



## BSN Student Handbook

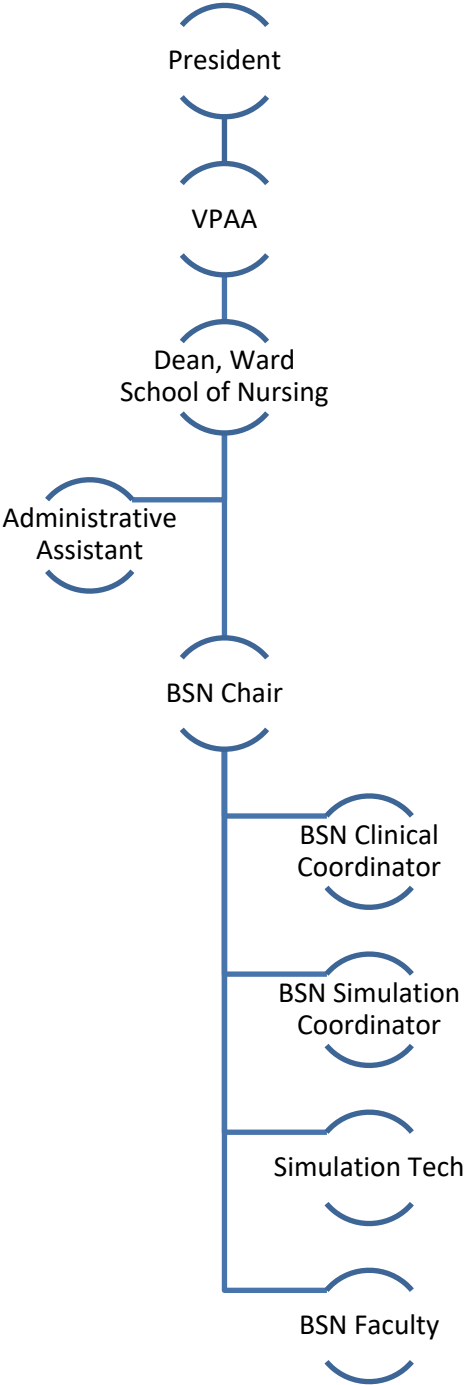
## TABLE OF CONTENTS

<b>BRYAN COLLEGE ORGANIZATIONAL CHART .....</b>	<b>5</b>
<b>CONTACT INFORMATION .....</b>	<b>6</b>
<b>FORWARD .....</b>	<b>7</b>
<b>EQUAL OPPORTUNITY STATEMENT .....</b>	<b>7</b>
<b>RIGHT RESERVED TO CHANGE.....</b>	<b>7</b>
<b>BRYAN COLLEGE OVERVIEW .....</b>	<b>7</b>
<b>THE COLLEGE MISSION AND PURPOSE.....</b>	<b>8</b>
<b>THE COLLEGE’S CORE VALUES.....</b>	<b>8</b>
<b>ACCREDITATIONS AND MEMBERSHIPS .....</b>	<b>9</b>
<b>NURSING PROGRAM OVERVIEW .....</b>	<b>9</b>
PHILOSOPHY .....	9
WARD SCHOOL OF NURSING PURPOSE.....	10
BSN PROGRAM MISSION.....	10
BSN PROGRAM VALUES .....	10
BSN PROGRAM GOALS AND OBJECTIVES .....	10
THE ESSENTIALS: CORE COMPETENCIES FOR PROFESSIONAL NURSING EDUCATION .....	11
<b>FACULTY AND STUDENT RIGHTS AND RESPONSIBILITIES.....</b>	<b>12</b>
<b>FOUR YEAR PLAN OF STUDY .....</b>	<b>14</b>
<b>ACADEMIC POLICIES .....</b>	<b>15</b>
ADMISSION TO THE NURSING MAJOR.....	15
ATI TESTING .....	16
ATTENDANCE FOR CLASS.....	16
ATTENDANCE FOR CLINICAL .....	16
DROP/ADD.....	17
GRADE APPEAL .....	17
GRADING SCALE .....	18
PROGRESSION IN THE NURSING MAJOR .....	18
READMISSION TO THE NURSING MAJOR .....	19
REPEATING A NURSING COURSE.....	20
PROCEDURES FOR TAKING TESTS, EXAMS AND QUIZZES .....	21
SCHEDULING MAKE-UP TESTS .....	23
PLANNED TEST ABSENCE.....	23
UNPLANNED TEST ABSENCES .....	23
VISITORS IN THE SCHOOL OF NURSING.....	24

<b>ADMINISTRATIVE POLICIES.....</b>	<b>24</b>
FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA).....	24
NONDISCRIMINATION AND DISABILITY SERVICES .....	24
PETITION POLICY .....	24
SAFETY PROCEDURES.....	24
SEXUAL HARASSMENT .....	25
<b>CLINICAL INFORMATION AND REQUIREMENTS.....</b>	<b>25</b>
CARDIOPULMONARY RESUSCITATION (CPR).....	25
CLINICAL ATTENDANCE AND MAKE-UP POLICY .....	25
CLINICAL ORIENTATION.....	26
CLINICAL PROFESSIONAL APPEARANCE & ATTIRE.....	26
CRIMINAL BACKGROUND CHECKS .....	28
DOSAGE & SOLUTIONS EXAM .....	29
DRUG, ALCOHOL AND TOBACCO POLICY .....	30
<b>GENERAL GUIDELINES FOR STUDENT PROTECTION WHILE IN CLINICAL.....</b>	<b>30</b>
IMMUNIZATIONS .....	31
RETURNING TO CLINICAL, SIMULATION OR LAB FOLLOWING AN ILLNESS, INJURY, HOSPITALIZATION, SURGERY, AND/OR PREGNANCY .....	31
INCIDENTS WHILE IN THE CLINICAL SETTING OR IN SKILLS LAB.....	31
PRACTICE EXPECTATIONS IN THE CLINICAL SETTING.....	32
MEDICATION ADMINISTRATION IN THE CLINICAL SETTING.....	33
STUDENT NURSE LIABILITY INSURANCE .....	35
USE OF CELL PHONES AND CAMERAS IN THE CLINICAL SETTING.....	35
<b>PROFESSIONAL BEHAVIORS.....</b>	<b>35</b>
CONFIDENTIALITY .....	35
REQUEST FOR ACCOMMODATIONS BECAUSE OF A DISABILITY .....	36
REQUEST FOR ACCOMMODATIONS WHEN TAKING THE NCLEX-RN .....	37
SOCIAL MEDIA .....	37
STATEMENT OF ESSENTIAL ATTRIBUTES .....	38
STUDENT INCIVILITY .....	40
<b>COURSE/PROGRAM EVALUATION .....</b>	<b>41</b>
<b>LICENSURE TO PRACTICE AS A PROFESSIONAL NURSE.....</b>	<b>41</b>
IMPACT OF CRIMINAL CONVICTIONS ON BOARD OF NURSING LICENSURE IN TENNESSEE.....	42
<b>STUDENT CONDUCT POLICIES.....</b>	<b>44</b>
ABUSE OR DENYING OTHERS ACCESS TO INFORMATION OR RESOURCE MATERIALS .....	44
ACQUIRING OR PROVIDING INFORMATION DISHONESTLY .....	44
CONFLICT RESOLUTION .....	44
COMPLAINT PROCESS .....	44

CONSPIRACY .....	46
FABRICATION OF INFORMATION .....	46
FACILITATING ACADEMIC DISHONESTY.....	46
FALSIFYING RECORDS AND OFFICIAL DOCUMENTS .....	46
HARASSMENT .....	46
MULTIPLE SUBMISSIONS .....	46
PLAGIARISM.....	46
SANCTIONS FOR VIOLATING THE ACADEMIC HONESTY POLICY/HONOR CODE.....	47
STUDENT GRIEVANCES.....	47
<b>TECHNOLOGY – ACCEPTABLE USE.....</b>	<b>47</b>
COMPUTER AND NETWORK ACCESS/COMPUTER REQUIREMENTS FOR THE SCHOOL OF NURSING .....	47
COPYRIGHT.....	47
EXCLUSIVE PROPERTY .....	47
NETIQUETTE .....	48
USE OF BRYAN COLLEGE IDENTITY .....	48
<b>STUDENT SUCCESS &amp; SUPPORT SERVICES .....</b>	<b>48</b>
ACADEMIC ADVISING .....	48
ACADEMIC RESOURCE CENTER .....	48
BRYAN COLLEGE LIBRARY .....	49
FINANCIAL ASSISTANCE.....	49
STUDENT ID AND REPLACEMENT .....	49
<b>TRADITIONAL CEREMONIES.....</b>	<b>49</b>
PINNING CEREMONY .....	49
GRADUATION CEREMONY .....	49
WARD SCHOOL OF NURSING GRADUATION REQUIREMENTS.....	50
<b>COURSE DESCRIPTIONS .....</b>	<b>51</b>
<b>APPENDICES .....</b>	<b>53</b>
APPENDIX 1: POLICY PETITION FORM.....	54
APPENDIX 2: CRIMINAL BACKGROUND CHECK & DRUG SCREENING WAIVER .....	55
APPENDIX 3: WSON INCIDENT REPORT .....	56
APPENDIX 4: SOCIAL MEDIA/CONFIDENTIALITY POLICY .....	57
APPENDIX 5: STATEMENT OF ESSENTIAL ATTRIBUTES .....	58
APPENDIX 6: WARD SCHOOL OF NURSING (WSON) HONOR CODE ACKNOWLEDGEMENT FORM .....	61
APPENDIX 7: WARD SCHOOL OF NURSING STUDENT HANDBOOK ACKNOWLEDGEMENT FORM .....	62
APPENDIX 8: WARD SCHOOL OF NURSING APPLICATION FOR READMISSION .....	63
APPENDIX 9: BSN RELEASE AGREEMENT .....	66
APPENDIX 10: HEPATITIS C VACCINE WAIVER .....	67
APPENDIX 11: STUDENT EXPECTATIONS AND GUIDELINES FOR THE SKILLS LAB & SIMULATION AREA.....	68

Bryan College Organizational Chart



**CONTACT INFORMATION**

Pamela Giles, PhD, RN – Dean & Professor, BSN Chair, Ward School of Nursing  
Mercer 213 ..... pgiles4652@bryan.edu

**Academic Resource Center**

Leigha Miller – Director  
Mercer 212G ..... lmiller7460@bryan.edu

**Library**

Mr. Gary Fitsimmons - Director  
Livesay Learning Center ..... gfitsimmon5590@bryan.edu

Mr. Kevin Woodruff – Research Literacy Librarian  
Livesay Learning Center ..... kwoodruff3540@bryan.edu

**Office of Equity & Accessibility**

Dr. Hannah Schultz – Director  
Mercer 223 ..... hschultz5419@bryan.edu

**Registrar**

Ms. Janet Piatt  
Mercer 202C..... piattja@bryan.edu

**Student Financial Services**

Mr. David Haggard – Director, Financial Aid  
Mercer 204 ..... dhaggard3187@bryan.edu

## **FORWARD**

The purpose of the *BSN Student Handbook* is to facilitate the student's progress in meeting degree requirements through the clarification of the School of Nursing's curricular requirements, accountability guidelines, academic policies, and procedures. The student enrolled in the nursing program may utilize this *Handbook* to find pertinent information to enhance his or her understanding of available resources and policies. In addition to the *BSN Handbook*, the student is expected to be aware of the contents of Bryan College's *Academic Catalog*, *Community Standards* and *Campus Resident Policies* to ensure full understanding of the College's expectations regarding student conduct and academic requirements.

## **EQUAL OPPORTUNITY STATEMENT**

Bryan College does not discriminate on the basis of sex, race, color, age, national origin, or ethnic group in the education programs and activities which it operates according to the Civil Rights Act of 1964, and Title IX of the Education Amendment of 1972, Public Law 92-318. Nor does the College discriminate against qualified handicapped persons, according to the requirements of Section 504 of the Rehabilitation Act of 1973, Public Law 93-112. This policy extends to both employment and admission to the College. Under Title VII of the Civil Rights Act of 1964 "religious organizations" and "religious educational institutions" are exempt from religious discrimination provisions. Bryan College is both a "religious organization" and a "religious educational institution".

In conformity with the Americans with Disabilities Act (ADA), Bryan College requires individuals (applicants, employees, or students) to identify specific requests for reasonable accommodations that may be necessary due to the existence of a qualified disability.

For students with disabilities (as defined by Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990), Bryan College takes an individual, holistic approach in providing, as required by law, reasonable accommodations. Services to students with disabilities are managed through the ADA Coordinator, and students with disabilities are required to provide documentation of their disabilities and any requested accommodations to the ADA Coordinator in order to receive services.

## **RIGHT RESERVED TO CHANGE**

The Ward School of Nursing reserves the right to amend and/or alter the contents of the *BSN Student Handbook* (*Handbook*) at any time. Any changes will be disseminated via electronic mail to the student's official Bryan email address. Failure to read this *Handbook* or its amendments does not excuse students from the requirements and regulations described herein.

## **BRYAN COLLEGE OVERVIEW**

The College welcomes visitors to the campus throughout the year. The administrative offices are open from 8:00 a.m. to 5:00 p.m. (EST), Monday through Friday. Telephone 423-775-2041, toll free 1-800-277-9522, contact us at [admissions@Bryan.edu](mailto:admissions@Bryan.edu). Bryan College does not discriminate on the basis of sex, race, color, age, national origin, or ethnic group in the education programs and activities which it operates according to the Civil Rights Act of 1964, and Title IX of the Education Amendment of 1972, Public Law 92-318. Nor does the College discriminate against qualified handicapped persons, according to the requirements of Section 504 of the Rehabilitation Act of 1973, Public Law 93-112. This policy extends to both employment and admission to the College. Under Title VII of the Civil Rights Act of 1964 "religious organizations" and "religious educational institutions" are exempt from religious

discrimination provisions. Bryan College is both a "religious organization" and a "religious educational institution".

In conformity with the Americans with Disabilities Act (ADA), Bryan College requires individuals (applicants, employees, or students) to identify specific requests for reasonable accommodations that may be necessary due to the existence of a qualified disability.

Inquiries should be directed as follows. For Title IX issues contact the campus Title IX Coordinator. For ADA issues contact the campus ADA Coordinator. The address and phone numbers for both are the same: Bryan College, 721 Bryan Drive, Dayton, TN 37321. The phone number is (423) 775-2041.

### **THE COLLEGE MISSION AND PURPOSE**

Bryan College's mission is to educate students to become servants of Christ to make a difference in today's world. The College seeks to assist in the personal growth and development of qualified students by providing an education based upon an integrated understanding of the Bible and the liberal arts.

### **BRYAN COLLEGE'S EDUCATIONAL GOALS:**

1. Students will develop a knowledge of the Bible and the liberal arts and an ability to harmonize that knowledge through an understanding of their relationships.
2. Students will develop competency in one or more subjects as a foundation for graduate studies or vocations related to the disciplines of Christian Thought, Humanities, Sciences, and Social Sciences.
3. Students will demonstrate academic excellence by thinking critically, working independently and cooperatively, communicating clearly, and expressing themselves creatively.
4. Students will develop wholesome attitudes, healthful habits, responsible citizenship, constructive interests and skills, and the recognition that education is a continuing process for both faculty and students.
5. Students, faculty, and staff will serve the local community and the Bryan constituency with academic and creative experiences and consultative services in ways consistent with the educational philosophy, purpose, and resources of the College.
6. Students will mature spiritually and engage in opportunities for Christian leadership, ministry, service, worship, and discipleship.
7. Students will enhance their undergraduate and graduate education and participate in research projects and colloquia conducted by Bryan's faculty, academic departments, and affiliate and ancillary organizations.

### **THE COLLEGE'S CORE VALUES**

- *Integrity:* Integrity is the bedrock of relationships and is an essential quality of social, business and spiritual life. Without integrity there can be no trust.
- *Respect:* Respect for one another and those of differing backgrounds and views is vital in any close-knit community such as Bryan College. Therefore, failure to show respect by adhering to the Bryan community standards is considered unacceptable.
- *Personal Responsibility:* Personal responsibility is required of every Bryan student. Students are responsible for conducting themselves in a manner that complies with the guidelines regardless of their background, culture or personal views.
- *Christ-like Servanthood:* The Bryan College experience offers many opportunities for both individual and corporate spiritual growth. Students are required to participate in the campus



chapel program, attend Day of Prayer activities and participate in Community Service Day as part of their Bryan College education. The college's desire is for all students to be formed, conformed, and transformed into the image of Jesus Christ.

