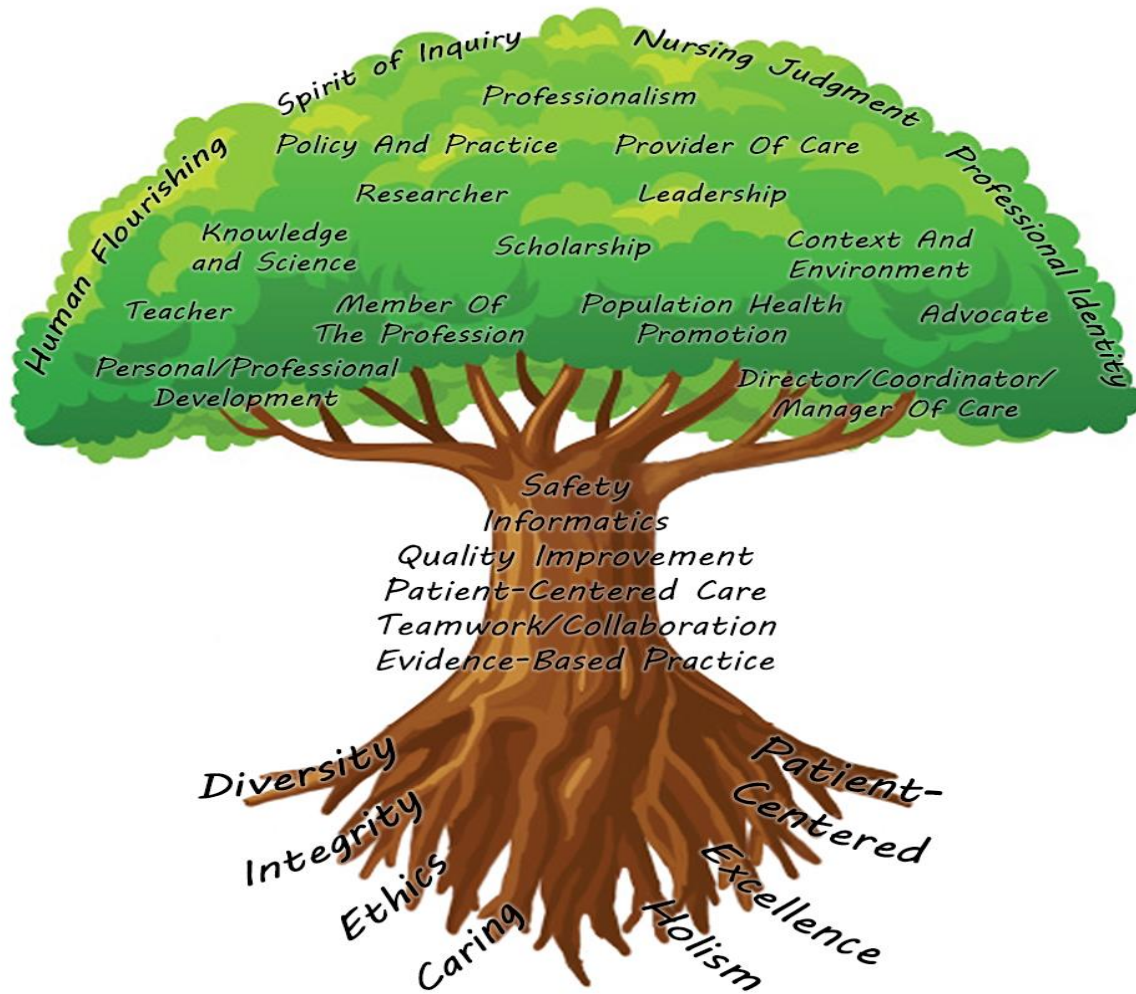
CONCEPTUAL FRAMEWORK

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 of Baccalaureate Education for Professional Nursing Practice (American Association of Colleges of Nursing, 2008).
2. Quality and Safety Education for Nurses (QSEN)
3. NLN Competencies for Baccalaureate Programs in Nursing (NLN, 2010)

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



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At the root of nursing practice lies the core values of nursing (NLN, 2010) 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 of Baccalaureate Education (AACN, 2008) and the NLN integrating concepts (NLN, 2010) 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. The Essentials of Baccalaureate Education reinforce concepts such as patient-centered care, interprofessional teams, evidence-based practice, quality improvement, patient safety, informatics, clinical reasoning/critical thinking, genetics/genomics, cultural sensitivity, professionalism, and nursing practice across the lifespan in providing quality patient care (American Association of Colleges of Nursing, 2008).

