



Bryant & Stratton College
Practical Nursing Program
Student Handbook
2024

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 Practical Nursing Program Handbook
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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 approved by the **Ohio Board of Nursing, Wisconsin Board of Nursing and the Virginia Board of Nursing (Hampton Campus has initial approval).**

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.

Nursing Program Mission Statement

The mission of the Practical Nursing program of Bryant & Stratton College is to prepare safe and effective entry level practical nurses through relevant, high quality and contemporary nursing education.

Nursing Program Goals

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

Nursing Program Philosophy

The Bryant & Stratton College nursing program subscribes to and functions within the mission of BSC to deliver outcomes-based nursing education through a flexible contemporary curriculum in a personalized environment with emphases on authentic and experiential education. In addition, the curriculum incorporates our values that advocate patient-centered care, teamwork and collaboration, evidence based practice, quality improvement, safety, and informatics.

The four concepts of the nursing meta-paradigm that include, person, health, environment, and nursing provide the foundation of the total nursing program.

Person is defined as the individual who may be well or ill, and includes family and community. We believe that the person is a biopsychosocial, cultural, and spiritual being who grows, develops, and adapts throughout the lifespan. We also believe that all people, as members of the global society are endowed with intellectual capabilities which direct them toward uniqueness, autonomy, and self- fulfillment. The faculty recognize the importance of respecting the dignity of the person as well as providing an atmosphere that is supportive, caring, and responsive.

Health is a dynamic human experience that is a combination of wellness-illness and is defined by the perception of the person across the lifespan. Each person perceives health in a unique manner according to developmental stage, cultural context, spirituality, preferences, and health literacy. The faculty endeavor to provide students with the opportunity to assume new nursing roles in health education, wellness, prevention, and provision of care to patients who have healthcare needs.

Environment is a system that provides the framework for interactions to address a person's needs and goals. It is inclusive of physical surroundings as well as local, regional, national, global, social, political, emotional, psychological, and economic conditions that are associated with a person's health. Environment also includes intellectual, cultural, and spiritual aspects affecting the whole person. The faculty affirms that the unique responses by the individual or family to constant interaction with the environment results in varying degrees of health.

Consistent with faculty beliefs, nursing is an essential healthcare professional discipline that focuses on the art and science of holistic healthcare guided by the values of caring, diversity, excellence, integrity, ethics, holism, and patient-centeredness. Nurses use clinical judgment, and information literacy skills to provide safe quality care based on best current evidence to promote the health of patients, families, and communities to achieve an optimal level of patient wellness in diverse settings.

Organizing Framework

Nursing practice embraces human flourishing, professional identity, spirit of inquiry, and nursing judgment in order to achieve quality outcomes. The National League for Nursing (NLN) provides competencies for the LPN Graduate (NLN, 2010).

- **Human Flourishing:** Promote the human dignity, integrity, self-determination, and personal growth of patients, oneself, members of the health care team.
- **Nursing Judgment:** Provide a rationale for judgments used in the provision of safe, quality care and for decisions that promote the health of patients within a family context.
- **Professional Identity:** Assess how one's personal strengths and values affect one's identity as a nurse and one's contributions as a member of the health care team.