### **ACCREDITATIONS AND MEMBERSHIPS**

Bryan College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA, 30033-4097, 404-679-4501) to award associate, baccalaureate and master's degrees. The College is approved for payment for veterans.

The baccalaureate degree program in nursing at Bryan College is pursuing initial accreditation by the Commission on Collegiate Nursing Education, 655 K Street NW, Washington, DC 20001, (202) 887-6791. Applying for accreditation does not guarantee that accreditation will be granted.

The Tennessee Board of Nursing granted initial approval for the Baccalaureate Degree Registered Nurse Program in \_\_\_\_\_.

Bryan College's memberships are listed in the Academic Catalog. The School of Nursing is a member of the American Association of Colleges of Nursing (AACN) and the Tennessee Deans & Directors of Nursing.

### **NURSING PROGRAM OVERVIEW**

#### *Philosophy*

Believing that nurses interact with people at their most basic levels during their times of greatest need, the faculty of the Ward School of Nursing (WSON) consider nursing to be a calling, and those preparing for a calling must demonstrate both great competence and great compassion. WSON faculty endeavor to develop and nurture the qualities necessary for success toward this goal.

The philosophy of the Ward School of Nursing consists of the nursing meta-paradigm of PERSON, ENVIRONMENT, HEALTH and NURSING which the faculty have defined as follows:

**Persons** are integrated wholes, created to live in harmony with God, self, others and the environment. Each person has intrinsic value, worth and dignity because they are created in God's image. Because each person is created in God's image they have individual physical, emotional, intellectual, social, cultural, and spiritual characteristics. Each person was designed by God to live in community and functions interdependently with other individuals, families, groups, communities, and populations.

**Environment** consists of both internal and external factors that influence and are influenced by a person's health. A personal, loving Creator created the environment, and all created things are dependent on Him for their existence. At the same time, the environment is distinct from God the Creator and all created things.

**Health** is a God-centered wholeness that enables the person to live in harmony with self, God, others and the environment. It is a dynamic state of optimal physical, social and mental well-being that is influenced by a person's background, genetics, lifestyle, economic and social conditions, and spirituality. Health includes choices about personal health practices and whether the person has a sense of belonging to a caring community.

**Nursing** is a ministry of compassionate and restorative care for the whole person, in response to God's grace, which aims to promote and foster optimum health and bring comfort in suffering and death for anyone in need. It is an art that incorporates a caring and wholistic approach to patient-centered care, and it is a science that is built upon a broad scientific and liberal arts foundation.

**Faculty** believe that a Christian college campus isn't meant to be a place of retreat and seclusion, but a place to learn how to creatively engage the world as Christ's proxies on earth. The faculty-mentors at Bryan College will challenge students to think critically regarding the world of ideas while affirming the truth of the Word of God as the foundation of all life and learning. They believe that the study of every discipline should enable students to see God's creative hand and give Him glory through its pursuit.

The WSON faculty are committed to providing an environment which assists students to reach their potential, promotes intellectual interest and critical thinking, and helps develop professional values and a commitment to life-long learning. Within a milieu of mutual respect, students and faculty participate collaboratively in a sense of inquiry, scholarship, learning, creativity, and service.

The Philosophy of the Ward School of Nursing is based on and taken from the following source:  
Shelly, J., Miller, A. & Fenstermacher, K. (2021). *Called to care: A Christian vision for nursing* (3<sup>rd</sup> ed.). Intersivity Press.

#### *Ward School of Nursing Purpose*

The Ward School of Nursing exists to mentor, inspire and educate born healers into their calling.

#### *BSN Program Mission*

The BSN Program prepares students to become professional nurses who utilize skill, ingenuity and grace in order to meet the world's changing needs, and thus represent the Lord Jesus.

#### *BSN Program Values*

Bryan College pursues its mission based upon specific core values. The BSN Program embraces and models the following characteristics:

- Integrity in thought, deed, and action;
- Excellence, creativity and innovation in approaches to teaching, scholarship and service;
- Leadership to promote strategic change in an evolving health care system;
- Diversity of thought, cultures, religions and the uniqueness of the individual;
- Discovery through critical thinking, lifelong learning and a commitment to the application of evidence-based practice;
- Collaboration with all members of the healthcare team in providing quality and safe nursing care;
- Stewardship of all resources with a commitment to fiscal responsibility.

#### *BSN Program Goals and Objectives*

Upon successful completion of the program, graduates will be able to:

1. Integrate, translate and apply disciplinary nursing knowledge and knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences. (*Knowledge for Nursing Practice*)
2. Provide individualized, just, respectful, compassionate, evidence-based and developmentally appropriate care to individuals and their families. (*Person-Centered Care*)

3. Provide collaborative, compassionate, evidence-based care to populations, from public health prevention to disease management. *(Population Health)*
4. Synthesize, translate, apply and ethically disseminate nursing knowledge to improve health and transform healthcare. *(Scholarship for Nursing Practice)*
5. Employ established and emerging principles of safety and improvement science in the compassionate care of patients. *(Quality and Safety)*
6. Collaborate across professions to optimize patient care, enhance the healthcare experience, and strengthen patient outcomes. *(Interprofessional Partnerships)*
7. Provide effective and proactive leadership and coordination of resources to provide safe, quality, equitable care to diverse populations. *(Systems-Based Practice)*
8. Utilize informatics processes and technologies to manage and improve the delivery of safe, high-quality, and efficient healthcare services in accordance with best practice and professional/regulatory standards. *(Information & Healthcare Technologies)*
9. Cultivate a sustainable professional nursing identity that reflects the characteristics and values of Christ and of the nursing profession. *(Professionalism)*
10. Participate in activities that foster professional, personal and spiritual health and well-being, servant leadership and acquisition of nursing expertise. *(Personal, Professional and Leadership Development)*

*The Essentials: Core Competencies for Professional Nursing Education*

The WSON curriculum is designed around the framework of The Essentials: Core Competencies for Professional Nursing Education (AACN, 2021). The broad components of The Essentials are as follows:

**Knowledge for Nursing Practice:** Integration, translation, and application of established and evolving disciplinary nursing knowledge and ways of knowing, as well as knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences. This distinguishes the practice of professional nursing and forms the basis for clinical judgment and innovation in nursing practice.

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

**Population Health:** Population health spans the healthcare delivery continuum from public health prevention to disease management of populations and describes collaborative activities with both traditional and non-traditional partnerships from affected communities, public health, industry, academia, health care, local government entities, and others for the improvement of equitable population health outcomes.

**Scholarship for Nursing Practice:** The generation, synthesis, translation, application, and dissemination of nursing knowledge to improve health and transform health care.

**Quality and Safety:** Employment of established and emerging principles of safety and improvement science. Quality and safety, as core values of nursing practice, enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.

**Inter-professional Partnerships:** Intentional collaboration across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.

**Systems-Based Practice:** Responding to and leading within complex systems of health care. Nurses effectively and proactively coordinate resources to provide safe, quality, equitable care to diverse populations.

**Information and Healthcare Technologies:** Information and communication technologies and informatics processes are used to provide care, gather data, form information to drive decision making, and support professionals as they expand knowledge and wisdom for practice. Informatics processes and technologies are used to manage and improve the delivery of safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.

**Professionalism:** Formation and cultivation of a sustainable professional nursing identity, accountability, perspective, collaborative disposition, and comportment that reflects nursing's characteristics and values.

**Personal, Professional, and Leadership Development:** Participation in activities and self-reflection that foster personal health, resilience, and well-being, lifelong learning, and support the acquisition of nursing expertise and assertion of leadership.

American Association of Colleges of Nursing. (2021). *The essentials: Core competencies for professional nursing education*. Author.

## **FACULTY AND STUDENT RIGHTS AND RESPONSIBILITIES**

As members of Bryan College Ward School of Nursing, the faculty and students have both rights and responsibilities as individuals and as participants in the educational process. Within the framework of the educational process, the faculty recognize their responsibility to provide a program and curriculum which are educationally sound, of high quality, and in keeping with the philosophy, goals, and objectives of Bryan College and the WSON. Faculty are responsible for the provision of learning opportunities which will enable the student to meet the program's objectives and to provide mechanisms for student involvement in the development of policies and procedures related to the attainment of those objectives.

Academic freedom shall include the faculty's right to teach and the students' right to learn. The student has the right to expect the institution and the faculty to define the academic requirements for progression, promotion, and graduation--including specific requirements for each course such as grading, attendance, format for written work, penalties for late work, course content, course objectives, etc. Expected student and professional conduct shall be clearly stated, including policies related to plagiarism and cheating.

Faculty recognizes the students' rights and responsibilities. In keeping with these rights and responsibilities, the faculty has the right to expect the student to be an active participant in the teaching-learning process. The student is responsible for being informed as to the philosophy, objectives, and policies of the School, for seeking clarification, if necessary, from appropriate faculty members, and for being committed to the principle of continued academic and professional achievement.

Students have a right to expect faculty to be qualified in their respective areas of instruction, to provide opportunity for academic counseling, and to provide for continued information to the student regarding progress within the course of the program. Students are responsible for recognizing and communicating learning needs to faculty and demonstrating responsibility and self-discipline (for further information see Bryan College's *Campus Resident Policies and Community Standards*).

**Plan of Study**

The Nursing Major is a four-year program of study. A student enters Bryan College as a freshman, and applies to become a nursing major in the second semester of their freshman year. A plan of study is shared on the next page. Course descriptions are shared later in this document.

**Bryan College BSN Program**  
**FOUR YEAR PLAN OF STUDY**

Freshman Year					
Semester I			Semester II		
Course #	Course Name	Cr.	Course #	Course Name	Cr.
COL 100	Bryan Gateway Seminar	1	BIO 222	Anatomy/Physiology II	4
ENG 109	College Writing	3	PSY 330	Lifespan Development	3
BIO 221	Anatomy/Physiology I	4	BIO 430	Medical Terminology	1
MTH 115	College Algebra	3	PSGS 315	Wealth & Justice	3
BIB 222	Old Testament	3	CT 113	Critical Survey of Worldviews	3
<b>TOTAL</b>		<b>14</b>	<b>TOTAL</b>		<b>14</b>

Sophomore Year					
Semester III			Semester IV		
Course #	Course Name	Cr.	Course #	Course Name	Cr.
BIO 224	Microbiology	4	BIO xxx	Bioethics	3
NUR 221	Intro to the Nursing Profession	2	NUR 240	Pathophysiology	3
NUR 223	Health Promotion & Safety	3	NUR 270	Foundations of Nursing Prac.	4
NUR 225	Health Assessment	3	NUR 242	Pharmacology	3
COMM111	Intro to Communication	3	BIB 224	New Testament	3
<b>TOTAL</b>		<b>15</b>	<b>TOTAL</b>		<b>16</b>

Junior Year					
Semester V			Semester VI		
Course #	Course Name	Cr.	Course #	Course Name	Cr.
NUR 371	Foundations in Adult Health I	5	NUR 332	Research & EBP	3
HIS 111/12	Hist. of W. Civ. I or II	3	NUR 372	Foundations in Ad. Health II	5
NUR 327	Contemporary Issues in Hlthcr.	2	NUR 334	Healthcare Economics	2
NUR 329	Global Health Perspectives	3	NUR 374	Foundations in Fam. Health	4
ARTS	Elective	3	CM 324	Youth Issues & Culture	3
<b>TOTAL</b>		<b>16</b>	<b>TOTAL</b>		<b>17</b>

Senior Year					
Semester VII			Semester VIII		
Course #	Course Name	Cr.	Course #	Course Name	Cr.
NUR 441	Informatics & Telehealth	2	NUR 476	Interprof. Coord. of Care	5
NUR 473	Found. in Mental Health	4	NUR 478	Adv. Care of the Complex Pt.	4
NUR 475	Found. in Population Health	5	NUR 490	Senior Seminar	2
CT 321	Cult. Exp. Of Christianity	3	NUR 442	Servant Leadership	3
<b>TOTAL</b>		<b>14</b>	<b>TOTAL</b>		<b>14</b>
<b>TOTAL NURSING CREDITS: 67</b>			<b>TOTAL PROGRAM CREDITS: 120</b>		

## WARD SCHOOL OF NURSING POLICIES

### ACADEMIC POLICIES

All students are expected to follow the Bryan College guidelines and policies as established in the [Community Life Standards Handbook](#) and [Campus Resident Policies](#). All BSN students are expected to follow the guidelines and policies as established in this BSN Student Handbook.

#### *Academic Probation*

BSN students whose cumulative and/or major GPA falls below 3.0 will be placed on academic probation for one semester. Transfer credit hours and/or courses from previous Bryan degree(s) will not be included when computing the cumulative GPA as a nursing major. Assuming the student meets all other progression requirements, the student may continue in the nursing major, and his/her academic performance will be evaluated after one semester of academic probation.

If the student's cumulative GPA is 3.0 or above at the end of the probation semester, the student will be removed from academic probation. If the student's cumulative GPA remains below 3.0, the student will be dismissed from the nursing major.

A student may be placed on academic probation only twice during one enrollment in the nursing major.

#### *Admission to the Nursing Major*

Students wishing to be admitted to the nursing major must first be admitted to Bryan College as a degree-seeking student. Admission to Bryan College does not guarantee acceptance into the Ward School of Nursing.

Application forms for admission to the nursing major may be obtained from the Ward School of Nursing website. Students desiring to enroll in a fall semester must submit a completed application **by April 1<sup>st</sup>** of that same year. The School of Nursing faculty approve admission to the nursing major. The review of the pre-licensure applicant is based on the following criteria:

- I. Grades from high school level Math and Science coursework. A minimum grade of "C" in these courses is strongly preferred.
- II. A minimum cumulative GPA of 3.0 is required.
- III. A minimum grade of "C" is required in any course required for the nursing major – this includes core curriculum as well as major-specific coursework.
- IV. Test of Essential Academic Skills (TEAS)
  - a. Preference is given to students with a minimum score of 75. Applicants may repeat the test twice within a 6-month period.
- V. A certified criminal background check
  - a. The Ward School of Nursing uses a specific company to complete the criminal background checks. You will be given information on how to purchase this at the time of application.
- VI. A written essay. Instructions are shared on the WSON application.

Upon acceptance into the nursing major, the following admission requirements must be completed **by August 1st:**

1. Completion of health appraisal form
2. CPR certification
3. PPD skin test or x-ray
4. Flu vaccination
5. MMR vaccine or immunity
6. Varicella vaccine or demonstration of immunity
7. Hepatitis B vaccination series or waiver
8. 12-panel drug screen urine
9. Proof of current health insurance
10. Other elements required by Bryan College and/or the clinical site

### *ATI Testing*

The WSON has chosen to utilize the ATI (Assessment Technologies Institute) testing platform and materials to help students prepare for the National Council Licensure Exam (NCLEX). The cost of ATI is included in the cost of the program.

Students are expected to utilize ATI's printed materials, practice tests and quizzes and the remediation activities to assist in their learning as well as their NLCEX preparation. ATI requirements will be included in relevant nursing courses.

### *Attendance for Class*

- Punctuality is required.
- Tardiness is defined as arriving after the instructor begins the class or leaving before the instructor ends the class.
- Two tardies = one absence.
- A student is counted absent if they miss 30 minutes or more of class.
- For every two absences, the course grade will be lowered one grade point.
- The student is required to notify the course instructor before the start of class if they are not able to attend, or if they will be late.
- Asking a classmate to inform the instructor that the student will be late/absent **does not** constitute proper notification and will not be accepted.
- The WSON faculty reserve the right to remove any student from a class, simulation, lab or clinical area who – in their judgment – fails to satisfy the requirements of safety, responsibility and accountability.
- Attendance issues will be reflected in the students' course evaluation(s).

### *Attendance for Clinical*

- Punctuality is required.
- Tardiness is defined as arriving after clinical begins or leaving before the instructor ends the clinical day.
- Two tardies = one absence.
- The student is required to notify the course or clinical instructor before the start of clinical if they are not able to attend, or if they will be late.