Three main roles of the baccalaureate nurse include the member of profession, provider of care, and the director/coordinator/manager of care. Expected outcomes for graduates of Bryant & Stratton BSN Program contain the following nine “Essentials:”

Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice

Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety

Essential III: Scholarship for Evidence Based Practice

Essential IV: Information Management and Application of Patient Care Technology

Essential V: Health Care Policy, Finance, and Regulatory Environments

Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health

Outcomes

Essential VII: Clinical Prevention and Population Health

Essential VIII: Professionalism and Professional Values

Essential IX: Baccalaureate Generalist Nursing Practice (American Association of Colleges of Nursing, 2008).

The BSN curriculum was designed with three contemporary, relevant, and thorough representations of strong student preparation for the profession of nursing, the provision of high quality nursing care, and the anticipation of the future evolution of nursing roles. The ultimate goal is the achievement of the competencies Human Flourishing, Spirit of Inquiry, Nursing Judgment, and Professional Identity (NLN, 2010) which are embedded within and congruent with the BSN program student learning outcomes.

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 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

BSN Program Governance

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

Original 3/12 revised 1/13, 4/13, 9/13, 1-8-13, 4/30/14, 9-2-14, 1-15, 4-30-15, 9-3-15, 1-6-16, 3-23-16, 4-5-2016, 8/12/16, 12-2-16, revised 4/13/17, revised 8/21/17, 11/13/17, 1/5/18, 4/2/18, 7/26/18, 12/13/18, 4/25/19; 8/14/19; 1/6/2020

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

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

II. BSN Program Entry and Non-Academic Requirements **Entry Requirements**

BSN Generalist Entry Requirements

In addition to the admission policies of Bryant & Stratton College, an applicant to the Bachelor Degree Nursing Programs 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. Place into college-level English and Math
- d. Achieve a minimum score at the **proficiency level** on the Test of Essential Academic Skills (TEAS). Bryant & Stratton College 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.
- e. 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.
- f. Agree to a criminal background and/or drug screening

RN-BSN Entry Requirements

Applicants for the RN-BSN option must meet the following requirements:

- g. Submit a completed **nursing program application** to the admissions office
- h. Provide satisfactory evidence of a current and valid RN license
- i. Agree to a criminal background and/or drug screening

Health Requirements for the BSN/RN-BSN Program

Documentation of the following requirements must be provided prior to the first clinical course:

- 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 follows:

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- Measles (Rubeola): two doses of a live measles vaccine given after the first birthday or evidence of measles immunity. A blood titer is required to prove immunity.
 - German measles (Rubella): Immunization for Rubella or a Rubella titer.
 - Tdap: Tetanus/diphtheria/pertussis booster within the last ten years.
 - Hepatitis B Vaccine: Documentation of three immunizations or start of immunization series or a student may sign a Release of Responsibility form or provide a titer showing immunity.
 - Varicella: Either proof of vaccination, disease (year of exposure required), or a blood titer showing immunity.
 - Influenza Vaccine: If required by clinical agency
- c. TB initial two step then one step annually thereafter (a history of one step is sufficient if already working in the health care field). Chest x-ray and physician documentation of freedom from TB are required if skin test results are positive. (The Tuberculosis Quantiferon blood test is required by some agencies in the state of Wisconsin). Results must be valid through the end of the clinical semester.
- d. Evidence of the American Heart Association BLS Provider CPR (cardiopulmonary resuscitation) and AED certification valid through the end of the clinical semester.
- e. Current health care insurance coverage. (Ohio and Virginia) Wisconsin health insurance if required by clinical agency.
- f. If it is required by a clinical facility, the student must complete a drug screening test or any additional tests required.

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.

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

A student who refuses a drug screen will be dismissed from the nursing program.

In addition, 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 facility prior to their participation in the clinical program at least once a year. If a student is not accepted to a facility because of a medical condition, the student will not be able to successfully complete the Nursing program because clinical participation is required to complete the program.

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 in Ohio or elsewhere and may preclude the nursing graduate from obtaining gainful employment as a nurse. Even after obtaining his or her license, the nursing graduate may have that license suspended or revoked for convictions of such crimes. It is therefore very important that the nursing graduate conduct him or herself professionally and ethically as a law-abiding citizen.