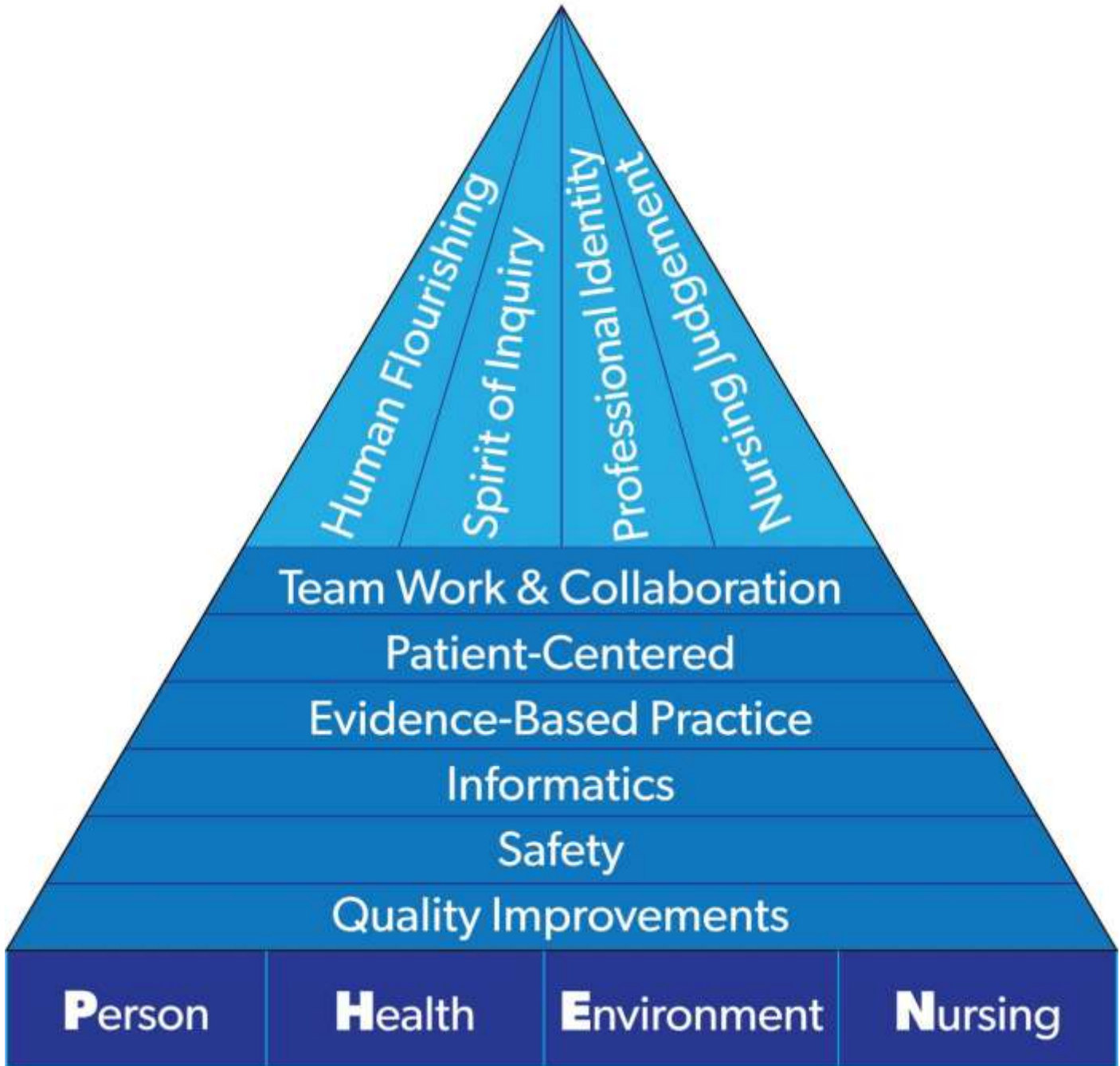
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- Spirit of Inquiry: Question the basis for nursing actions, considering research, evidence, tradition, and patient preferences.

Core components of quality care as established and defined by QSEN are as follows: Quality Improvement, Safety, Informatics, Evidence Based Practice, Patient Centered Care, and Teamwork Collaboration. **Quality improvement:** Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems. **Safety:** Minimizes risk of harm to patients and providers through both system effectiveness and individual performance. **Informatics:** Use information and technology to communicate, manage knowledge, mitigate error, and support decision making. **Evidence Based Practice:** Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care. **Patient Centered Care:** Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient’s preferences, values, and needs. **Teamwork and Collaboration:** Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care. These components, along with the nursing metaparadigm, are reflected in the Bryant & Stratton College Practical Nursing Program organizing framework. The organizing framework provides direction for the selection and ordering of learning experiences to achieve student learning outcomes.

Program Outcomes

Student Learning Outcomes



Nursing Program Student Learning Outcomes

Graduates from the Practical Nursing Program will be able to:

1. Provide safe, relationship-centered nursing care contributing to the nursing process, which has a foundation of critical thinking and evidence-based practices
2. Function as a member of the interdisciplinary health care team using legal and ethical principles
3. Utilize effective communication methods which manage information, prevent errors, and support decision-making necessary for the provision of quality patient care and continuous quality improvement
4. Utilize leadership skills in various settings as a collaborator of care
5. Implement professional and personal behaviors that exhibit spirit of inquiry, self-determination, dignity, uniqueness of others, caring and respect resulting in effective relationship-centered care
6. 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. *
7. Transfer knowledge, skills and behaviors acquired through formal and informal learning and life experiences to new situations. *
8. Employ strategies for reflection on learning and practice in order to adjust learning processes for continual improvement. *
9. Follow established methods of inquiry and mathematical reasoning to form conclusions and make decisions. *
10. Participate in social, academic, and professional communities for individual growth and to function as a citizen of a multicultural world. *

* Institutional Outcomes

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.