- Asking a classmate to inform the instructor that the student will be late/absent **does not** constitute proper notification and will not be accepted.
- For a clinical absence, the instructor must receive the notification at least 60 minutes prior to the start of clinical, unless otherwise specified by the instructor.
- Students missing more than 10% of the total clinical hours in a semester may be referred by the instructor to the BSN Chair to review the student's ability to progress in the course.
- The WSON faculty reserve the right to remove any student from a class, simulation, lab or clinical area who – in their judgment – fails to satisfy the requirements of safety, responsibility and accountability.
- Attendance issues will be reflected in the students' clinical evaluation(s).

### *Drop/Add*

Bryan College maintains a drop-add period during which students may add a class or withdraw from a class without financial and/or academic penalty. Students withdrawing from a class but not replacing it with another must still be aware of how that may affect full-time status, financial aid eligibility, tuition charges, and satisfactory academic progress.

### *Grade Appeal*

Grades assigned by the faculty are routinely viewed as final. However, if a student is able to demonstrate unfairness in the grading system, the following appeal system is in place. Students may appeal a grade based on one of the following criteria:

- The faculty did not apply the grading criteria equitably among all students.
- The faculty changed the grading criteria, without written notification, after the course began.
- If changes to the grading criteria were necessary, they were not communicated to all students and were punitive to many students.
- The instructor did not grade according to the plan outlined in the syllabus.
- Calculation errors were made in computing a grade.

Any student who believes an appropriate grade has not been assigned must use the following process for questioning or appealing a course grade:

- Student makes appeal of grade through discussions with the faculty member.
- If the student does not receive satisfaction after discussion with the faculty member, then a written grade appeal must be submitted to the BSN Chair within 14 days of the end of the course.
- The BSN Chair will initiate action within 3 days of receipt of the appeal.
- At their discretion, the BSN Chair may establish a review committee to study the issue and make recommendations for action.
- The review committee shall be composed of two or three faculty members who have not taught the student and who teach in the same discipline as the faculty member who issued the grade in question.
- The review committee will provide a non-binding recommendation to the BSN Chair within 7 days of appointment.
- The BSN Chair may choose to rule on the issue without such advice.

The BSN Chair or the student may request to have the WSON Dean review the appeal. The ruling of the WSON Dean is considered final.

All other appeals will follow the process as outlined in the College's [Community Life Standards Handbook](#).

### *Grading Scale*

In accordance with Bryan College policy, each WSON student will receive a course grade as follows:

A	94 – 100	C	76 – 78.99
A-	91 – 93.99	C-	73 – 75.99
B+	88 – 90.99	D+	71 – 72.99
B	85 – 87.99	D	68 – 70.99
B-	82 – 84.99	D-	65 – 67.99
C+	79 – 81.99	F	< 65

Please note that the Ward School of Nursing (WSON) grading scale is different than the Bryan College grading scale. This is particularly important when a student chooses to withdraw from a course after the Drop/Add date each semester.

If a nursing student chooses to withdraw from a course and their course grade as of that withdrawal request is 75.99% or lower, a WF (withdraw failing) will be recorded since the lowest SON passing grade is 76%. If the student requesting the withdrawal has a grade of 76% or higher, a grade of WP (withdraw passing) will be recorded.

### *Progression in the Nursing Major*

Progression is monitored by the BSN Chair and the WSON faculty. Students must meet the following requirements to maintain continuous progression/enrollment in the nursing major:

1. Maintain a cumulative GPA of 3.00 in their current degree program;
  - a. This means that transfer credit hours and/or courses from previous Bryan degree(s) will not be included when computing your GPA as a nursing major.
2. Criminal background check remains satisfactory;
3. Satisfactorily meet both didactic and clinical elements of each clinical course
  - a. If a student fails a nursing clinical course during the semester, they will be removed from that course. The student will be allowed to remain enrolled in non-clinical nursing courses for the remainder of the semester.
  - b. In each course with a clinical component, exams/tests/quizzes will count as 70% of the course grade, and the final exam will count as 10% of the final clinical course grade.
4. Satisfactory skills lab, simulation and clinical performance;
5. Continued health clearance;
6. Current CPR certification (American Heart Association)

Failure to meet any of these requirements may result in dismissal from the nursing major. If a student earns a grade below a "C" for any course required for the nursing major, she/he will be dismissed from the nursing major. Students who have been dismissed may reapply after one semester away – either the Fall or Spring semester. (Summer sessions do not count toward the one semester away.) Readmission is not guaranteed; however, all applications will be reviewed by the nursing faculty.

When a student is dismissed from the nursing major they are required to meet with their faculty advisor before leaving. The purpose of the meeting is to advise the student how to best prepare for applying for readmission.

**Note:** Any interruption in progression through the major (i.e. withdrawal, leave of absence, dismissal, etc.), may impact a student's eligibility for financial aid. Each student is responsible for contacting the Office of Financial Aid regarding their eligibility.

#### *Readmission to the Nursing Major*

A student may apply for readmission to the nursing major one time.

A student must apply for readmission to the nursing major if any of the following situation(s) apply:

- If the student chose to take a Withdrawal or a Leave of Absence from the nursing major;
- If the student was dismissed or administratively withdrawn from the nursing major for any reason;
- If the student has not been enrolled in any nursing course for 90 days or more.

The following policies apply to readmission to the BSN Program:

- Students who have an academic interruption of more than 364 days will be required to retake all nursing courses previously taken – whether at Bryan or another school.
- Upon readmission to the nursing major the student will be enrolled under the BC *Catalog* and Ward School of Nursing *BSN Student Handbook* that are current upon their readmission. This means the student may be required to complete additional coursework to fulfill BSN degree requirements. The readmitted student must also comply with any recommendations made by the faculty related to their readmission.
- If a student has earned a grade below a “C” for any course required for the nursing major, that course must be repeated. If the course has an NUR prefix, it will be repeated after the student is readmitted. If the course does not have an NUR prefix, that course must be repeated **prior to** readmission to the nursing major.
- The student's cumulative GPA must be 3.00 or higher to be eligible for readmission.
- Readmission is not guaranteed; however, all complete applications will be reviewed by the WSON faculty. Incomplete applications will not be reviewed.
- All readmitted students are required to set up and follow an academic success plan with the ARC.

In order to be considered for readmission a student must complete the following process:

1. Make an appointment for a counseling session with the ARC
  - a. To enroll in the spring semester: by **9/1**
  - b. To enroll in the fall semester by **2/1**
  
2. Complete the Application for Readmission (Appendix 8) and return it to the WSON Office as follows:
  - a. To enroll in the spring semester: application is due by **10/15**
  - b. To enroll in the fall semester: application is due by **3/15**

3. Submit a letter of request to the **BSN Chair**
  - a. To enroll in the spring semester: letter is due by **10/15**
  - b. To enroll in the fall semester: letter is due by **3/15**
  - c. Letter must be submitted with the Application for Readmission.
  - d. Letter must be written in Times New Roman, 12 pt. font, single spaced, and free of spelling and grammatical errors.

The letter must include the following:

- Reason(s) why the student was not successful during his/her initial enrollment;
  - Details of the student's meeting with their advisor and the ARC upon dismissal, and how the student has followed their advice;
  - Action(s) the student **has taken** in the time away to ensure the student's success in the nursing major, if readmitted;
  - Reason(s) why the student believes she/he should be readmitted;
  - Action(s) the student **will take** to ensure academic success in the nursing major if readmitted.
4. If the student has not been enrolled in any nursing course for 90 days or more, she/he must successfully pass the Skills Proficiency Exam (SPE). The SPE is evaluated with a Pass/Fail.
    - a. To enroll in the spring semester: by **10/31**
    - b. To enroll in the fall semester: by **3/31**

The student is to come prepared for the SPE. If the student fails the first attempt, he/she is allowed one opportunity to retake the SPE. If the student fails to pass the SPE on the second attempt, the student will not be readmitted to the nursing major.

5. **Students accepted for readmission** are required to make an appointment with the BSN Clinical Coordinator
  - a. To enroll in the spring semester: by **10/31**
  - b. To enroll in the fall semester: by **3/31**
  - c. This is required in order to process clinical requirements.
6. Complete & Pass a Dosage & Solutions (D&S) test at 90%
  - a. To enroll in the spring semester: by **11/1**
  - b. To enroll in the fall semester: by **4/1**

The student is allowed one opportunity to retake the D&S exam; If the student fails to achieve a minimum score of **90% on the D&S exam on the second attempt**, the student will not be eligible for readmission to the nursing major.

**Each of these elements is required to be completed in the order listed.** If one or more elements is not addressed/included, the application will be considered incomplete, and the student will be required to wait until the next semester to be considered for readmission.

### *Repeating A Nursing Course*

If a student who is a nursing major wishes to retake a WSON nursing course, even though it is not required, they may do so in accordance with Bryan College policy. However, the student may not progress in the nursing major until the course is successfully completed.

The grade earned when the course is repeated is the final grade for the course – whether it is higher or lower than the previous course grade.

#### *Procedures for taking tests, exams and quizzes*

The didactic and clinical learning experiences in the BSN program are designed to develop the students' ability to think critically, apply knowledge, and to approach patient situations like a nurse – all crucial to NCLEX-RN success.

Replicating the circumstances under which the NCLEX-RN is taken is another element designed to increase student success on the NCLEX-RN. Accordingly, the WSON has adopted the following procedures which are based on the National Council of State Boards of Nursing (NCSBN) rules for NCLEX which can be found at <https://www.ncsbn.org/1268.htm>

#### Procedures

##### *Personal Items*

- Basically, you are not allowed to have anything with you during the exam/test/quiz except what is given you by the faculty member.
- You will be provided a pencil.
- You will be provided a calculator, when appropriate.
- All personal items must be placed in your nursing locker, including the following:
  - Bags/purses/wallets/non-smart watches
  - Coats/hats/scarves/gloves
  - Medical aids/devices
  - Food or drink, gum/candy
  - Lip balm
- No studying is allowed in the classroom prior to the exam/test/quiz
- **All** electronic devices (cell phones, smart watches, MP3 players, fitness bands, etc.) must be placed in the receptacle (basket, box, etc.) provided by the faculty member.
- The WSON is not responsible for lost, stolen or misplaced items. The following items may not be accessed at all during your exam, test or quiz, including breaks:
  - Any educational, test preparation or study materials;
  - Cell/mobile/smart phones, smart watches, MP3 players, fitness bands, pagers, jump drives, cameras or any other electronic devices;
  - Earplugs;
  - Weapons of any kind.

When you enter your classroom for your exam/test/quiz you are required to store your electronic devices (cell/mobile/smart phones, tablets, smart watches or other electronic devices) in your nursing locker. If you refuse to store your electronic devices in the nursing locker, you will not be allowed to test, and will not be allowed to reschedule/retake the exam/test/quiz. After everyone has finished the exam, you may retrieve your personal items.

For questions regarding what you can and cannot access outside the testing room, ask your faculty member.

### *Confidentiality*

- You may not disclose or discuss with anyone any information about the items or answers seen on your exam/test/quiz unless it is during a formal test review with the course faculty. This includes not posting or discussing questions on the Internet and/or social media websites,
- You may not reconstruct exam/test/quiz items using your memory of your exam or the memory of others.
- You may not seek help from any other party in answering items (in person, by phone, text or by email) during your exam/test/quiz (including breaks).
- You may not remove exam/test/quiz items and/or responses (in any format) or notes about the exam/test/quiz from the testing room.
- You may not copy or reconstruct exam items during or following your exam for any reason.
- You will comply with any investigation that needs to be conducted.
- **Note:** If you witness any of the above behavior, or any irregular behavior that is in violation of the exam/test/quiz rules, you are required to report it to a WSON faculty member or the WSON BSN Chair and comply with any follow up investigation.

### *Test Administration*

- You may not take the exam/test/quiz for somebody else.
- You may not tamper with the computer or use it for any function other than taking the exam/test/quiz.
- You may not engage in disruptive behavior at any time while taking the exam/test/quiz.
- If you experience hardware or software problems during the exam/test/quiz, notify the faculty member immediately by raising your hand.
- If you arrive late for the exam/test/quiz you are allowed to take it, but only for the remaining time allotted for the test.

### *Break Procedures*

- Most exams/test/quizzes will not take more than two hours. Therefore, barring an emergency, each student will be expected to take care of all personal needs immediately prior to the exam/test/quiz and will not be allowed to take a break until she/he has turned in his/her exam/test/quiz.

### *Emergency Notification*

- If someone outside the Ward School of Nursing needs to notify a student about an emergency while the student is taking an exam/test/quiz, that person should call the Campus Receptionist at 423-775-2041.
- The message will be relayed to the student.
- The student is not allowed to keep her/his cell phone during an exam/test/quiz even if she/he is expecting an emergent call.

### *Grounds for Dismissal or Cancellation of Results*

A student who violates these procedures, or engages in irregular behavior, misconduct, and/or does not follow the faculty member's warning to discontinue inappropriate behavior will be dismissed from the room. Additionally, the results of the exam/test/quiz may be withheld or canceled, and the student may be dismissed from the program. Behaviors that constitute irregular behavior or misconduct include but

are not limited to:

- Giving or receiving exam/test/quiz assistance of any kind.
- Using, accessing, or attempting to access any prohibited aids. Prohibited aids are any devices or materials that will be helpful in taking the exam/test/quiz. Examples of aids that are prohibited are electronic devices (e.g. cell/mobile/smart phones, tablets, smart watches, etc.), conversion tables, dictionaries, etc.
- Attempting to take the exam/test/quiz for someone else.
- Bringing any study aids (textbooks, notebooks, classroom notes, etc.) to the classroom or accessing or attempting to access such study materials at any time after the start of the exam/test/quiz, including emergency breaks.
- Failing to follow procedures or the instructions of the faculty member.
- Creating a disturbance of any kind.
- Tampering with the operation of the computer or attempting to use it for any function other than taking the exam/test/quiz.

#### *Scheduling Make-Up Tests*

Any student who needs to make up a test will need to make arrangements with the Academic Resource Center.

#### *Planned Test Absence*

In the case of a planned absence, the student must make arrangements with the course faculty to take the test **prior to** the regularly scheduled exam.

#### *Unplanned Test Absences*

If a student misses one test in a course due to an unplanned absence, there is no penalty. The test make-up policy still applies.

If the student misses a second test in a course due to an unplanned absence, ten (10) points will be deducted from both test scores. The test make-up policy still applies.

If the student misses three tests in a course due to unplanned absences, twenty (20) points will be deducted from all three test scores. The test make-up policy still applies to each circumstance.

If a student misses more than three tests in a course due to an unplanned absence, they will be dismissed from the course.

Always refer to examination guidelines in the course syllabus.

#### *Time Allowed for Degree Completion*

Once a student is admitted to the nursing major, he or she must complete all coursework within 4 ½ years (9 semesters). If coursework cannot be completed within this timeframe, the student must petition to remain enrolled in the nursing major.

### *Time Allowed for Degree Completion After Readmission*

If a student is readmitted to the nursing major, he or she must complete all relevant coursework within 3 ½ years (7 semesters). If coursework cannot be completed within this timeframe, the student must petition to remain enrolled in the nursing major.

### *Visitors in the School of Nursing*

Due to the legalities and safety factors, all visitors must report to the Stophel Center. All visitors must be accompanied by a student or other BC employee. Only persons enrolled in the Nursing School can attend class or other school functions unless they are invited by administration or faculty. Children may accompany parents to the WSON for business transactions only.

## **ADMINISTRATIVE POLICIES**

### *Family Education Rights and Privacy Act (FERPA)*

Please refer to the Bryan College Undergraduate Academic Catalog for all FERPA-related information.

### *Nondiscrimination and Disability Services*

Bryan College does not discriminate on the basis of sex, race, color, age, national origin, or ethnic group in the education programs and activities which it operates according to the Civil Rights Act of 1964, and Title IX of the Education Amendment of 1972, Public Law 92-318. Nor does the College discriminate against qualified handicapped persons, according to the requirements of Section 504 of the Rehabilitation Act of 1973, Public Law 93-112. This policy extends to both employment and admission to the College. Under Title VII of the Civil Rights Act of 1964 "religious organizations" and "religious educational institutions" are exempt from religious discrimination provisions. Bryan College is both a "religious organization" and a "religious educational institution".