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/client 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.

Ohio Criminal Background Check Requirements

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

Students are also required to disclose the following matters including but not limited to: any and all criminal convictions and certain past actions taken in other states or jurisdictions. A criminal background check will be carried out before or during the first semester of the student's enrollment. Students are responsible for completing the background check, if required for the clinical setting. The College will pay for the first background check.

In addition to the initial background check, students must submit to additional background checks as they expire. Also, during some clinical courses, checks requiring fingerprinting are required for admission to clinical faculties.

Absolute Bars to Licensure: Under Ohio law (ORC Ann. § 4723.09), certain convictions, pleas, or judicial findings of guilt for certain crimes may bar an individual from sitting for the licensure examination (National Council of State Board Licensure Examination "NCLEX") in Ohio after graduation. Such convictions may preclude them from being licensed in other states as well. These include:

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- Aggravated murder (ORC Ann. § 2903.01).
- Murder (ORC Ann. § 2903.02).
- Voluntary Manslaughter (ORC Ann. § 2903.03).
- Felonious Assault (ORC Ann. § 2903.11).
- Kidnapping (ORC Ann. § 2905.01).
- Rape (ORC Ann. § 2907.02).
- Sexual Battery (ORC Ann. § 2907.03).
- Gross Sexual Imposition (ORC Ann. § 2907.05).
- Aggravated Robbery (ORC Ann. § 2911.01).
- Aggravated Burglary (ORC Ann. § 2911.11).
- Aggravated Arson (ORC Ann. § 2909.02).
- Substantially similar crime in another state.

Discretionary Bars to Licensure: Aside from the above-listed absolute bars to licensure, the Ohio Board of Nursing *may* revoke a license or refuse to grant a license for any felony, any drug-related misdemeanor, any misdemeanor involving gross immorality or moral turpitude, or any misdemeanor occurring in the course of practice. Applicants should refer to ORC. Ann. § 4723.28 for a complete list of all of the crimes and conduct which may bar licensure. This list is available upon request.

There is no statute or rule describing which crimes involve gross immorality or moral turpitude. Rather, the Board reviews each case individually based on the underlying acts and circumstances involved, as well as by referring to existing case law. **The Board will not issue a decision (or provide a written or verbal opinion) regarding the effect of a person’s criminal history on his or her licensure application before the Board receives an application and all relevant information is reviewed. This means that the Board cannot inform a nursing student with a criminal history before he or she graduates whether he or she will receive a nursing license or have discipline imposed on a license granted to him or her.**

Before making a determination on a licensing application, the Board reviews information including but not limited to court records, police reports, witness statements and any written explanation provided by the applicant. The Board may consider whether the applicant has made restitution and/or has been rehabilitated. However, the Board’s primary mission is protection of the public, so the Board must determine an applicant’s risk to the public as a licensed nurse.

For information concerning the Ohio Board of Nursing licensure requirements, see Web site www.state.oh.us/nur .

Bar to Employment in Certain Settings

Even if an individual with a conviction is able to become licensed by the Board of Nursing, there are certain offenses which will disqualify him or her from working in certain settings, such as elder or pediatric care. Ohio law bars Individuals with these “disqualifying offenses” from working in a home health agency providing direct care to an older adult or serving in a position that involves the care, custody, or control of a child. These offenses include those listed above, which are absolute bars to licensure and several more including numerous other crimes, debarment or suspension from federal

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contracts, being included in the Ohio Department of Developmental Disabilities' Registry of Registry of employees guilty of abuse, neglect or misappropriation, and inclusion in Laura's Law inmate database. These offenses are listed in ORC Ann. § 3701.881 and OAC Ann. § 3701-60-06 and is available upon request.

Any nursing student with any sort of conviction or other record of an offense should review these provisions to determine whether he or she may be barred from employment in facilities or with employers that serve older adults children.

WISCONSIN

Wisconsin Criminal Background Check Requirements

Caregiver Background checks are required for all persons working or training in facilities that provide care for others or have access to people who receive care. *See* Wis. Stat. § 50.065. Nursing students fall into this category. Additionally, students must meet the requirements of the individual clinical facilities with which we work in order to progress with the Nursing Program.