Nursing Program Entry and Program Requirements

Practical Nursing Program

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

- a. Provide an official U.S. high school transcript indicating successful completion, or official documentation of a U.S. GED or provide documentation establishing successful completion of secondary school through homeschooling, as defined by the law of the State

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in which the homeschooling was provided.

- b. Complete standardized assessments.
- c. Attain college level placement scores on both the English and Mathematics placement evaluations.
- d. Provide documentation of a recent physical exam and other required laboratory test results, including a drug screen, as described in the admissions interview and in the Nursing Handbook.
- e. Submit to a criminal background check and drug screening as required by state and federal law and clinical facility and Bryant & Stratton College requirements.
- f. Pre-college level students who graduate from the College and return for a nursing degree will be considered for entry into the Nursing Program as long as they meet the criteria above.

Health Requirements for the Nursing Program

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

- a. Health history and examination by a physician, nurse practitioner, or physician assistant, completed within one year from the start date of the first clinical course. (VA campus requires an annual health history and physical examination). 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 (Ohio, blood titers must be within the last 10 years) as required by clinical agency:
 - 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
 - Mumps: Immunization for Mumps or a Mumps titer.
 - German measles (Rubella): Immunization for Rubella or a Rubella titer.
 - Tdap: Tetanus/diphtheria/pertussis booster within the last ten years.
 - Hepatitis B Vaccine:
 - i. documentation of three immunizations
 - ii. documentation of two immunizations of Heplisav-B
 - iii. start of immunization series
 - iv. student may sign a Release of Responsibility form
 - v. provide a titer showing immunity
 - Varicella: Either proof of two vaccinations, or a blood titer showing immunity. Documentation of disease (year of exposure to disease) is acceptable in Ohio.
 - COVID-19 Vaccine
 - Influenza Vaccine-Seasonal
- c. Initial Quantiferon/t-spot/TB two step is required. 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.
- d. Evidence of the American Heart Association BLS Provider CPR (cardiopulmonary resuscitation) and AED certification.

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- 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 and pass 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. Submit to any random drug screen as required. Any student who tests positive on a drug screen may be dismissed from the Nursing Program and/or clinical classes. A student who refuses a drug screen will be dismissed from the nursing program.
- c. Continued certification in CPR and AED throughout nursing program (American Heart Association).
- d. Annual health history and physical examination (VA campus).

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

Ohio

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. After the initial background check, students are required to notify the Nursing Program Administrator of all subsequent criminal offenses.

In addition to the initial background check, students must submit to additional background checks as they expire. Students are responsible for subsequent fees for background checks. 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:

- 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).

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- 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 <https://nursing.ohio.gov/>

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 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

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

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work in order to progress through 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.

A complete background check as prescribed 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-PN 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.

After the initial background check, students are required to notify the Nursing Program Administrator of all subsequent criminal offenses. Also, during some clinical courses, checks requiring fingerprinting are required for admission to clinical faculties.

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 patient (**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 patients.

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 the 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.

Virginia

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. After the initial background check, students are required to notify the Nursing Program Administrator of all subsequent criminal offenses.

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 faculties.

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.

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
- 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, appliqués, 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. Does not pertain to a program on initial approval in the Commonwealth of Virginia.

Transfer from Associate Degree Nursing Program into Practical Nursing Program

A student released from the Practical Nursing Program is not eligible to enter the Associate Degree Nursing program or the BSN Generalist program.

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
- The grade for the course is a C or better

Process by which Nursing Policies and Procedures are Communicated to Students

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. All students are required to complete the secured standardized assessment tests in the following content areas: Fundamentals, Pharmacology, Medical/Surgical Nursing, Maternal Newborn, Pediatrics, Mental Health, and Management.

ATI Comprehensive Predictor Test

Readiness to sit for the NCLEX-PN will be assessed in LPVN 115, Leadership and Transition. Students will take the PN Comprehensive Predictor Test. Students must score at the Predicted Probability of Passing the NCLEX-PN in order to get credit for the test. Because this is a normed test, the percentage of correct answers required 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 student who fails the clinical or lab portion and passes the theory portion will fail the course.**
- A student who passes the clinical or lab portion and achieves less than 70% in the theory portion will fail the course.**
- A minimum grade point average (GPA) of 2.0 must be maintained to progress through the nursing courses.