In conformity with the Americans with Disabilities Act (ADA), Bryan College requires individuals (applicants, employees, or students) to identify specific requests for reasonable accommodations that may be necessary due to the existence of a qualified disability.

Inquiries should be directed as follows. For Title IX issues contact the campus Title IX Coordinator. For ADA issues contact the campus ADA Coordinator. The address and phone numbers for both are the same: Bryan College, 721 Bryan Drive, Dayton, TN 37321. The phone number is (423) 775-2041.

### *Petition Policy*

Students wishing to petition policy shared in the *BSN Student Handbook* must submit a completed petition form (Appendix 1) to the BSN Chair. If a student wishes to appeal a policy-related decision, petitions must be submitted within 14 days of the original decision. The BSN Chair will review the petition and make a decision within seven (7) business days. Students wishing to appeal this original petition decision will need to follow the Student Formal Complaint procedures as outlined in the *BSN Student Handbook*.

### *Safety Procedures*

The College has clearly defined safety procedures relating to emergency situations outlined in the Bryan College *Crisis Management Plan*. Students, staff, faculty and visitors can utilize the Dayton community's emergency "911" system when emergency treatment is required. Identified evacuation routes in the event of a fire emergency are posted throughout each building.



Incidents involving the actual/potential injury of students or faculty at clinical sites require completion of the agency-specific incident reporting process and the WSON Clinical Incident Reporting process (Appendix 3). Possible exposure to bio-hazardous waste including contaminated needle sticks require similar incident reporting and medical follow-up in accordance with WSON and clinical agency policy/procedure.

#### *Sexual Harassment*

Please refer to the Bryan College *Community Standards* document for all policies related to sexual harassment.

The Ward School of Nursing will not tolerate retaliation against any student who complains of sexual harassment or who, in good faith, provides information in connection with any complaint or investigation. Any employee who retaliates against any student in violation of this policy will be subject to disciplinary action up to and including termination and any student who retaliates against another student in violation of this policy will be subject to disciplinary action up to and including dismissal from the BSN Program.

### **CLINICAL INFORMATION AND REQUIREMENTS**

Students taking a nursing course with a clinical or lab component can expect class and/or clinical/skills lab schedules to occur throughout the week. The specific days that are utilized are determined in part by the days the clinical sites are available and by the coordination of campus resources and scheduled learning activities. Additional class time or laboratory time may be scheduled during the week for practice skills sessions, tutoring, retention, and critical thinking exercises.

The scheduling of students' clinical experiences is a complex process involving the needs and requirements of the clinical sites and other nursing programs, and coordination of classroom and skills laboratory assignments among all nursing classes at the College. The BSN Program will continually strive to provide students with advance notice of a clinical schedule change. However, students should be prepared to accommodate changes in their clinical assignments, including days of the week, and times of day.

Students must achieve a passing grade in all clinical and laboratory learning experiences. If the student does not pass the clinical or lab component of the course, s/he will not pass the course, and therefore cannot progress in the program.

#### *Cardiopulmonary Resuscitation (CPR)*

Each student is required to submit documentation of current CPR certification to the BSN Clinical Coordinator prior to the beginning of any nursing clinical course. The required CPR certification is American Heart Association: HealthCare Provider.

#### *Clinical Attendance and Make-Up Policy*

Failing to use proper notification procedures ("no call – no show") for clinical absence/tardiness will be cause for administrative action. A pattern of this unprofessional behavior may result in course failure and/or dismissal from the program.

If a student misses clinical time the student is required to make up all of the specific clinical assignments or clinical experiences deemed necessary for course completion. The student is required to make up –

hour for hour – all missed clinical time. Make-up assignments and/or experiences will take place on a date and time when an instructor is available to provide appropriate supervision. Please note this may involve weekends and evening or night shifts.

In the event a student does not show up for clinical, the clinical instructor will call the student once to inquire regarding their whereabouts. If the student does not answer, the clinical instructor will leave a message and ask the student to call back to reschedule that missed clinical day. The clinical instructor will notify the BSN Chair and the BSN Clinical Coordinator. The student will also meet with the BSN Clinical Coordinator the first day after the missed clinical date to discuss the details for clinical make up.

If the student does not contact the clinical instructor by the end of the clinical business day, the clinical instructor will notify the BSN Clinical Coordinator. The BSN Clinical Coordinator will alert the BSN Chair and the WSON Dean. The WSON Dean will determine the process required to locate the student. This policy will apply to both on-campus and off-campus students.

### *Clinical Orientation*

Each student is required to provide documentation to meet all clinical requirements. A packet of forms will be provided, and all required documentation must be completed and signed prior to entering the first nursing course. It is the responsibility of the student to ensure that all required clinical documentation is kept current.

Prior to starting a course with a clinical component, students will be required to attend orientation sessions at the clinical site(s). This may include computer instruction. These sessions are scheduled at the discretion of the clinical site and it is the responsibility of the student to be in attendance for any scheduled clinical facility orientation. The student will receive an orientation information packet prior to the start of each clinical rotation which will include the date, time and place of the mandatory orientation.

Should the student neglect to attend a mandatory scheduled orientation the student will not be allowed admittance to the facility in which they were assigned a clinical rotation. The BSN Clinical Coordinator will reschedule an orientation time for the student and will only do this **one time**. However, due to the facility's timeframe between scheduled orientations, several days or weeks could pass. The student is required to make up any orientation and/or clinical time missed as a result. Should a student miss a second mandatory scheduled or rescheduled clinical orientation, they will be dismissed from the course.

**Note:** Each clinical facility has requirements and policies unique to their practice setting. The student is required to obey these requirements and policies. Failure to do so may result in dismissal from the nursing major.

### *Clinical Professional Appearance & Attire*

(Exceptions may be made for medical purposes only, and only with faculty approval.)

Each student is a representative of Bryan College, the Ward School of Nursing, and the nursing profession. Part of learning the professional role is knowing how professionals look and dress. Research has shown that what we wear affects how we behave and how we are perceived. All WSON students are studying to become BSN-prepared nurses and must learn to reflect that professionalism.

Clinical setting:

1. The Student Uniform, Shoes & Equipment
  - a. The uniform itself is to be clean and in good repair. If a student chooses to wear a shirt under the uniform, the shirt must be the same color as the uniform.
  - b. In the event a student should gain or lose weight and the uniform does not fit well, the student must purchase appropriately sized WSON uniforms.
  - c. Shoes and laces are to be clean and in good repair. Only non-porous, non-canvas white nursing shoes or all white athletic shoes may be worn. Open toe shoes or shoes with holes are not permitted. Clogs must have a heel strap and the heel strap must be worn at the heel.
  - d. White hose are to be worn with dress uniforms. Either white hose or white socks are to be worn with pant uniforms.
  - e. A watch with a second hand, bandage scissors, stethoscope and a black pen are to accompany the student at all times.
  - f. The student is required to wear their nametag, or where appropriate, another form of identification.
  - g. Appropriate dress for some clinical experiences may vary from the stated code. Follow the guidelines in the course syllabus.
2. Jewelry
  - a. Students may wear a smooth (no stones) wedding band and a watch with a second hand in the clinical setting.
  - b. Regardless of the number of piercings the student has, no piercing jewelry is allowed in the clinical setting, including earrings.
    - i. If the piercing requires something to maintain patency, the student may wear a clear stud – **with approval from the course faculty.**
  - c. No other jewelry is allowed.
3. Hair
  - a. Hair is to be neat and clean and trimmed, with no extreme styles.
  - b. Hair styles may not interfere with patient care.
  - c. Long hair must be pulled back off the shoulders and contained at all times. It may not fall down toward the face when looking down, and it may not swing freely.
  - d. Hair color should be natural tones (no pink, purple, green, etc.)
  - e. Men – facial hair, mustaches, sideburns and beards must be well-trimmed and neat
4. Personal Grooming
  - a. Fingernails are not to extend beyond the tip of the finger.
  - b. Fake nails or gel nails are not allowed.
  - c. Colored fingernail polish is not allowed.
  - d. Makeup must be moderate.
  - e. No fragrances may be worn.
5. Identification
  - a. Wear the Bryan College Ward School of Nursing ID badge.
  - b. Wear any ID badge required by your clinical setting.

Additional requirements specific to a clinical site or course will be described in your course syllabus.

When obtaining patient assignments and/or attending non-uniform clinical assignments:

The authorized WSON lab coat and name tag serve as student identification for the Bryan nursing student, authorizing the student's presence in the clinical facility. The clinical facility may require an additional ID badge – this is required any time the student is in the clinical setting. When the student is in the clinical facility to obtain his/her patient assignment and make an initial visit, either the uniform or the lab coat and nametag is appropriate attire. All clothes must be neat, clean and in good repair.

When wearing the lab coat:

1. Men are to wear shirts, long pants and closed toe shoes. No jeans, shorts, T-shirts or sweat shirts/sweat pants may be worn.
2. Women are to wear dress slacks, blouses and closed toe shoes. No jeans, shorts, skirts or dresses, form fitting pants, leggings, sheer blouses, tank tops, halter tops or sweat shirts/sweat pants may be worn.
3. The lab coat may also be worn with the student uniform.

Dress code for pregnant students:

Students will purchase well-fitting maternity style uniforms and sew the WSON emblem on the left upper sleeve of the uniform. Students must wear the WSON nametag, and all other dress code regulations will apply.

Dress code for simulation and skills lab experiences:

Professional appearance and the Bryan ID badge are expected in all learning areas. When the student is scheduled for a Simulation Lab or Skills Lab experience, the student will wear full clinical uniform.

When in the classroom setting, the student may wear the scrub uniform only if all aspects of “full uniform” are followed. In the clinical setting the “full student uniform” is required.

Dress Code - Violations

- First violation: student notified of the violation.
- Second violation:
  - Student dismissed from the academic/clinical setting for the day.
  - The clinical/course evaluation tool will reflect an “Unsatisfactory” for the required clinical objectives for that day.
  - The student must make up the clinical day per WSON policy.
- Third violation: student dismissed from the nursing major.

*Criminal Background Checks*

BSN students are required to complete clinical rotations and provide patient care as part of their degree requirements. Therefore, each BSN student is required to undergo a criminal background check and drug screen upon acceptance to the program, and annually thereafter. Initial program acceptance and continued progression in the program depend on the results of these tests.

Any change in a student's criminal background status after program acceptance may result in dismissal from the program. BSN program requirements will not be modified for students who have an unsatisfactory criminal background status. The WSON only guarantees clinical placement for students who have maintained their original criminal background status *upon which program acceptance was determined*.

In addition, any clinical partner may request additional criminal background checks and drug screenings at any time during the student's matriculation through the program. Students should be prepared to abide by these set clinical protocols and incur any associated fees that may arise in the safety screening process unique to each clinical facility.

If the BSN Chair or the clinical agency find the results of any drug screen or criminal background check to be unacceptable, the student may not be able to complete the required clinical experiences. This may impede or prevent the student's progression and/or completion of the BSN degree.

Each state publishes their policies regarding criminal convictions and their impact on obtaining initial RN licensure. Information related to the Tennessee Board of Nursing's policies can be found in this *Handbook* in the section titled *Impact of Criminal Convictions on Board of Nursing Licensure in Tennessee*. Students planning to obtain initial RN licensure in a state other than Tennessee are responsible for knowing that state's board of nursing policies regarding criminal convictions and initial licensure.

#### *Dosage & Solutions Exam*

Students will receive initial instruction regarding drugs and solutions (D&S) in NUR 270: Foundations of Nursing Practice. Students are required to take a D&S exam for the courses listed below. The D&S exam may combine content from more than one course when relevant.

- NUR 371: Foundations in Adult Health I
- NUR 372: Foundations in Adult Health II
- NUR 374: Foundations in Family Health
- NUR 473: Foundations in Mental Health
- One D&S exam will be administered for both of these senior-level courses:
  - NUR476: Interprofessional Coordination of Patient Care
  - NUR478: Advanced Care of the Complex Patient

General policies related to each D&S exam:

- D&S practice problems will be shared at the end of each semester (where relevant) to help students prepare for the D&S exam for their upcoming semester.
- D&S test questions will be worded in such a way that critical thinking is required and will prepare the student for the NCLEX.
- Each D&S test will be given on the first day of each semester (where relevant).
- Attempts to retake a D&S test will be scheduled prior to the Drop/Add deadline of each semester.

Policies related to student performance on each D&S exam:

- The student is required to pass each D&S exam at a minimum of 90%.
- Each student is allowed one opportunity to retake a D&S exam.
- If a student does not achieve a minimum score of 90% on a first attempt, review and remediation will be provided prior to the second attempt.

**If a student fails to achieve a minimum score of 90% on the second attempt, the student will be dismissed from the major. Students who have been dismissed may reapply after one semester away. Readmission is not guaranteed; however, all applications will be reviewed by the nursing faculty.**

### *Drug, Alcohol and Tobacco Policy*

All nursing students are expected to follow the Bryan College Drug, Alcohol and Tobacco Policy as outlined in the *Community Life Standards* document whether on campus, off campus, in a clinical setting, or traveling to/from the clinical setting.

If a student is exhibiting behaviors indicative of being under the influence of drugs or alcohol, he/she will be sent home as unfit to participate in educational activities. The student should be dissuaded from driving a motor vehicle and be advised that law enforcement will be notified if driving occurs. If the student insists on driving, a representative of the WSON or the College shall contact law enforcement.

It is the student's responsibility to consult with his/her licensed healthcare professional to determine if any medication or drug would adversely affect the student's ability to perform the required educational activities and requires disclosure to the WSON.

Post-accident testing: Students involved in a clinical-related accident may be required to undergo a drug test. The BSN Chair and the Executive Director of Student Life shall review the circumstances of all clinical-related accidents. Typically, an accident is any event, incident, or judgment resulting in:

- a. Bodily injury (including a needle stick and a blood splash) to the student or another individual that requires medical attention other than First Aid/one time treatment for minor scratches, cuts, burns, splinters, etc.
- b. Death to any person
- c. Damage to property

This policy does not prohibit the legal (prescription or non-prescription) use of medications containing alcohol, or the legal use of controlled drugs taken under supervision of a licensed healthcare professional. However, all students must disclose to the WSON, **in advance of participating in class or clinical**, when taking medication containing alcohol or any drug that poses a significant risk of substantial harm to the health or safety of the individual or others, or when taking any medication containing alcohol or any drug that renders the student unable to safely participate in required educational activities.

### **GENERAL GUIDELINES FOR STUDENT PROTECTION WHILE IN CLINICAL**

All students are required to follow all Bryan College health and safety protocols.

**The student is required** to self-disclose any conditions which may impact his or her health, including, but not limited to, an immunosuppressed status, seizures, diabetes, or pregnancy. If a student has a known open lesion the student must report it to the instructor. Students who are uncertain about appropriate precautions must contact their instructor prior to providing patient care.

If the student has any change in his/her health status, they must notify the BSN Clinical Coordinator and/or the BSN Chair immediately.

**Failure of the student to disclose required and/or updated health information poses a threat to the student's and patients' safety and security, and therefore could result in the student being dismissed from the nursing major.**

A clinical facility may require practices to protect students, patients and clinical site personnel in addition to those shared here. The BSN Clinical Coordinator will notify students and faculty of these additional practices and share any forms or additional documentation that are required.

### *Immunizations*

Annual documentation of selected immunizations, such as influenza and tuberculin sensitivity testing is required. The WSON has adopted the American Nurses Association (ANA) standard which supports exemptions from immunizations for the following reasons:

- a. Medical contraindications
- b. Religious beliefs

All requests for exemptions from immunization should be accompanied by documentation from the appropriate authority to support the request (such as a health care provider or religious leader detailing the reason an exemption is needed). The request for a Hepatitis B Vaccine Waiver is located in Appendix 10.

If the nursing student chooses to be exempted from an immunization, the clinical facility will determine what steps, if any, an un-immunized nursing student must take to reduce the risk of transmitting disease to patients. The clinical facility may deny the student access, which may impact the student's ability to successfully complete the clinical course and/or progress in the BSN program.