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

A complete background check as proscribed under Wisconsin law includes:

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

Based on the information obtained, additional research may include an out-of-state criminal history search, tribal courts criminal history search, a check of relevant military records, and a check of county or other local records. If a criminal background is verified, this could prevent a student from completing clinical and course requirements and affect their eligibility to take the NCLEX-RN exam for licensure. We are obligated to release all background information concerning any student to any clinical facility where class is taken and our facilities as well as the State Board of Nursing have the right to reject any students who fail to meet their standards.

In addition to the initial background check, students must submit to additional background checks before each term in which they are enrolled in a course that has clinical hours. Also, during some clinical courses, checks requiring fingerprinting are required for admission to clinical facilities.

Bars to Licensure: In Wisconsin *any* criminal arrest or conviction could bar an individual from sitting for the licensure examination (NCLEX) after graduation. Such arrests and convictions are subject to Wisconsin Board of Nursing review on a case-by-case basis and Bryant & Stratton College cannot warranty that the Board will permit an individual with such convictions to sit for the examination.

Absolute Bars to Clinical Participation and Employment in the Nursing Field

Clinical participation is necessary for students to successfully complete the Nursing Program. Unless an individual has been found to have been rehabilitated under procedures of the Wisconsin Department of Health Services or a designated tribal authority, a clinical site will refuse admission of a student and a provider will refuse to employ as a caregiver an individual if the background check reveals that the individual has been convicted of a “serious crime” as defined in Wis. Stat. § 50.065 or has been found to have carried out certain offenses including the abuse and neglect of a child or client (**a list of these crimes and offenses is attached to the disclosures provided to students during the enrollment process and is also available upon request.**)

Discretionary Bar to Clinical Participation, Employment in the Nursing Field, and Licensure

A clinical site *may* refuse admission of a student and a provider *may* refuse to employ an individual as a caregiver if the background check reveals a criminal conviction that is not a “serious crime” but is substantially related to the care of its clients.

Also, an applicant to either a clinical site or for employment will be required to submit additional information and **may** be refused admission by a clinical site or employment as a caregiver if he or she:

- Within the last 5 years was convicted of an offense listed in Wis. Stat. § 50.065(2)(bb) (a list of these crimes is attached to the disclosures provided to students during the enrollment process and is also available upon request);
- Served in the armed services and was discharged other than honorably.

Any student with any sort of conviction or other record of an offense should review the list of crimes and offenses to determine whether he or she may be barred from clinical participation or employment in the nursing field.

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

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

The purpose of these requirements is to:

1. Comply with State law.
2. Comply with clinical affiliates who require a student background check as a condition of their contract.

3. Provide early identification of students who may have difficulty meeting eligibility for NCLEX licensure requirements.
4. Promote and protect patient/client safety.

VIRGINIA

Virginia Criminal Background Check Requirements

Students are required to submit a background check to admissions that includes the following: Level I background check, 7-Year Criminal History, Nationwide Sexual Offender Search, Social Security Verification, Residence History, OIG List of Excluded Individuals/Entities, GSA List of Parties

Excluded from Federal Programs, U. S. Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN), an Applicable State Exclusion plus employment verifications for those 21 years of age and over for 7 years.

Students are required to disclose any and all criminal convictions, certain past actions taken in other states or jurisdictions, and any mental or physical illnesses or chemical dependencies. A criminal background check is required for admission to the nursing program. Students are responsible for completing the background check, if required for the clinical setting. The College will pay for the first background check.

In addition to the initial background check, students may be required to submit to additional background checks. Also, during some clinical courses, checks requiring fingerprinting may be required for admission to clinical facilities.

According to the Virginia Department of Health and the Virginia Department of Health Professions, each applicant is considered on an individual basis and there are *no* criminal convictions or impairments that are an absolute bar to nursing licensure or nurse aid certification. However, under Virginia law (Va. Code Ann. § 54.1-3007), certain conduct *may* bar an individual from sitting for the licensure examination (NCLEX) after graduation.

Discretionary Bars to Licensure, Certification, and Registration: Crimes of Moral Turpitude and Crimes Which Suggest Impairment:

Conviction for *any* felony or for *any* misdemeanor involving moral turpitude may bar the ability to sit for examinations and may bar licensure, certification, or registration. Va. Code Ann. § 54.1-3007. Crimes involving moral turpitude include those involving lying, cheating, and stealing.