Repeat of a Nursing Course

- 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.
- 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 LPVN or 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.

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 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.

Nursing students who are out for three or more terms will be required to pass all previously taken LPVN 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 an 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 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, Quizzes, Presentations

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

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- at the patient's expense.
 - Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships.
 - 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.
 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 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 41 credits for the Practical Nursing Diploma 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. 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-PN 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 (except in LPVN 100). 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-PN) 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 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*.

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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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Curriculum Plans

Practical Nursing Program Curriculum Plan Full-Time Option

SEMESTER 1	Course Number	Course Name	Theory Clock Hours	Laboratory Clock Hours	Clinical Clock hours	Total Course Hours
Credit Hours						
3	MATH 201	Quantitative Reasoning	45	0	0	45
3	ENGL 101	Research and Writing I	45	0	0	45
3	BIOL 110	Anatomy & Physiology I	30	45	0	75
6	LPVN 100	Fundamentals of Nursing Practice	30	90	90	210
SEMESTER 2	Course Number	Course Name	Theory Clock Hours	Laboratory Clock Hours	Clinical Clock hours	Total Course Hours
Credit Hours						
3	BIOL 210	Anatomy and Physiology II	30	45	0	75
4	LPVN 101	PN-Medical/Surgical Nursing I	30	0	90 (Virginia Beach Campus Only Medical Surgical 45 clinical hours Mental Health 45 clinical hours)	120
3	NURS 125	Lifespan Development and Nursing Practice	45	0	0	45
2	LPVN 105	Pharmacology for LPNs	15	45	0	60
1	LPVN 110	Intravenous Therapy	7.5	22.5	0	30
SEMESTER 3	Course Number	Course Name	Theory Clock Hours	Lab Clock Hours	Clinical Clock hours	Total Course Hours
Credit Hours						
3	PSYC 101	Introduction to Psychology	45	0	0	45
2	LPVN 115	Practical Nursing Leadership and Transition	15	0	45	60
3	LPVN 120	Maternal/Child Nursing	30	0	45 Peds 22.5 Maternity 22.5	75

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5	LPVN 130	PN- Medical/Surgical Nursing II	30	0	135	165
		Totals	397.5	247.5	405	1020

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Practical Nursing Program Curriculum Plan Part-Time Option

SEMESTER 1 Credit Hours	Course Number	Course Name	Theory Clock Hours	Laboratory Clock Hours	Clinical Clock hours	Total Course Hours
3	BIOL 110	Anatomy & Physiology I	30	45	0	75
3	MATH 201	Quantitative Reasoning	45	0	0	45
3	ENGL 101	Research and Writing I	45	0	0	45
SEMESTER 2 Credit Hours	Course Number	Course Name	Theory Clock Hours	Laboratory Clock Hours	Clinical Clock hours	Total Course Hours
3	NURS 125	Lifespan Development and Nursing Practice	45	0	0	45
3	BIOL 210	Anatomy and Physiology II	30	45	0	75
SEMESTER 3 Credit Hours	Course Number	Course Name	Theory Clock Hours	Laboratory Clock Hours	Clinical Clock hours	Total Course Hours
6	LPVN 100	Fundamentals of Nursing Practice	30	90	90	210
3	PSYC 101	Introduction to Psychology	45	0	0	45
SEMESTER 4 Credit Hours	Course Number	Course Name	Theory Clock Hours	Laboratory Clock Hours	Clinical Clock hours	Total Course Hours
4	LPVN 101	PN- Medical/Surgical Nursing I	30	0	90 (Virginia Beach Campus Only Medical Surgical 45 clinical hours Mental Health 45 clinical hours)	120
2	LPVN 105	Pharmacology for LPNs	15	45	0	60
1	LPVN 110	Intravenous Therapy	7.5	22.5	0	30
SEMESTER 5 Credit Hours	Course Number	Course Name	Theory Clock Hours	Lab Clock Hours	Clinical Clock hours	Total Course Hours
2	LPVN	Practical	15	0	45	60

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	115	Nursing Leadership and Transition				
3	LPVN 120	Maternal/Child Nursing	30	0	45 Peds 22.5 Maternity 22.5	75
5	LPVN 130	PN-Medical/Surgical Nursing II	30	0	135	165
		Totals	397.5	247.5	405	1020

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 _____