### *Returning to Clinical, Simulation or Lab following an illness, injury, hospitalization, surgery, and/or pregnancy*

**If a student has been absent from clinical, simulation or lab area due to an illness, injury, hospitalization, surgery and/or pregnancy, the following criteria must be met before the student may return to ANY clinical, simulation, or lab setting:**

1. The student must be free of any communicable symptoms for a minimum of 24 hours;
2. If the student was under the care of a health care provider (HCP), medical clearance is required. The WSON Physical Form is to be completed and marked "without limitations" and submitted to the BSN Clinical Coordinator prior to returning to normal academic activities.
3. A pregnant student is required to submit clearance from an HCP in order to continue in clinical experiences **without** limitations. NOTE: Continuation of attendance in clinical experiences will be in accordance with policies of affiliated clinical agencies.
4. Students with casts, splints or a condition that inhibits movement are also required to submit clearance from an HCP before returning to the clinical/simulation setting. NOTE: Continuation of attendance in clinical experiences will be in accordance with policies of affiliated clinical agencies.
5. The student is required to work with their instructor(s) to make up all missed clinical hours – please refer to the *BSN Student Handbook* for further details.

### *Incidents While in the Clinical Setting or in Skills Lab*

If an incident occurs while the student is in the clinical setting, simulation area or in the skills lab, the student must immediately report the incident to the appropriate faculty member. If the faculty member is not immediately available to the student or there is any evidence of immediate danger for the patient or others, the student must report the incident immediately to the appropriate charge nurse or other supervisor of the unit or agency where the incident occurred. The student must notify the appropriate faculty as quickly as possible.

The clinical faculty and the student together will complete an *agency-specific* Incident Report as soon as possible following the incident. They will both sign the form and forward to the appropriate person. Incidents involving patients where there is real or potential injury or untoward effects must be communicated to the attending physician. The decision as to who will communicate with the physician is usually jointly determined by the supervisor in the agency and the clinical faculty.

Should the student be questioned about the incident by the agency staff or any other party after the initial reporting process, the student should decline to respond until clinical faculty is present.

In most situations, agency incident reports cannot be photocopied; therefore, the clinical faculty and the student will need to write a narrative description of the incident, using the *WSO<sub>N</sub> Incident Report Form* (Appendix 3). A copy of this report will be forwarded to the BSN Clinical Coordinator and to the Bryan College Safety Committee.

The report is a confidential document and will be kept in a locked file within the Ward School of Nursing. It will not become a part of the student's permanent file.

The student may be advised to seek medical attention within 24 hours of the incident. The student should see their healthcare provider and have the necessary testing, evaluation and follow-up performed, if needed.

#### *Practice Expectations in the Clinical Setting*

The WSO<sub>N</sub> requires students to perform nursing skills safely and competently and to demonstrate accountability for their own behavior. Students are expected to demonstrate growth and improvement as they progress through each course and meet specified clinical objectives. If there are any doubts/questions related to any aspect of providing patient care, students should seek clarification from the clinical instructor. In addition, each course may have specific clinical guidelines that must be followed.

In accordance with 1000-01-.04.11.d of the Rules of the Tennessee Board of Nursing - Rules and Regulations of Registered Nurses, the practice of nursing incidental to a program of study by students enrolled in a nursing education program approved by the Board is exempt from licensure; however a student of a school of nursing shall not be employed in a capacity requiring a licensed person.

Faculty members or preceptors providing supervision in the clinical care of patients shall be responsible and accountable for the assignment of patients and tasks based on their evaluation of the student's clinical knowledge and skills. Clinical site supervisors shall also monitor clinical performance and intervene if necessary for the safety and protection of the patients.

Students are required to log all clinical hours in the Typhon™ database provided for this purpose, **prior to** their next clinical experience. A student will not be allowed to attend or participate in clinical unless their Typhon™ clinical hours log is up to date. All clinical hours must be reconciled in Typhon™ by the last week of clinical, or the clinical course objectives will be considered not met, and the student will not be allowed to progress in the program.



Students are expected to display professional behavior in the clinical setting at all times, which includes honesty in all aspects of the clinical experience. Dishonesty in the clinical setting includes but is not limited to: misrepresenting completion of clinical hours or assignments; falsification of patient records; fabrication of patient experiences; failure to report omission of, or error in, assessments, treatments or medications; or appropriation/stealing of facility, client, staff, visitor and/or student property. Students failing to meet these expectations will be dismissed from the nursing major and will not be allowed to apply for readmission.

Satisfactory demonstration and check-off of a skill is required before a student may perform that skill in the clinical setting. **A student may not perform a skill in the clinical setting for which they have not been approved.** The first time a student violates this policy they will be dismissed from the clinical setting for the day and required to undergo on-campus remediation as outlined by the course instructor. After successful remediation is documented the student will make up – hour for hour – the missed clinical time. The second time a student violates this policy they will be dismissed from the BSN program.

Students must perform all nursing skills competently in accordance with facility and Ward School of Nursing Program policy. If a student does not satisfactorily perform a skill in the clinical setting, the student will be required to complete remediation as outlined by the course instructor. The student will not be allowed back into the clinical setting until satisfactory remediation has been achieved.

Unsafe clinical practice is defined as any behavior that places the patient or staff in either physical or emotional jeopardy and can also include being unprepared for the day's clinical activities. Physical jeopardy is the risk of causing physical harm; emotional jeopardy means the student creates an environment of anxiety or distress, which puts the patient or family at risk for emotional or psychosocial harm.

The first time a student is deemed unsafe or unprepared in the clinical setting, he or she will be dismissed from clinical and will forfeit the clinical day. The student will be required to complete remediation as outlined by the course instructor. The student will not be allowed back into the clinical setting until satisfactory remediation has been achieved, and will then be required to make up the missed clinical experience, hour for hour.

The second time a student is deemed unsafe or unprepared in the clinical setting, he or she will be dismissed from the nursing major.

#### *Medication Administration in the Clinical Setting*

The following WSON guidelines are based on an understanding of the information provided above.

#### Overview of Medication Administration:

- Students and instructors must complete all clinical orientation requirements before they can participate in the clinical experience
- Students must verify and clarify all patient information with the instructor
- Students must be approved by the instructor **before** providing any medications to assigned patients
- Students will **never** provide medications to patients without instructor approval

#### Medication Administration:

- Students must achieve a score of 90% on the written Drugs & Solutions Test each semester in order to be allowed to administer patient medications in the clinical setting
- Students must demonstrate to the instructor a knowledge of their assigned patient's medications which includes, but may not be limited to, actions, side effects, contraindications, and nursing implications.
- Students must verify all medications with the physician's order **prior to administration**.
- Students must clarify with instructor any questions related to medication administration.
- The instructor must supervise the nursing student in the calculation and preparation of all medications.
- Medication administration requires direct supervision by a licensed RN (either the instructor or instructor-approved assigned RN). Students will **never** administer any medication(s) without the instructor's approval for their assigned patient or any other patient.

"High Alert" medicines are safe and effective when taken properly; however, they can cause injury or death if a mistake happens with administration. "High Alert" medications require a minimum of an independent double-check verification. This includes a second nurse verifying the patient, drug, dosage, and route are a correct match to the physician order. Students **may** administer "High Alert" medications **after** the double-check process has been completed. Other students **cannot** be the second person in the verification process.

According to the Institute for Safe Medication Practices (ISMP), "High Alert" Meds include:

- Anti-infectives (e. g. Gentamycin; Vancomycin)
- Dextrose IV solutions greater than 10%
- Heparin/Lovenox
- Insulin
- IV Potassium chloride
- IV Sodium Chloride solutions greater than 0.9%
- Narcotics (e. g. Fentanyl; Oxycodone)
- Total Parental Nutrition
- Warfarin

"High Risk" medicines are those that have a high risk of causing devastating patient consequences or death when used in error. Sophomore, junior and first-semester senior students **will not** administer the following "High Risk" medications:

- Adenosine
- Anesthetic agents (e.g. propofol)
- Chemotherapeutic agents
- Dialysis Solutions (e. g. peritoneal/hemodialysis)
- Dopamine/Dobutamine
- Epinephrine
- IV Amiodarone
- IV Nitroprusside
- Magnesium sulfate
- Moderate sedation agents
- Neuromuscular Blocking agents (e. g. succinylcholine)

- PCA narcotics
- Pitocin
- Thrombolytics /Fibrolytics (e.g. TPA)

A student in the second semester of their senior year may administer the above “High Risk” medications **only** in the presence of their WSON instructor and **only** with the WSON instructor’s approval.

**In cases where the clinical site’s policy for “High Alert/High Risk” medications differs from Ward School of Nursing policy, students will consult with their course faculty.**

#### *Student Nurse Liability Insurance*

Students enrolled in the nursing major are covered by Bryan’s liability insurance while participating in planned program activities.

#### *Use of Cell Phones and Cameras in the Clinical Setting*

The clinical faculty member will have a cell phone at the clinical site for use in case of emergency. Students may **not** bring their cell phone in the building/clinical site during a clinical experience. Failure to comply will result in the student being sent home from the clinical experience for that day, and a failure recorded on their clinical evaluation tool. The missed clinical must be satisfactorily made up, hour for hour.

### **PROFESSIONAL BEHAVIORS**

The Ward School of Nursing (WSON) has established a set of professional behavior(s) to assist students to develop their knowledge and skills for positions in their fields:

- Adhere to Bryan College policies and procedures as outlined in the *College Catalog*, the *Campus Resident Policies* and the *Community Standards* document.
- Adhere to program policies and procedures as outlined in the *BSN Student Handbook*.
- Adhere to policies and procedures of each clinical education site
- Arrive to class and clinical sites on time; punctuality is a demonstration of professional behavior.
- Demonstrate responsibility and accountability in all aspects of the educational process.
- Demonstrate appropriate communication, interaction and behavior toward other students, faculty and staff, as well as all clinical site personnel.
- Respect the learning environment regarding visitors. Visitors may not attend class or the clinical education site. This includes children, spouses, parents, friends, animals or any other visitor.

The faculty reserve the right to recommend withdrawal of any student to the WSON BSN Chair at any time for unprofessional behavior.

#### *Confidentiality*

Ethics is an integral component of the nursing profession. All healthcare team members have an ethical and legal obligation to maintain confidentiality of all patient information and the privacy of all records regarding patient care in all clinical settings. The principles of privacy and confidentiality extend to all interpersonal relationships. The ANA’s *Code of Ethics for Nurses* is utilized by the WSON to help students understand the goals, values, and obligations of the nursing profession. This document can be accessed here: <http://www.nursingworld.org/codeofethics>

A responsible, professional standard of conduct is expected from each student. Students are personally accountable for the way in which patient information and other confidential information in clinical facilities is utilized. Confidential information is never to be discussed with anyone other than those directly involved in the care of the patient or in the legitimate use of other confidential agency information. Those having access to patient, salary, or associated information should never browse such information out of “curiosity.” It is to be used and accessed only for legitimate, clinical/learning purposes.

A breach in confidentiality which involves discussing and/or releasing confidential patient or facility information, or obtaining unauthorized system access, will lead to disciplinary action from Bryan College. Failure to maintain the patient’s right to confidentiality may result in the student’s receiving a grade of “F” for the course and dismissal from the nursing program.

Each student must seriously evaluate his/her daily use of confidential patient or facility information to assure its proper use. When in doubt, always discuss the matter with your faculty member or other WSON personnel for clarification or direction.

As part of the socialization process to the professional role of the nurse, BSN students are expected to be knowledgeable regarding the information contained in the following documents:

- The AHA Patient Care Partnership (2003) can be viewed and downloaded here: <http://www.aha.org/advocacy-issues/communicatingpts/pt-care-partnership.shtml> The student will uphold the tenets of the Patient Care Partnership in the clinical setting.
- The Health Insurance Portability and Accountability Act (HIPAA) for Professionals can be viewed here: <https://www.hhs.gov/hipaa/for-professionals/index.html> The student will adhere to the guidelines of the HIPAA at all times – inside and outside the clinical setting.

#### *Request for Accommodations Because of a Disability*

The Ward School of Nursing is committed to ensuring all qualified individuals with disabilities have the opportunity to take part in the educational programs and services offered on an equal basis without discrimination. Reasonable and appropriate accommodations are made on an individual basis and approved by the Bryan College ADA Coordinator in collaboration with the BSN Chair.

It is the student’s responsibility to initiate and follow-through with a request for accommodations because of a disability. This process is initiated through the ADA Coordinator in the Office of Equity and Accessibility and can be found here: <https://www.bryan.edu/academics/arc/disability-services/>

BSN students wishing to request accommodations must adhere to the process outlined below.

#### *Clinical Accommodations*

The student must submit the request for **clinical** accommodations to the ADA Coordinator as follows:

For the Fall semester: the request must be submitted by July 15

For the Spring semester: the request must be submitted by December 15

Failure to submit the request for **clinical** accommodations by these deadlines may impact the student’s ability to successfully complete clinical requirements, and therefore affect the student’s ability to progress in the BSN program.

If a request for accommodations is received **after** the stated deadlines, clinical experiences and/or evaluation(s) of student performance have already occurred, those experiences and/or evaluation results will not be altered. Accommodations cannot be applied retroactively.

### Classroom Accommodations

The student must submit the request for **classroom** accommodations to the ADA Coordinator by the **tenth day of class** in the Fall or Spring semester. If the disability is diagnosed after this time period, the student may submit the request later.

If a request for accommodations is received **after** classroom experiences and/or evaluation(s) of student performance have already occurred, those experiences and/or evaluation results will not be altered. Accommodations cannot be applied retroactively.

The student's request for accommodations must include:

- A completed Application for ADA Accommodations
- Appropriate medical documentation supporting the request in accordance with the requirements outlined in the [ADA Policies and Procedures Manual](#).

The ADA Coordinator will review the accommodations request and documentation in collaboration with the BSN Chair, and in accordance with the [ADA Policies and Procedures Manual](#). The decision and any reasonable and appropriate accommodations that can be made will be communicated to the student in writing.

Accommodations may not contradict or override the Essential Functions required of each student as listed in this Handbook.

### *Request for Accommodations When Taking the NCLEX-RN*

Anyone wishing to request accommodation(s) when taking the NCLEX-RN in Tennessee must follow the process outlined below:

- Submit the request in writing with specific details regarding what is desired.
- Submit a letter from the WSON Dean that describes the accommodation(s) that was/were granted while enrolled at Bryan.
- Submit documents from the healthcare provider making the recommendation for accommodation(s), including the diagnosis that resulted in the accommodation(s).

Anyone wishing to request accommodation(s) when taking the NCLEX-RN outside of Tennessee must contact the Board of Nursing of that state.

### *Social Media*

BSN students are required upon admission, and yearly thereafter, to read the National Council State Boards of Nursing White Paper: A Nurse's Guide to the Use of Social Media (June, 2018). You will find the guide at [https://www.ncsbn.org/NCSBN\\_SocialMedia.pdf](https://www.ncsbn.org/NCSBN_SocialMedia.pdf)

A statement (Appendix 4) must be signed by each student acknowledging awareness and understanding of appropriate use of social media as related to health care settings.

### *Statement of Essential Attributes*

Students of nursing have a responsibility to society to learn the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments. This Statement of Essential Attributes is based on an understanding that practicing nursing as a student involves an agreement to uphold the trust which society has placed in us (NSNA Code of Ethics for Nursing Students, 2020, <https://www.dropbox.com/s/a229ong58d5jx4p/Code%20of%20Ethics.pdf?dl=0>).

The following statements are standards that comprise four core essential student nurse competencies. *In addition to academic qualifications, the Bryan College Ward School of Nursing (WSON) considers the ability to consistently demonstrate these personal and professional attributes essential for entrance to, continuation in and graduation from its nursing degree program.* Students are expected to sign a statement (Appendix 5) at the beginning of each academic year to indicate their commitment and ability to consistently demonstrate these attributes.

### Physical Attributes

Nursing students must possess sufficient motor and sensory skills to provide safe nursing care and participate in the classroom and clinical experiences deemed necessary to meet both professional nursing practice standards and academic nursing program standards. Students must be able to:

- (Motor) Move throughout the classroom, lab and/or clinical site and stand for periods of time to carry out patient care activities; be physically capable of performing patient care duties for up to 12 hours at a time, day or night; and lift 50 pounds.
- (Vision) See and accurately read print, computer screens and handwriting, including patient care orders and other documents, and demonstrate the ability to differentiate colors.
- (Hearing) Hear and differentiate tonal variances or do so with the assistance of technology such as an amplified stethoscope.
- (Smell) Differentiate smells, such as smoke, bodily fluids and other odors.
- (Tactile) Accurately distinguish texture, temperature, pulsations, and moisture, with or without gloves.
- (Gross/Fine Motor) Manipulate equipment and tools necessary for providing safe nursing care such as medical equipment/devices, syringes/needles, stethoscopes and computers.