Also, misdemeanor convictions which suggest a possible impairment issue, such as driving under the influence (DUI) and illegal drug possession, may be a basis for denial during the licensure or certification appeal process. A list of all activity that may bar licensure, certification or registration will be provided upon request.

Bar to Employment in Certain Settings: Even if a student with a conviction is able to become licensed or certified by the Board of Nursing, there are certain crimes which will disqualify him or her from working in certain settings. Students with a conviction for certain “barrier crimes” are prohibited

from employment in nursing facilities, home care organizations, hospice programs, or assisted living facilities. A list of these barrier crimes is available upon request.

Any student with any sort of conviction or other record of an offense should review this list to determine whether he or she may be barred from employment in these facilities.

Drug Use, Illnesses, and Other Conduct

Other conduct that could result in the denial of the ability to sit for the examination, or cause the denial of licensure, nurse aid certification, or registration includes:

1. Fraud and deceit in procuring or attempting to procure nursing license, certificate, or registration;
2. Unprofessional conduct;
3. Willful or repeated violation of state law governing nursing licensure;
4. Use of alcohol or drugs to the extent that such use renders a person unsafe to practice;
5. Any mental or physical illness that renders a person unsafe to practice.

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.

Inaccurate Representations of Students

Any student who inaccurately completes his or her disclosure form is subject to dismissal from Bryant & Stratton College regardless of the offense committed. Students are subject to sanctions if they knowingly give false information on or knowingly omit information from the background information disclosure form. Students are also subject to sanctions if after submitting a background information disclosure form, subsequently fail to report:

- Any information about a conviction for a crime or other act or offense requested on the background information disclosure form;
- Carrying out other conduct that could result in the denial of the ability to sit for the licensure examination, or bar the applicant from being employed in certain settings as set forth above.

Uniform Requirements

The Nursing Program has an official uniform. Uniforms as defined by clinical agencies are expected to be kept clean and in good repair. 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

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the skills lab and/or clinical facilities; therefore, uniforms are to be worn to all clinical sites. The required uniform consists of:

- a. Scrub top with the embroidered Bryant & Stratton College logo or official Bryant & Stratton College patch with scrub pants. It is recommended that all students purchase at least two uniforms. Students have the option to purchase the matching uniform jacket.
- b. White leather shoes with closed heels and toes and having rubberized soles (no crocs, canvas, or mesh shoes).
- c. Matching white or blue socks
- d. Name badges which will be worn in all clinical settings.
- e. Lab coat which will be worn on clinical units to do preparation prior to clinical experiences. Lab coats may also be worn over the student uniform
- f. Alternative uniforms (as defined by the clinical agency) generally require the following:
 - a. Business casual dress clothing
 - b. Closed toed shoes
 - c. No visible cleavage
 - d. Name badge worn at all times in clinical setting
 - e. Lab coat may be required

Equipment Requirements

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

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

Professional Appearance

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

- a. Jewelry:** Wedding or engagement ring/band and a maximum of two stud earrings per ear lobe (if allowed at clinical agency). No dangling earrings, hoops, necklaces, as well as no facial or tongue piercings are allowed to be worn.
- b. Hair:** Hair is to be of a natural color, clean, neat, pulled back and secured so that hair does not come in contact with the patient or the sterile field; men must be shaven or have neatly trimmed beards and/or mustaches.
- c. Nails:** Nails are to be kept short, clean, and in good repair without polish. No artificial nails or nail enhancements are permitted (This includes artificial nail tips, appliqués, acrylic gels, and any additional items applied to nail surface).

- d. **Body Art:** Any tattoos or other form of body art should be covered by the uniform. Tattoos not covered by the uniform must be concealed with skin colored coverage.

Transportation to Clinical Sites

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

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

III. Academic Policies and Procedures

Transfer Credit and Proficiency Credit

General Transfer Credit Policy

Bryant & Stratton College accepts credits from other accredited colleges, universities, post-secondary institutions, and 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. [See additional information in **Nursing Program** below.]
- d. The length of time elapsed since the transfer course credit has not rendered the course obsolete as to the utility of the knowledge in the field of study or the application of technology. [See additional information in **Nursing Program** below.]

General 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.

Nursing Program Transfer and Credit by Examination Policy:

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

- The courses must have five year currency (4 year bachelor program only) RN-BSN students do not need a five year currency.
- The grade for the course is a **“C” or better**

RN-BSN Completion Option Students

Upon admission, RN-BSN option students' transcripts are evaluated for maximum transfer credit and are advised on an individual basis. Students must satisfy all requirements of the BSN Generalist degree plan in order to receive the Bachelor of Science in Nursing Degree. Students may transfer up to 32 lower division nursing credits. Liberal arts and Biology courses may transfer into the BSN program as long as the courses meet the transfer credit policy requirements for Bryant & Stratton College.

Students may be awarded up to 91 credits (75% of the degree plan).

In Virginia, students may be awarded up to 85 credits (70% of the degree plan) as per the State Council of Higher Education in Virginia.

The process by which policies are changed and communicated to students

Students will be notified of new policies or changes to present specific nursing policy and procedures via e-mail by the Nursing Program Director. These will also be included in the *Student Handbook* during annual revision of the catalog and handbooks.

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% 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 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 Director and Nursing Administrative team 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.

(ATI is not utilized in the RN to BSN program)

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. Students have **two** attempts to take and pass the comprehensive predictor test.

Academic Progression through the Nursing Program

Acceptable Achievement in Nursing Courses

Students must achieve a grade of C or better in the theory portion of the class and pass the clinical 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 of the course will fail the course.**
- c. A minimum grade point average (GPA) of 2.0 must be maintained to progress through the nursing courses.

Repeat of a Nursing Course

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

Grade Appeal

The instructor for the course is responsible for assigning grades. If there is disparity between the opinions of the instructor and the student regarding an assigned grade, the student 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 with no eligibility to re-enter the Nursing Program:

- a. **Student earns a total of two non-passing grades (F) or withdrawal (W) in any NURS 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. **Students 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 unethical or unsafe conduct while providing patient care.**

Students who earn the two non-passing grades as described in either paragraph 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.

Transfer from ADN/BSN Generalist Nursing Program into PN Program

A student released from the ADN/BSN Generalist nursing program due to course failures can apply to and enter the PN program in good academic standing. Transfer from ADN/BSN Generalist to the PN program is not permitted if the dismissal was due to receiving two non-passing grades (F) or withdrawal (W) in the same course for NURS 125, BIOL 110, or BIOL 210.

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 Director prior to the start of the semester. The application letter must include:

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

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

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

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

Attendance Policy:

Attendance in all lecture/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 due to extenuating circumstances, the student must contact the program director or designee. Excusing an absence or tardiness will be at the discretion of the program director or designee and evaluated on a case by case basis.

Didactic/Lab/Clinical Attendance

Attendance at exams is mandatory and will only be excused for an ACUTE ILLNESS (i.e. strep throat, appendicitis, ruptured cyst, etc.). If you miss class due to an ACUTE ILLNESS you will be required to produce a doctor's excuse stating the reason for the visit. If you have an excused absence due to bereavement you will be required to produce a death notice.

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If you will be absent from a scheduled exam you must call/e-mail the faculty member prior to the exam start time (EVEN DURING ACUTE ILLNESS). If you are unable to call for yourself, you should have a designated individual make the call. **Failure to call/ 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 test.**

Tardy for an exam: if a student is tardy for an exam the remaining allotted time will be permitted for the student to complete the exam (i.e. 20 minute exam and the student enters 10 minutes late then the student will have the remaining time to complete the exam = 10 minutes).

Make-up exams: 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: Late work (assignments, homework, etc.) 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/unsatisfactory.**

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. If the assignment, homework, etc. is to be emailed (with prior permission from the instructor) the email must be received prior to the beginning of the scheduled class time on the date due, as indicated on the tracking calendar. For any assignments requiring a presentation, the presentation section will not be able to be made up and the student will receive a zero percent (0%) for the presentation portion of the grade.

Clinical Attendance

It is a professional expectation that students' attendance at scheduled assigned clinical experiences are essential to meeting course and student learning outcomes. Students and faculty are expected to arrive 15 minutes prior to the start of the clinical shift (e.g. clinical start time is scheduled for 0630, the student arrives at 0615).

Excused Absence

An **excused absence** is defined as and occurs when a student misses clinical due to acute illness (i.e. hospitalization of self, child or immediate family member) or bereavement that can be followed with proper written documentation within 72 hours as proof of necessity. If extenuating circumstances prevent the student from providing documentation within 72 hours the student must discuss the situation directly with the program director.

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 below. 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 Coordinator/Program Director/Clinical Support Personnel. 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 Clinical Support Personnel is able, the student will fail. All clinical absences will be noted on the clinical evaluation form.