### Cognitive Attributes

Nursing students must exhibit sufficient knowledge and clarity of thinking to process information and apply it appropriately to situations in classroom and clinical experiences. Students must be able to:

- Learn effectively through a variety of modalities including, but not limited to, classroom instruction, small group discussion, group assignments, individual study of materials, preparation and presentation of written and oral reports and use of computer-based technology.
- Assimilate knowledge acquired through the modalities above and effectively apply that knowledge in clinical settings for a variety of individual, family or community needs and problems.
- Write and comprehend both spoken and written English.
- Speak English well enough to understand content presented in the program, adequately complete all oral assignments and meet objectives of assigned clinical experiences.

- Accurately apply basic mathematical skills such as ratio/proportion concepts, use of conversion tables and calculations of drug doses and solutions.
- Organize thoughts to communicate effectively through written documents that are correct in style, grammar, spelling, mechanics and American Psychological Association (APA) formatting.
- Gather data, develop a plan of action, establish priorities and monitor treatment plans.
- Utilize appropriate judgment and critical thinking behaviors such as properly incorporating previous knowledge from a wide range of subject areas into current patient care situations.

### Interpersonal Attributes

Nursing students must possess the ability to identify behaviors and attitudes in themselves and others, as well as have the ability to self-regulate their own behaviors and attitudes, in order to ensure professional practice and delivery of care. Students must be able to:

- Establish rapport with individuals, families and groups.
- Respect individual patient differences such as cultural, ethnic, religious, gender, age and sexual orientation.
- Relate effectively to other students, faculty, College/hospital staff and patients/families to fulfill ethical obligations of the nursing profession including altruism, autonomy, human dignity, integrity and social justice.
- Negotiate interpersonal conflicts effectively.
- Maintain sufficient mental/emotional stability to tolerate stressful situations, adapt to changes, respond to the unexpected, maintain objectivity and recognize personal strengths and limitations consistent with safe clinical practice so as to ensure no direct threat to the health or safety of others.
- Sustain safe nursing practice without demonstrated behavior of addiction to, abuse of or dependence on alcohol or other drugs that may impair behavior or judgment.
- Preserve confidentiality related to professional collaboration and patient care.
- Maintain professional relationships and expectations in all areas of student life, including academic, work and personal.
- Critically examine and self-edit social media content posted and hosted with the understanding that they impact both educational and professional opportunities. Refrain from posting distasteful, offensive, immoral, unethical or confidential content.
- Accept appropriate ownership of responsibility for their own actions and for the impact of these actions on others.
- Abide by the American Nurses Association Code of Ethics located at <http://www.nursingworld.org/codeofethics>

### Performance Attributes

Nursing students must be able to maintain performance standards and expectations of the clinical site, Bryan College and the Ward School of Nursing while upholding and enhancing the reputation of the nursing program and the College at large. Students must be able to:

- Continuously exhibit a functional state of alert, self-aware, and respectful behavior during classroom and clinical experiences.
- Perform multiple assignments/tasks concurrently and in a timely manner.
- Provide patient safety in various stressful situations and in settings which may be physically and emotionally demanding.
- Arrange travel to and from academic and clinical sites, both local and distant.

- Tolerate the mental demands of differing shifts, body rhythm changes, increasingly difficult patient workloads and fatigue.
- Submit all required documents prior to entering the clinical setting each academic term.
- Critically think and concentrate with ability to respond quickly to changes in patient and unit conditions.
- Maintain integrity of the Ward School of Nursing student uniform, which is to be worn only in its entirety in approved clinical and academic settings.
- Comply with all applicable Occupational Safety and Health Administration (OSHA) and Health Insurance Portability and Accountability Act (HIPAA) standards.

Bryan College and the Ward School of Nursing do not discriminate; however, the Ward School of Nursing believes that all students enrolled must possess these attributes in order to be successful and achieve the level of competence necessary for safe, professional practice. If an applicant believes that he/she cannot meet one or more of these abilities/skills without accommodations or modifications, determination will be made, on an individual basis, whether or not the necessary accommodations or modifications can be reasonably made.

#### *Student Incivility*

As members of the Bryan community, all students are expected to affirm and live out the Bryan Covenant:

I will live with integrity, respect, personal responsibility and participate in activities that encourage me to become a servant of Christ (*Bryan College Community Standards*, p. 2).

The faculty and staff of the Ward School of Nursing at Bryan College fully support this Covenant and expect students to abide by the guidelines as outlined in the *Bryan College Community Life Standards* document.

Therefore, we also utilize the American Nurses Association’s (ANA) (2015) guidelines with regard to individual roles and responsibilities of nursing students to create and sustain a culture of respect, free of incivility, bullying and workplace violence. Nursing students have an ethical, moral and legal responsibility to create a healthy and safe work environment for all members of the nursing education team and all healthcare teams, healthcare consumers, families and communities. The ANA guidelines can be found here: <https://www.nursingworld.org/~49d6e3/globalassets/practiceandpolicy/nursing-excellence/incivility-bullying-and-workplace-violence--ana-position-statement.pdf>

ANA’s *Code of Ethics for Nurses with interpretive Statements* (2015) states that nurses are required to “create an ethical environment and culture of civility and kindness, treating colleagues, co-workers, employees, students, and others with dignity and respect” (p. 4).

The nursing profession – which includes the Ward School of Nursing at Bryan College – does not tolerate violence of any kind from any source. All nursing students, all healthcare teams and healthcare workers in all settings must collaborate to create a culture of respect, free of incivility, bullying and workplace violence.

Incivility includes displaying a lack of respect and professionalism when interacting with School of Nursing faculty and staff, with each other – whether in writing or face to face, and with any employee or



patient in a clinical setting. Students' opinions and feedback are welcomed, provided they are shared in a professional and courteous manner.

Any student found to be in violation of this policy will be immediately dismissed from the BSN program and not afforded the opportunity for readmission.

### **COURSE/PROGRAM EVALUATION**

Bryan College provides opportunities for students to evaluate the quality and appropriateness of classroom instruction. These evaluations are scheduled in advance, and Bryan College requests students' participation every term.

Additionally, students are asked to complete Ward School of Nursing specific course and program evaluations upon the completion of each course, as well as simulation, skills lab and clinical site evaluations. The data from these evaluations are compiled, analyzed, and utilized to improve the quality of academics and services provided to the student.

### **LICENSURE TO PRACTICE AS A PROFESSIONAL NURSE**

The Bryan College BSN Program is designed to prepare students to practice as professional licensed registered nurses in a variety of practice settings. Graduates of Bryan College's Ward School of Nursing (WSON) who successfully complete all requirements leading to the BSN degree may sit for the NCLEX-RN in the state of Tennessee.

The State of Tennessee professional nursing license (RN/Registered Nurse) is granted through the Board of Nursing at the following location:

Tennessee Department of Health, Tennessee Board of Nursing  
665 Mainstream Drive  
Nashville, TN 37243  
(615) 423-1566  
Website: [tn.gov/health](http://tn.gov/health)

Students who wish to sit for the NCLEX-RN outside of the State of Tennessee will need to apply to the Board of Nursing of that state. Graduates of the BSN program at Bryan College are eligible to take the NCLEX-RN in the following states:

Alabama	Missouri
Arkansas	North Carolina
Georgia	South Carolina
Kentucky	Tennessee
Mississippi*	Virginia*

*\*Please notify the BSN Chair as soon as possible if you wish to take the NCLEX-RN in this state, as there are specific requirements we need to ensure are met.*

A student wishing to take the NCLEX-RN in a state not listed above may notify the BSN Chair and request a review for their state. A determination will be made if the Bryan College BSN program meets the licensing criteria of that state.

*Impact of Criminal Convictions on Board of Nursing Licensure in Tennessee*

The Tennessee Board of Nursing has articulated their expectations for applicants for RN licensure. They can be found in the Tennessee Board of Nursing's (TBON) *Rules and Regulations of Registered Nurses*, (June, 2021), <https://publications.tnsosfiles.com/rules/1000/1000-01.20210630.pdf> Excerpts from this document are shared below so that all Ward School of Nursing BSN students are aware of the TBON's expectations and requirements.

The Board of Nursing is concerned about the number of individuals with criminal conviction histories who apply for licensure as registered nurses. The Board's concern stems from the fact that nurses care for clients and families in a variety of settings where there may be no direct supervision. Individuals to whom care is given are often vulnerable, both physically and emotionally. The nurse has access to personal information about the patient and/or his/her family, has access to the client's property and provides intimate care to the client. The Board believes that persons who receive nursing care in Tennessee should be able to have confidence that an individual licensed by the Board does not have a history of mistreatment, neglect, violence, cheating, defrauding the public, or otherwise taking advantage of another person. The Board will presume that an applicant is not entitled to licensure, and will therefore deny any application for initial licensure, temporary permit, or renewal following the provisions of the Administrative Procedures Act, to a person who has been convicted, and on which conviction the time for appeal has expired, *as an adult* [emphasis added] of any of the following crimes within five (5) years preceding said application or renewal: (TNBON, June, 2021, Rule 1000-01-.13, pp. 27-29)

Aggravated Assault	First degree Murder	Second degree Murder
Voluntary Manslaughter	False Imprisonment	Kidnapping
Aggravated Kidnapping	Especially Aggravated Kidnapping	Robbery
Aggravated Robbery	Especially Aggravated Robbery	Aggravated Rape
Sexual Battery	Statutory Rape	Theft of Property
Forgery	Falsifying of Educational/Academic Records	Arson
Aggravated Arson	Burglary	Aggravated Burglary
Especially Aggravated Burglary	Incest	Aggravated Child Abuse
Sexual Exploitation of a Minor	Aggravated Sexual Exploitation of a Minor	Assisted Suicide
Rape of a Child		

*(Please refer to the TN Board of Nursing Rules and Regulations of Registered Nurses document (June, 2021) for Tennessee Code Annotated information related to each crime listed above.)*

Additionally, the Tennessee Board of Nursing (June, 2021) states they

...will also deny an application for initial licensure, temporary permit, or renewal, following the provisions of the Administrative Procedures Act, to persons who were convicted *as a juvenile* [emphasis added] of the following crimes within five (5) years preceding said application or renewal (Rule 1000-01-.13, p. 29):

First Degree Murder	Second Degree Murder	Kidnapping
Aggravated Kidnapping	Especially Aggravated Kidnapping	Aggravated Robbery
Especially Aggravated Robbery	Aggravated Rape	Rape

*(Please refer to the TN Board of Nursing Rules and Regulations of Registered Nurses document (June, 2021) for Tennessee Code Annotated information related to each crime listed above.)*

Finally, the Tennessee Board of Nursing

...considers **any** [emphasis added] criminal conviction, whether or not listed in Rule 1000-01-.13(2)...to be a violation of T.C.A. § 63-7-115(a)(1)(B). If an applicant or a registered nurse already licensed by the Board is convicted *of any crime* [emphasis added], it is grounds for denial of licensure or disciplinary action by the Board (TN Board of Nursing, June, 2021, p. 29)

Annual criminal background checks are conducted on all BSN students, and progression through the program may be impacted by the results of these checks.

The following information will be requested from an applicant with a criminal conviction:

- A certified copy of all conviction orders (obtained from the courthouse of record);
- Evidence that all court ordered requirements were met (i.e., letter from the probation officer if on supervised probation, paid fines and restitution, etc.);
- A letter from the applicant explaining the factual circumstances leading to the criminal offense(s); and
- Letters from employers concerning work performance (specifically from nursing/healthcare related employers, if possible).

**NOTE:**

Any individual who applies for initial licensure, temporary permit, or licensure renewal and supplies false or incomplete information to the Board on an application for licensure regarding the individual's criminal record will be denied said initial licensure, temporary permit, or renewal (TNBON, June, 2021, 1000-01-.13, p. 29).

## STUDENT CONDUCT POLICIES

### *Abuse or Denying Others Access to Information or Resource Materials*

Students engaging in any of the actions listed below may be academically withdrawn from the course and/or the BSN program:

Any act that maliciously hinders the use of or access to library or course materials	The removing of pages from books or journals or reserve materials
The removal of books from libraries without formally checking out the items	The intentional hiding of library materials
Obstructing or interfering with another student's academic work	The refusal to return reserve readings to the library

### *Acquiring or Providing Information Dishonestly*

Students engaging in any of the actions listed below may be academically withdrawn from the course and/or the BSN program:

Using unauthorized notes or other study aids during an examination	Using unauthorized technology during an examination	Improper storage of prohibited notes, course materials and study aids during an exam such that they are accessible or possible to view
Looking at other students' work during an exam or in an assignment where collaboration is not allowed	Attempting to communicate with other students in order to get help during an exam or in an assignment where collaboration is not allowed	Obtaining an examination prior to its administration; altering graded work and submitting it for re-grading
Allowing another person to do one's work and submitting it as one's own	Undertaking any activity intended to obtain an unfair advantage over other students	

### *Conflict Resolution*

Students are encouraged to resolve problems through normal administrative channels. Prior to filing a grievance, the student is encouraged to contact his/her instructor first, then their academic advisor, then the BSN Chair, and finally the Dean of the Ward School of Nursing to determine if resolution can be achieved within the School. A petition for a grievance hearing must be made in writing and submitted to the VP Academic Affairs/Provost.

### *Complaint Process*

#### *Informal Student Complaint*

Students are required to resolve problems through normal administrative channels, as detailed below. The student must first follow the Informal Chain of Command to resolve any complaints. If the chain of command is not followed, then the complaint will not be recognized.

The informal written complaint process is as follows:

1. The student contacts their instructor directly involved with the complaint.
2. If unresolved, the student contacts the BSN Chair to resolve the complaint.
3. If still no resolution, the student contacts the WSON Dean to resolve the complaint.
  - a. The Dean may make a decision independent of, or in consultation with, faculty members.

- b. The Dean's decision will be communicated to all involved parties.
  - c. The Dean's decision will be final.
4. If the student is not satisfied with the outcome of the informal complaint, a formal complaint may be filed by following the procedures as listed in the *Student Handbook*.

If the BSN Chair is the involved party, the student contacts the WSON Dean to resolve the complaint. If the WSON Dean is the involved party, the student contacts the VP Academic Affairs/Provost to resolve the complaint.

#### *Formal Student Complaint*

The major functions of the complaint process are to investigate all formal complaints of students who have been through the informal process without satisfactory resolution, and to render decisions of all formal complaints.

- Students have the right to file a complaint if the complaint cannot be resolved through the informal chain of command.
- Any student who elects to pursue the complaint process must sequentially follow the steps of the process or the complaint will become invalid.
- Confidential information will be disclosed on a need to know basis, which will be determined by the BSN Chair.
- Faculty committee members who are involved in the incident in which a complaint is filed must disqualify themselves.

Student complaints are defined as a formal claim, in writing, by a student or a group of students regarding alleged improper, unfair, arbitrary or discriminatory treatment. Claims that are classified as complaints include, but are not limited to academic grievances, conduct issues, and harassment. These complaints may include a grievance with a member of the faculty, staff, administration, or student body. Please note that the grade appeal process is separate and is outlined in the Bryan College Catalog and in the School of Nursing Student *Handbook*.

Bryan College believes that problems should be solved as close to the source as possible. This means, first, that individuals should make every reasonable effort to resolve disagreements with the person involved before invoking the complaints procedure outlined below. If a student feels that the issue can only be resolved by initiating a formal complaint, all efforts will be made to ensure the utmost confidentiality as the appropriate staff work to resolve the complaint.

The formal written complaint process is as follows:

1. To file a formal complaint and to generate a College response, the complaint must be dated and made in writing. A written complaint should name the specific nature of the complaint, cite relevant facts, and propose a solution that would be satisfactory to the student.
2. A student shall submit a complaint to the Vice President for Academic Affairs/Provost and Executive Director of Student Life within 30 days from the act causing the complaint. Vice President for Academic Affairs/Provost and Executive Director of Student Life will work together to ensure the complaint is handled in the appropriate office.
3. Within 30 business days after acknowledging receipt of the complaint, the appropriate administrative office of the College will inform the complainant regarding the institutional

response to the complaint. Students have an option for one (1) appeal, which will be heard by an ad hoc committee assembled to hear the appeal.