Tardiness

Clinical tardiness is defined as arriving no later than 7 minutes after the designated start time for any scheduled clinical experience per course.

A student arriving within the 7 minutes of the scheduled clinical start time will be allowed to participate in clinical for the first occurrence (e.g. clinical start time is 0630, the student has to arrive no later than 0637). The student will be given a 5 page minimum, APA formatted paper assigned by the Clinical Support Personnel's topic of choice that will be due within 72 hours sent electronically to the Program Director and Clinical Support Personnel. If the student does not turn in the written assignment or within the 72 hours, it will count as an automatic failure of the course/clinical. *The clinical tardy occurrence will be documented on the student's clinical performance evaluation.*

A student arriving 7 minutes after the designated start time (e.g. the student arrives at 0638 when the clinical start time was 0630) or is tardy on a second scheduled clinical start time for any clinical experience, 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.**

No Call No Show

A student not calling off 60 minutes prior to the clinical start time will be a "No Call, No Show" and will be counted as an unexcused absence. Any unexcused absence will result in automatic failure of the clinical and the nursing course.

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 Ohio. Wisconsin has the option of scheduling a makeup 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.

Professional Behavior

Regardless of attendance, a student may fail a clinical at any time during the semester for either a pattern of unsafe nursing behavior or a particularly serious incident of unsafe nursing behavior. At the Clinical Support Personnel's discretion, a student may be sent for remediation based upon the student's performance to facilitate strengthening of skills needed for the remainder of the course. In the event a Clinical Support Personnel must send a student off the unit, including but not limited to inappropriate dress, inappropriate behavior, lack of prep for the clinical experience, tardiness, use of any tobacco product while in uniform for any clinical experience, or for compliance issues, the absence will be counted as an unexcused clinical

absence and will result in automatic failure of the clinical and nursing course. Any unprofessional behavior will be documented on clinical evaluation tool.

Electronic Devices

Electronic devices, including but not limited to, cell phones, iPads, Tablets, Laptops, Apple Watches, Fitbits are NOT permitted at the clinical site. Noncompliant 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. Any unprofessional behavior will be documented on the clinical evaluation tool.

Lab Attendance

It is a professional expectation that students' attendance at scheduled assigned lab experiences are essential to meeting course and student learning outcomes. Attendance in lab is mandatory and will only be excused for an ACUTE ILLNESS (i.e. strep throat, appendicitis, ruptured cyst, etc.) or BEREAVEMENT. If you miss lab due to an ACUTE ILLNESS you will be required to produce a doctor's excuse stating the reason for the visit. If you have an excused absence due to bereavement you will be required to produce a death notice. Any missed lab time 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.

Any assignments for lab are due at the beginning of the scheduled lab time per the tracking calendar. If student is tardy, a zero will be awarded for that assignment.

Proper clinical attire is expected in lab and during open lab hours. If a student does not meet the requirements, he/she will be removed from lab and may return in proper attire. Any time that was missed will need to be made up during open lab hours within one week.

All lab practicums/quizzes/exams follow the didactic/lab attendance policy as stated previously in the supplement syllabus.

Completion of the Nursing Programs

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.

Supervision of a Student in Clinical

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

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

Safe Nursing Practice Definition

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

Unsafe Practice Procedures

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

Professional Student Conduct

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

- a. A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the client, and the client's response to that care.
- b. A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
- c. A student shall not falsify any client record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management

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documents or reports or time records, reports, and other documents related to billing for nursing services.

- d. A student shall implement measures to promote a safe environment for each client.
- e. A student shall delineate, establish, and maintain professional boundaries with each client.
- f. At all times when a student is providing direct nursing care to a client the student shall:
 - i. Provide privacy during examination or treatment and in the care of personal or bodily needs; and
 - ii. Treat each client with courtesy, respect, and with full recognition of dignity and individuality.
- g. A student shall practice within the appropriate scope of practice as set forth in the Board of Nursing standards.
- h. A student shall use universal blood and body fluid precautions
- i. A student shall not:
 - i. Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a client;
 - ii. Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
- j. A student shall not misappropriate a client's property or:
 - i. Engage in behavior to seek or obtain personal gain at the client's expense;
 - ii. Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client's expense;
 - iii. Engage in behavior that constitutes inappropriate involvement in the client's personal relationships; or
 - iv. Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client's personal relationships.
 - v. Accept any gifts from patients or clients.

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

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

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

- l. A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient of the student in any of the following:
 - i. Sexual contact
 - ii. Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
- m. A student shall not self-administer or otherwise take into the body any dangerous drug, in any way not in accordance with a legal, valid prescription issued for the student.

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- n. A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
- o. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice.
- p. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability. As required by Federal and State law, appropriate and reasonable accommodations will be made to students with qualifying disabilities if requested according to Bryant & Stratton College procedures set forth in the *Official Catalog*;
- q. A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance;
- r. A student shall not obtain or attempt to obtain money or anything of value from a patient;
- s. A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
- t. A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the Board, or administration of medications as a medication aide without a certificate issued by the Board.
- u. A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion;
- v. A student shall not assist suicide

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

Substance Abuse

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

- a. 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 Director or designee.
- b. The campus director or academic manager may warn, suspend, or dismissed from school any student for violation of the Code of Conduct as detailed in the *Official Catalog*. Such students will be ineligible to receive any refund of tuition.
- c. The action taken against any student will be based upon the severity of the infraction.
- d. Each case will be handled and determined on an individual basis and will be completely documented and filed in the student's academic file.
- e. All accused students will be afforded the right of challenge the action under the procedures set forth in the *Official Catalog*. However, clinical facilities may, without a hearing, bar the participation of a student who has tested positive in a drug screen or manifested impairment at a clinical facility.

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

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

- a. Alcohol on the breath or 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. Dilation or constricted pupils
- m. Anger, hostility, irritability, mood swings, agitation
- n. Presence of drug paraphernalia
- o. Drowsiness and sleepiness

Student Conduct

Students should conduct themselves in a manner consistent with the College's educational mission. College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates either criminal law and/or the Student Code of Conduct. Students should refer to the *Official Catalog* for a detail description of the Student Code of Conduct and disciplinary hearings. Students should be respectful and professional at all times in any communication including social media.

Professional Licensure Application Procedure

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

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

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

Statement of Confidentiality

All information that a student learns about a patient/client while providing care is private and confidential. This information is not to be shared with anyone except an instructor and those members of the health team directly involved with the care of the patient/client. The right of privacy is paramount; therefore, confidential information about the patient acquired from any source is to be safeguarded.

- The student 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

Original 3/12 revised 1/13, 4/13, 9/13, 1-8-13, 4/30/14, 9-2-14, 1-15, 4-30-15, 9-3-15, 1-6-16, 3-23-16, 4-5-2016, 8/12/16, 12-2-16, revised 4/13/17, revised 8/21/17, 11/13/17, 1/5/18, 4/2/18, 7/26/18, 12/13/18, 4/25/19; 8/14/19; 1/6/2020

clinical responsibilities through social media, texting, emailing or any other form of communication.

- 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.
- The 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.

With the nurse-patient relationship based on trust, the client's welfare and reputation can be jeopardized by inappropriate disclosure and the nurse-client relationship destroyed. Students are expected without exception to observe the patient/client's right to privacy. Serious consequences such as release from the Nursing Program may result if the student fails to maintain this privacy. Students are reminded that confidentiality has legal and ethical implications and that an inappropriate break of confidentiality may expose the student to liability.

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 his/her 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 will report incident to program director 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 program director prior to the student's return to the clinical setting.

3. Letters from health care providers regarding student illness, surgery, injury or pregnancy must include specific limitations or restrictions as well as a statement defining classroom and clinical activities allowed. Students are **not** permitted to attend clinical with restrictions. Any restrictions or limitations must be followed up by a written release from the physician before returning to full activity.

4. 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.

PLEASE NOTE: The faculty of the nursing education department may require an additional written medical clearance to ensure student and patient safety.

Accidental Exposure

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

Student Health and Counseling Services

Bryant & Stratton College does not provide Student Health Services or Counseling Services. Students who need these services may meet with student services personnel to review available community resources. In Virginia, students can access community resources by dialing 211.

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

Fees and Expenses

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

Student Acknowledgement of Handbook

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

Student Acknowledgement of Handbook

I, _____, acknowledge that I have entered the College website and read the Nursing Program Student Handbook for **Spring 2020** and the current Bryant & Stratton College Catalog.

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

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

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

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

Student's Name Printed _____

Signature _____

Date _____