**A student will not be subject to unfair actions as a result of initiating a complaint proceeding within the Ward School of Nursing.**

*Conspiracy*

Agreeing with one or more persons to commit any act of academic dishonesty.

*Fabrication of Information*

Falsifying or inventing any information, citation, or data; using improper methods of collecting or generating data and presenting them as legitimate; misrepresenting oneself or one's status in the College; perpetrating hoaxes unbecoming to students in good standing or potentially damaging to the College's reputation or that of the members of its academic community of students and scholars.

*Facilitating Academic Dishonesty*

Aiding another person in an act that violates the standards of academic honesty; allowing other students to look at one's own work during an exam or in an assignment where collaboration is not allowed; providing information, material, or assistance to another person knowing that it may be used in violation of course, departmental, or College academic honesty policies; providing false information in connection with any academic honesty inquiry.

*Falsifying Records and Official Documents*

This is defined as forging signatures or falsifying information on official academic documents such as drop/add forms, incomplete forms, petitions, letters of permission, or any other official College or School of Nursing document.

*Harassment*

Harassment is defined as actions that may be offensive toward, or create an offensive environment for, another group or individual including, but not limited to, use of obscene, vulgar, profane, lewd language or the making of a proposal of an indecent nature, or the threatening of any person. Also, included in this definition is any action or situation that may produce mental or physical discomfort, embarrassment, or ridicule to or for any group or individual.

*Multiple Submissions*

Occurs when the student submits the same work for credit in two different courses without the instructor's permission.

*Plagiarism*

Plagiarism is the deliberate or unintentional use of another's words or ideas without proper citation for which the student claims authorship. It is a policy of Bryan College that students assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by an instructor of a course. Students may not submit the same work completed for one course in any other course, earning credit for the same work each time. Plagiarism, because it is a form of theft and dishonesty that interferes with the goals of education, must carry severe penalties. Please refer to the Bryan College *Community Standards* and *Campus Resident Policies* for more information.

### *Sanctions for Violating the Academic Honesty Policy/Honor Code*

All progressive disciplinary measures will follow the Bryan College *Community Life Standards*. Bryan College believes strongly that each student against whom the College is forced to take action has a right to procedural due process where the student has notice and an opportunity to be heard. If the administration has to take disciplinary measures against a student or other action related to the student, the student may appeal the decision to the Grievance Committee. The procedures for the grievance are found in the Bryan College *Catalog* and the *Community Life Standards*.

### *Student Grievances*

If a student violates Bryan College's standards of conduct in a classroom, the first level of discipline lies with the faculty member. Please refer to the Bryan College *Community Life Standards* and *Campus Resident Policies* for further information and procedures related to student grievances.

### **TECHNOLOGY – ACCEPTABLE USE**

Bryan College (BC) provides technology systems for the purposes of educating College students, promoting academic research, communicating with BC constituents, and administering the daily business of BC. It is the desire of BC that technology systems provided by the College be used in a manner that reflects the goals and mission of Bryan. These policies have been established to promote an environment that is safe and secure for all constituents and encourage students to act in a professional and responsible manner.

Please refer to the Bryan College *Community Life Standards* for technology and electronic communication related policies.

### *Computer and Network Access/Computer Requirements for the School of Nursing*

Students are expected to possess a computer throughout the duration of their nursing program. Student computers must be able to run a supported browser for Brightspace and handle additional plug-ins as identified by the Learning Management System (LMS) and some nursing courses. Students should be able to produce, send, and receive documents that are compatible within the two most recent offerings of Microsoft Office to complete most of their assignments. Computer and Internet connection may need to be fast enough in some courses to watch streaming videos, participate in live meetings, upload large files, install software, and listen to audio lectures.

### *Copyright*

Students are responsible to comply with copyright laws and applicable licenses that apply to software, files, documents, messages and other material they wish to download or copy. Proprietary materials belonging to entities other than the student should not be transmitted on the College's email system or via the College's Internet connection. All students obtaining access to any material prepared or created by another company or individual must respect any attached copyrights and may not copy, retrieve, modify or forward such copyrighted materials, except with written permission of the lawful owner. Students receiving electronic files via the Bryan College's email system or Internet connection should ensure the sender is the lawful owner or has obtained the necessary license.

### *Exclusive Property*

All equipment, services and technologies provided to students as part of Bryan College's computer system constitute the exclusive property of Bryan College. Similarly, all information composed, transmitted, received or stored via the BC computer system is also considered the property of Bryan

College. As such, all stored information is subject to disclosure to management, law enforcement and other third parties, with or without notice to the student.

### *Netiquette*

The WSON faculty and staff communicate with students primarily via email and within the Brightspace LMS. Keep in mind those receiving communication from you perceive communication through your writing only. They do not have an opportunity to see the expression on your face, or your body language, which are all important parts of communication. Please be careful that what you write is what you truly want to convey.

- Review what you've written before submitting it so that it is an accurate reflection of your intent.
- It is OK to disagree but please do so in a manner that is constructive, rather than destructive, encouraging rather than denigrating.
- USING ALL CAPITAL LETTERS IS THE SAME AS SHOUTING!!!! Use capitals only to emphasize a point, do not type full online posts in capital letters.
- Respect other's opinions, as you would have yours respected.
- Incivility will not be tolerated.

If you have an issue with a fellow student, please share your concerns with your faculty. If there is a problem with faculty, please contact the BSN Chair.

### *Use of Bryan College Identity*

The Bryan College name, seal, logo, telephone numbers or address are reserved for official College business and may not be used for any other purpose including electronically (fax, Internet, etc.) in advertising or for non-College sponsored events without explicit written permission.

## **STUDENT SUCCESS & SUPPORT SERVICES**

### *Academic Advising*

During the freshman year, students will be assigned a nursing faculty advisor who will meet with the student at least once a semester to track their progress through the curriculum. During advising sessions, the faculty advisor will review overall academic performance and make administrative information changes as necessary.

Whenever possible, nursing faculty – including the student's advisor – will work with a student to identify academic and/or clinical issues and offer assistance to address the issue(s) in an attempt to help the student avoid academic failure. Assistance may take the form of remedial assistance, recommendations for work outside class, referrals to counselors, etc. The nursing faculty advisor is dedicated to meeting the student's needs and will assist with each student's academic needs in a professional and caring manner.

### *Academic Resource Center*

The Academic Resource Center (ARC) offers tutoring, student success coaching, calling and career services, testing services and more. Students are encouraged to hang out in The Hub, utilize the ARC study rooms, schedule a study group, or just come grab some coffee. The ARC is located on the second floor of Mercer.



### *Bryan College Library*

The Bryan College Library advances the curriculum, research, and reading interests of Bryan students with scholarly and professional sources, reference consultations and instruction. The library is housed in the Livesay Learning Center, next to Mercer. The library hours – and other information – are located on their website at <https://library.bryan.edu/home>

Bryan's nursing collections can be found here:

<https://library.bryan.edu/az.php?s=208701>

<https://library.bryan.edu/nursing-subject-guide>

The library's collections include print and electronic books and journals, research databases, media, and media equipment. Students have access to group and quiet study areas, a computer classroom and lab, self-service digital scanner, printers, and color print and fax services.

Library faculty encourage Bryan students to develop information fluency skills, which are the ability to:

- define and articulate a topic or problem,
- locate and retrieve credible information from a variety of sources,
- evaluate the literature or data in the context of the topic,
- modify research strategy to seek additional sources,
- organize, synthesize and use knowledge gained to accomplish a specific purpose, and
- communicate results effectively and ethically in an academic or professional setting.

Students may consult with librarians at the reference desk at 423-775-7307 or by e-mail at [Library@Bryan.edu](mailto:Library@Bryan.edu)

### *Financial Assistance*

Financial assistance is available and information may be obtained from the Web at <https://www.bryan.edu/admissions/undergraduate/financial-aid/>

### *Student ID and Replacement*

Upon admission to the program, you will be issued an BC student ID. If replacement is necessary, a fee of \$10 will be charged.

## **Traditional Ceremonies**

### *Pinning Ceremony*

The Nursing Pinning Ceremony marks the senior student's completion of the BSN Program and entry into the profession of nursing. Pinning is a tradition steeped in nursing history including the lighting of the Florence Nightingale Lamp and recitation of the Florence Nightingale Pledge. The Pinning Ceremony is usually held in May.

### *Graduation Ceremony*

Bryan College graduation ceremonies are attended by faculty and graduates from all academic programs. Graduates with special academic honors are recognized at this time. This occasion marks the student's official graduation from Bryan College. Nursing students are strongly encouraged to participate in this event in order to share their accomplishment with fellow graduates, faculty and staff who have been a part of the graduates' lives during their academic experience, and their families and friends who have supported them throughout their student careers.

### *Ward School of Nursing Graduation Requirements*

- Complete a minimum of 120 semester hours of coursework, with a minimum of 25% of the semester hours earned through Bryan College.
- BSN students must have a cumulative GPA of 3.0 or higher and a minimum grade of “C” in all courses required for the degree.
- A minimum of 30 semester hours at the 300/400 level.
- Complete the Bible course requirements.
- Complete the core curriculum requirements.
- Transfer students must earn a minimum of 15 semester hours at Bryan in the major area of study, and 40% of the credits in the major must be at the 300/400 level.
- Demonstrate proficiency in the use of the English language as described under core curriculum requirements.
- Complete the last 31 hours in residence.
- File an Application for Graduation form by the end of the junior year.
- Participate in commencement exercises.
- A readmitted student exiting the College must graduate under the Catalog that is current upon their readmission.
- Students must complete all requirements for graduation in order to participate in commencement exercises.
- Students must pay all financial accounts in full in order to participate in commencement.

## COURSE DESCRIPTIONS

<b>NUR221</b>	<b>Introduction to the Nursing Profession</b>	<b>2 cr.</b>
Introduces nursing as a scientific discipline with unique ways of knowing and caring. Introduces the Ward School of Nursing's conceptual framework of professional nursing from a biblical perspective.		
<b>NUR223</b>	<b>Health Promotion &amp; Patient Safety</b>	<b>3 cr.</b>
Introduces foundational principles, concepts, and methods to provide safe, quality patient care, improve patient outcomes and improve the culture of the healthcare practice environment.		
<b>NUR225</b>	<b>Health Assessment for the Professional Nurse</b>	<b>3 cr.</b>
Prepares students to integrate observations, systematically collect data and communicate effectively in the comprehensive health assessment of clients. Lab required.		
<b>NUR240</b>	<b>Pathophysiology for the Professional Nurse</b>	<b>3 cr.</b>
Examines the nursing implications and pathophysiologic basis for alterations in health across the lifespan.		
<b>NUR270</b>	<b>Foundations of Nursing Practice</b>	<b>4 cr.</b>
Guides application of theory and principles for basic nursing interventions for individuals with common health alterations. Commences socialization into the professional nursing role. Clinical required.		
<b>NUR242</b>	<b>Pharmacology for the Professional Nurse</b>	<b>3 cr.</b>
Applies principles of drug action and nursing implications within the framework of the nursing process.		
<b>NUR371</b>	<b>Foundations in Adult Health I</b>	<b>5 cr.</b>
Initial application of the nursing process, critical thinking and clinical decision-making in the care of adults with acute or chronic illness. Clinical required.		
<b>NUR327</b>	<b>Contemporary Issues in Healthcare</b>	<b>2 cr.</b>
Explores the impact of emerging issues in healthcare on the professional nurse's role and practice.		
<b>NUR329</b>	<b>Global Health Perspectives</b>	<b>3 cr.</b>
Prepares the nurse to provide culturally appropriate physical and spiritual care for diverse clients. Clinical required.		
<b>NUR332</b>	<b>Nursing Research &amp; Evidence-Based Practice</b>	<b>3 cr.</b>
Develops skills necessary to identify, appraise and apply best evidence to support nursing practice, improve client health and leverage change in healthcare.		
<b>NUR372</b>	<b>Foundations in Adult Health II</b>	<b>5 cr.</b>
Advanced application of the nursing process, critical thinking and clinical decision-making in the care of adults with acute and chronic illness. Clinical required.		
<b>NUR334</b>	<b>Healthcare Economics</b>	<b>2 cr.</b>
Examines the nurse's role in coordinating resources to provide safe, quality and equitable care to diverse populations within complex healthcare systems.		

- NUR374 Foundations in Family Health 4 cr.**  
Utilization of the nursing process in the assessment and management of healthcare for the childbearing and childrearing family. Emphasizes the nurse's role in health promotion and disease prevention for families. Clinical required.
- NUR441 Nursing Informatics & Telehealth 2 cr.**  
Utilization of electronic information and telecommunication technologies to support and promote long-distance clinical health care.
- NUR473 Foundations in Mental Health 4 cr.**  
Application of the nursing process in the compassionate care of individuals and families experiencing acute or chronic psychiatric/mental health illnesses. Clinical required.
- NUR475 Foundations in Population Health 5 cr.**  
Explores the nurse's role in managing the healthcare of populations. Clinical required.
- NUR476 Interprofessional Coordination of Patient Care 5 cr.**  
A clinical immersion experience providing opportunities for intentional collaboration across professions to optimize patient care, enhance the healthcare experience, and strengthen outcomes for a variety of stakeholders. Clinical required.
- NUR478 Advanced Care of the Complex Patient 4 cr.**  
Synthesizes all prior nursing knowledge in the management of care of critically ill clients and their families. Focuses on complex nursing decisions and interventions across a variety of environments. Clinical required.
- NUR442 Servant Leadership for the Professional Nurse 3**  
Explores the process of Christian nurse leadership within the culture of today's healthcare systems. Includes a review of classic and emerging leadership and organizational theories, and the development of personal insight and self-awareness.
- NUR490 Senior Seminar 2**  
Synthesizes knowledge from all nursing courses to help prepare students to take the NCLEX-RN and transition into the nurse generalist role.

**APPENDICES**

**WARD SCHOOL OF NURSING – POLICY PETITION FORM**

**Please type your information into the gray boxes below. You are not limited to the size of the boxes – they will expand as needed to accommodate what you have typed.**

Date:

Name:

Student ID:

Bryan email address:

Which Bryan College or School of Nursing policy are you petitioning?

What is the outcome you are seeking?

Describe why an exception should be made. Please be as specific as possible and include all relevant information. It is the student's responsibility to submit all relevant information.

*Appendix 2: Criminal Background Check & Drug Screening Waiver*

I have read the Ward School of Nursing Criminal Background Check & Drug Screening policies and understand my responsibility in the criminal background and drug screening process. By my signature I agree to the terms of program acceptance and/or program continuation based on the results of both the criminal background check and drug screen test.

---

Date

---

Student's Printed Name

---

Student's Signature

**WARD SCHOOL OF NURSING  
INCIDENT REPORT**

**Date of report:**

**Name of person exposed/injured:**

**Check:**  **Faculty**                       **Student**                       **Other (list):**

**Details of procedure being performed when incident occurred** (include where and how, if incident was related to sharp device, type of device, how and when during use of device incident occurred):

**Details of incident** (include type and amount of fluid/material and severity of incident; depth of injury; amount of fluid injected if applicable; duration of contact and condition of skin):

**Action taken** (include whether or not the student was requesting to go for testing; if testing was refused by the student, did he/she sign a form acknowledging that decision):

**Follow-up:**

---

**Signature of Faculty**

**Date**

---

**Signature of Student**

**Date**

Copy to Clinical Coordinator



*Appendix 4: Social Media/Confidentiality Policy*

I have read and understand the National Council of State Boards of Nursing's *White Paper: A Nurse's Guide to the Use of Social Media* (June, 2018), which can be accessed at [https://www.ncsbn.org/NCSBN\\_SocialMedia.pdf](https://www.ncsbn.org/NCSBN_SocialMedia.pdf)

I promise to conduct my use of social media in adherence to these guidelines and realize inappropriate use of social media is subject to disciplinary actions up to and including dismissal from the Ward School of Nursing.

---

Student Signature

---

Date

## *Appendix 5: Statement of Essential Attributes*

(To be completed at the beginning of each academic year of enrollment.)

Students of nursing have a responsibility to society to learn the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments. This Statement of Essential Attributes is based on an understanding that practicing nursing as a student involves an agreement to uphold the trust which society has placed in us. The following statements are standards that comprise four core essential student nurse competencies. In addition to academic qualifications, the Bryan College School of Nursing considers the ability to consistently demonstrate these personal and professional attributes essential for entrance to, continuation in and graduation from its nursing degree programs.

### **Physical Attributes**

Nursing students must possess sufficient motor and sensory skills to provide safe nursing care and participate in the classroom and clinical experiences deemed necessary to meet both professional nursing practice standards and academic nursing program standards. Students must be able to:

- (Motor) Move throughout the classroom/clinical site and stand for periods of time to carry out patient care activities; be physically capable of performing patient care duties for up to 12 hours at a time, day or night; and lift 50 pounds.
- (Vision) See and accurately read print, computer screens and handwriting, including patient care orders and other documents, and demonstrate the ability to differentiate colors.
- (Hearing) Hear and differentiate tonal variances or do so with the assistance of technology such as an amplified stethoscope.
- (Smell) Differentiate smells, such as smoke, bodily fluids and other odors.
- (Tactile) Accurately distinguish texture, temperature, pulsations, and moisture, with or without gloves.
- (Gross/Fine Motor) Manipulate equipment and tools necessary for providing safe nursing care such as medical equipment/devices, syringes/needles, stethoscope and computers.

### **Cognitive Attributes**

Nursing students must exhibit sufficient knowledge and clarity of thinking to process information and apply it appropriately to situations in classroom and clinical experiences. Students must be able to:

- Learn effectively through a variety of modalities including, but not limited to, classroom instruction, small group discussion, group assignments, individual study of materials, preparation and presentation of written and oral reports and use of computer based technology.
- Assimilate knowledge acquired through the modalities above and effectively apply that knowledge in clinical settings for a variety of individual, family or community needs and problems.
- Write and comprehend both spoken and written English.
- Speak English well enough to understand content presented in the program, adequately complete all oral assignments and meet objectives of assigned clinical experiences.
- Accurately apply basic mathematical skills such as ratio/proportion concepts, use of conversion tables and calculations of drug doses and solutions.

- Organize thoughts to communicate effectively through written documents that are correct in style, grammar, spelling, mechanics and American Psychological Association (APA) referencing.
- Gather data, develop a plan of action, establish priorities and monitor treatment plans.
- Utilize appropriate judgment and critical thinking behaviors such as properly incorporating previous knowledge from a wide range of subject areas into current patient care situations.

### **Interpersonal Attributes**

Nursing students must possess the ability to identify behaviors and attitudes in themselves and others, as well as the ability to self-regulate their own behaviors and attitudes, in order to ensure professional practice and delivery of care. Students must be able to:

- Establish rapport with individuals, families and groups.
- Respect individual differences such as cultural, ethnic, religious, gender, age and sexual orientation.
- Relate effectively to other students, faculty, College/hospital staff and patients/families to fulfill ethical obligations of the nursing profession including altruism, autonomy, human dignity, integrity and social justice.
- Negotiate interpersonal conflicts effectively.
- Maintain sufficient mental/emotional stability to tolerate stressful situations, adapt to changes, respond to the unexpected, maintain objectivity and recognize personal strengths and limitations consistent with safe clinical practice so as to ensure no direct threat to the health or safety of others.
- Sustain safe nursing practice without demonstrated behavior of addiction to, abuse of or dependence on alcohol or other drugs that may impair behavior or judgment.
- Preserve confidentiality in regards to collaboration and patient care.
- Maintain professional relationships and expectations in all areas of student life, including academic, work and personal.
- Critically examine and self-edit social media content posted and hosted with the understanding that they impact both educational and professional opportunities while refraining from posting distasteful, offensive, immoral, unethical or confidential content.
- Accept appropriate ownership of responsibility for their own actions and for the impact of these actions on others.
- Abide by the American Nurses Association Code of Ethics (located at <http://www.nursingworld.org/codeofethics>).

### **Performance Attributes**

Nursing students must be able to maintain clinical agency, College and nursing program performance standards while upholding and enhancing the reputation of the nursing programs and the College at large. Students must be able to:

- Continuously exhibit a functional state of alert, self-aware, and respectful behavior during classroom and clinical experiences.
- Perform multiple assignments/tasks concurrently and in a timely manner.
- Provide patient safety in various stressful situations and settings which may be physically and emotionally demanding.
- Arrange travel to and from academic and clinical sites, both local and distant.
- Tolerate the mental demands of differing shifts, body rhythm changes, increasingly difficult patient workloads and fatigue.

- Timely submit required medical and certification documents to online database.
- Critically think and concentrate with ability to respond quickly to changes in patient and unit conditions.
- Maintain integrity of the Bryan College nursing uniform, which is to be worn only in its entirety in approved clinical and academic settings.
- Comply with all applicable Occupational Safety and Health Administration (OSHA) and Health Insurance Portability and Accountability Act (HIPAA) standards.

---

I have read the Bryan College School of Nursing **Statement of Essential Attributes**, and understand my responsibilities as outlined therein. By my signature below I agree that:

- I am able to satisfactorily demonstrate all of these attributes
  - If there are attributes I am not able to satisfactorily demonstrate, I will notify the WSON Clinical Coordinator immediately.
- I will faithfully demonstrate all of these attributes while a student in the WSON
- If I fail to faithfully demonstrate any of these attributes while a student in the WSON, I understand my progression in the BSN program may be affected.

Student ID #: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

*Appendix 6: Ward School of Nursing (WSN) Honor Code Acknowledgement Form*

By signing below, I acknowledge that I have been informed of the WSON honor code during the BSN orientation.

The WSON honor code states:

“Every student shall be honor bound to refrain from cheating (including plagiarism). Every student shall be honor bound to refrain from stealing. Every student shall be honor bound to refrain from lying. Any violation of this Honor Code can result in dismissal from the College.” The Bryan College Honor Code is designed to enhance academic uprightness on the campus.

I pledge to uphold the principles of honesty, fairness, integrity, and respect, and I will fulfill my responsibilities as a part of the Bryan College Community.

I also understand that it is my responsibility to review and become familiar with the SON BSN *Student Handbook* as well as the code of conduct and information pertaining to conduct proceedings as stated in the Bryan College *Campus Resident Policies and Community Standards*

Name: (Printed) \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Student ID# \_\_\_\_\_

*Appendix 7: Ward School of Nursing Student Handbook Acknowledgement Form*

By signing below, I acknowledge that I have been oriented to and have read the Ward School of Nursing *Student Handbook*. I was also given the opportunity to ask questions or to clarify any material contained within the WSON *Student Handbook*. I understand my rights and responsibilities contained in the WSON *Student Handbook*.

Name: (Printed) \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Student ID# \_\_\_\_\_

## Appendix 8: Ward School of Nursing Application for Readmission

A student may apply for readmission to the nursing major one time.

A student must apply for readmission to the nursing major if any of the following situation(s) apply:

- If the student chooses to take a Withdrawal or a Leave of Absence from the nursing major;
- If the student was dismissed or administratively withdrawn from the nursing major for any reason;
- If the student has not been enrolled in any nursing course for 90 days or more.

In order to be considered for readmission a student must complete the following process:

1. Make an appointment for a counseling session with the ARC
  - a. To enroll in the spring semester: by **9/1**
  - b. To enroll in the fall semester by **2/1**
2. Complete the Application for Readmission (Appendix 8) and return it to the WSON Office as follows:
  - a. To enroll in the spring semester: application is due by **10/15**
  - b. To enroll in the fall semester: application is due by **3/15**
3. Submit a letter of request to the **BSN Chair**
  - a. To enroll in the spring semester: application is due by **10/15**
  - b. To enroll in the fall semester: application is due by **3/15**

The letter should include the following:

- Reason(s) why the student was not successful during his/her initial enrollment;
  - Details of the student's meeting with their advisor upon dismissal, and how the student has followed the advisor's advice;
  - Action(s) the student **has taken** in the time away to ensure the student's success in the nursing major, if readmitted;
  - Reason(s) why the student believes she/he should be readmitted;
  - Action(s) the student **will take** to ensure academic success in the nursing major if readmitted.
  - Letter must be written in Times New Roman, 12 pt. font, single spaced, and free of spelling and grammatical errors.
  - Letter must be submitted with the Application for Readmission.
4. If the student has not been enrolled in any nursing course for 90 days or more, she/he must successfully pass the Skills Proficiency Exam Exam (SPE).
    - a. To enroll in the spring semester: by **10/31**
    - b. To enroll in the fall semester: by **3/31**

The student is to come prepared for the SPE. If the student fails the first attempt, he/she is allowed one opportunity to retake the SPE. If the student fails to pass the SPE on the second attempt, the student will not be readmitted to the nursing major

5. **Students accepted for readmission** are required to make an appointment with the BSN Clinical Coordinator
  - a. To enroll in the spring semester: by **10/31**
  - b. To enroll in the fall semester: by **4/1**
  - c. This is required in order to process clinical requirements.
  
6. Complete & Pass a Dosage & Solutions (D&S) test at 90%
  - a. To enroll in the spring semester: by **11/1**
  - b. To enroll in the fall semester: by **4/1**

The student is allowed one opportunity to retake the D&S exam; If the student fails to achieve a minimum score **of 90% on the D&S exam on the second attempt**, the student will not be eligible for readmission to the nursing major.

**Each of these elements is required to be completed in the order listed.** If one or more elements is not addressed/included, the application will be considered incomplete, and the student will be required to wait until the next semester to be considered for readmission.

A student seeking readmission to the nursing program must be accepted within one year of exiting the nursing program. Students who have an interruption of more than one year will be required to re-apply to the nursing program and will need to retake all nursing courses previously taken.

If the nursing curriculum has changed during the period the student is seeking readmission, the student may be required to complete additional courses to meet the requirement of the new curriculum.

If a student has earned a grade below a “C” for any course required for the nursing major, that course must be repeated. If the course has an NUR prefix, it will be repeated after the student is readmitted. If the course does not have an NUR prefix, that course must be repeated **prior to** readmission to the nursing major.

The student’s cumulative GPA must be 3.0 or higher to be eligible for readmission.

Readmission is not guaranteed; however, all complete applications will be reviewed by the WSON faculty. Incomplete applications will not be considered.

When a student is readmitted to the nursing major, he or she will fall under the BC *Catalog* and Ward School of Nursing *BSN Student Handbook* that are current upon his/her readmission. The student should understand that this may mean he or she may be required to complete additional coursework to fulfill degree requirements. The readmitted student must also comply with any recommendations made by the faculty related to their readmission.

**\*\*Please include the information as required on the next page.**



This is to declare my intent to reenter the nursing major at Bryan College in the \_\_\_\_\_ semester of 20\_\_\_\_. By signing this, I indicate that I have read and understand the above requirements to apply for readmission.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Student signature/Date

\_\_\_\_\_  
Advisor signature/Date

*Appendix 9: BSN Release Agreement*

This release is effective as of the day it is signed.

WHEREAS, I understand and acknowledge that there are certain risks inherent in clinical experiences, including, but not limited to, catastrophic injury, disease, HIV exposure, hepatitis exposure, invasion of privacy, emotional unrest, and even disability or death.

In considering of Bryan College allowing me to participate in clinical experiences for its Ward School of Nursing BSN degree program, I agree as follows:

I release and forever discharge Bryan College and its agent's employees, officers, directors, contractors, consultants, successors, and assigns from any and all claims, demands, actions, or causes of action that arise from or are in any way connected with:

1. My participation in the Ward School of Nursing BSN degree program clinical experience.
2. Travel to and from clinical sites.

It is my understanding that this Release Agreement also applies to medical expenses that I incur, and I acknowledge that any medical expenses I incur during my participation in clinical experiences are my responsibility, and not the responsibility of Bryan College.

This Release Agreement shall be binding on my successors and assigns.

**READ BEFORE SIGNING**

Date \_\_\_\_\_ Participant Signature \_\_\_\_\_

DOB \_\_\_\_\_ Participant Name (print) \_\_\_\_\_

Address \_\_\_\_\_

**Person to contact in case of emergency:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone \_\_\_\_\_ Fax (if available) \_\_\_\_\_

Address \_\_\_\_\_

Email (if available) \_\_\_\_\_

*Appendix 10: Hepatitis C Vaccine Waiver*

I understand that during my clinical learning experiences I may be exposed to blood or other potentially infectious materials, and I may be at risk of acquiring a Hepatitis B Virus (HBV) infection, a potentially serious disease. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine.

Please check the appropriate statement:

- I decline the Hepatitis B vaccination at this time. I have been informed and understand the possible risks of acquiring a Hepatitis B Virus (HBV) infection.\*\*
  
- I am currently in the process of receiving the 3-dose series of Hepatitis B vaccine at 0-, 1- and 6-month intervals. I will obtain anti-HB serologic testing 1-2 months after does #3. Until this process is completed, I have been informed and understand that I continue to be at risk of acquiring a Hepatitis B Virus (HBV) infection.

People ID #: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

\*Female students who believe they are pregnant must provide a letter from their health care provider indicating their expected delivery date and the lab result for Anti-Hepatitis B. Although the Hepatitis B vaccine is not contraindicated during pregnancy, the decision to receive their vaccination should be made in consultation with their health care provider.

\*\* Students are advised that some health care clinical agencies will not allow anyone who has not received the Hepatitis B vaccination and/or demonstrated immunity to Hepatitis B to participate in a clinical rotation at their site.

## *Appendix 11: Student Expectations and Guidelines for the Skills Lab & Simulation Area*

Simulation is an important tool that can be used to supplement theory courses, clinical courses, skills lab, and remediation/tutoring. As much realism must be maintained as possible in the simulation lab. Simulation may be used for demonstration, practice, and/or evaluation. It is not recommended to use simulations for evaluation with students who have not utilized the simulation lab before. All students must have attended an orientation prior to using the simulation lab. In addition, all students must sign a video release and confidentiality form prior to using the simulation lab.

### **Scheduling**

- Use of the simulation lab will be scheduled through the simulation team and faculty.

### **Supplies**

- Supplies from the supply cart must be opened carefully so they can be repackaged and used again if possible.

### **Dress Code**

- The skills lab adheres to the Ward School of Nursing clinical dress code.

### **Required Equipment**

- You are expected to bring the supplies or equipment as required by your lab instructor.
- Reference books are available in the debriefing area, and some books are available for check out. Check out instructions are posted on the following pages.

### **Personal Items**

- Please store your personal items in the student lockers. Do not bring personal items into the skills lab or simulation area.
- Cell phones are not allowed in the simulation area and must be left in your locker.

### **Consent to Video and Photography**

- You are hereby informed that practice in the skills lab may be videotaped or photographed. Signing this document authorizes the WSON staff to use the video recordings and photographs for purposes including debriefing, faculty review, educational, public relations, promotional, and/or research activities.
- It is your responsibility to notify your instructor or program facilitator if you object to video recording, photography or use of photographs.

### **Confidentiality**

- The WSON simulation lab provides a safe clinical learning environment in which mistakes are viewed as learning opportunities. It is expected that discussion of individual or group performance will not take place outside of the WSON facilities.
- Also, in order to maintain the integrity of WSON clinical simulation, participants agree not to discuss scenario details outside of the lab.

**Miscellaneous**

- Do not attempt to practice or operate simulation equipment without permission and guidance from WSON faculty/staff.
- Food and drink are not allowed in rooms with manikins.
- Water bottles or containers with a lid are allowed in the classrooms and debriefing areas.
- Pens, markers, and skin preps such as betadine and KY Jelly cannot be used on manikins and may cause permanent damage. Do not use pens or markers near the manikins.
- Report immediately to your instructor and/or WSON staff if any equipment is damaged or lost during your lab experience.
- Wear gloves at all times when touching the manikins unless specifically told otherwise.

**Debriefing**

- For simulation to be effective, debriefing must occur after the simulation is complete.

By signing below, I acknowledge that I have been informed of the Ward SON student expectations and guidelines for the skills lab & simulation areas. I was also given the opportunity to ask questions or to clarify any material contained therein. I understand my rights and responsibilities contained in this document.

Name: (Printed) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student ID#: \_\_\_\_\_