

BARTON **NURSING**

Student Handbook **2023-2024**



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WELCOME TO THE BARTON NURSING PROGRAM

We are pleased you have elected to receive your nursing education at Barton Community College. We are proud of our program and hope you take full advantage of the opportunities available.

Barton offers one-year practical nursing (P.N.) and two-year associate degree nursing (A.D.N.) programs. These programs are designed to prepare men and women as competent practitioners in the level of nursing they have chosen. These programs intend to prepare students to take the National Council Licensure Examination for the Practical Nurse (NCLEX-PN) at the completion of one year and for the Registered Nurse (NCLEX-RN) at the completion of the second year. Upon successful completion of the NCLEX-PN, the graduate is licensed in the state of their choice as a Licensed Practical Nurse. Following successful passing of the NCLEX-RN, the graduate is licensed in the state of their choice and may practice as a Registered Nurse.

The purpose of this Nursing Student Handbook is to provide you with information you will need regarding guidelines and policies for the nursing program. This handbook does not constitute a contract. The policies and guidelines within this handbook are subject to review and possible change. All students are expected to adhere to the policies and procedures of the nursing program. If any policy or procedure is not followed it could lead to your dismissal from the program.

Best wishes for your success in the program! If the faculty and I can be of service to you, let us know.

Sincerely,

A handwritten signature in cursive script that reads "Renae Skelton". The signature is written in black ink and is positioned above the typed name and title.

Renae Skelton, MSN, RN
Director of Nursing Education

ACCREDITATION INFORMATION

Barton Community College is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges. Barton is governed by the Kansas State Board of Regents.

The Higher Learning Commission

230 South LaSalle Street, Suite 7-500

Chicago, IL 60604-1411

(800) 621-7440

www.ncahigherlearningcommission.org

Kansas Board of Regents

1000 SW Jackson, Suite 520

Topeka, KS 66612-1368

www.kansasregents.org

The Associate Degree Nursing completion program at Barton Community College is accredited by the Accreditation Commission for Education in Nursing (*ACEN*).

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, GA 30326

Phone (404) 975-5000

<http://www.acenursing.org>

The Nursing Programs at Barton Community College are approved by the Kansas State Board of Nursing.

Kansas State Board of Nursing

Landon State Office Building

900 SW Jackson Street

Suite 1051

Topeka, Kansas 66612-1230

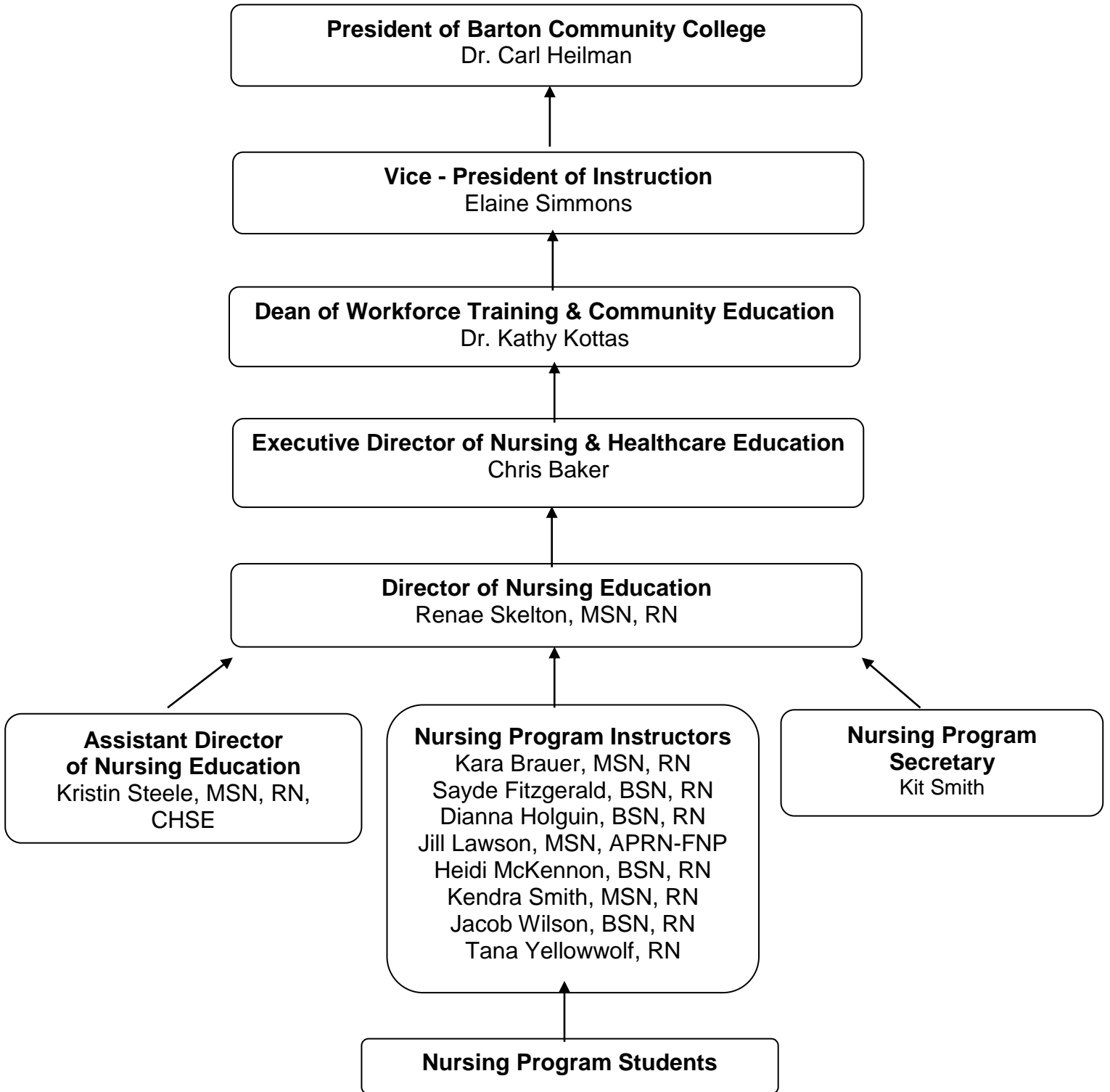
Main: (785) 296-4929

www.ksbn.org

<https://ksbn.kansas.gov>

NURSING PROGRAM ORGANIZATIONAL CHART

Please utilize the following for your personal reference and communicate to the appropriate channels while participating in the Barton Nursing Program.



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CLINICAL FACILITIES

Acension Via Christi - St Francis (Wichita)	(316) 268-5000
Barton Department of Nursing	(620) 792-9357
	(800) 748-7594
Barton County Health Department	(620) 793-1902
Camber	(785) 624-6000 - Hays
	(316) 221-7310 - Wichita
Central Kansas Orthopedic Group	(620) 792-4383
Clara Barton Medical Clinic	(620) 653-2386
Clara Barton Hospital (Hoisington)	(620) 653-2114
DaVita	(833) 401-3237
Ellinwood District Hospital	(620) 564-2548
Ellsworth County Medical Center	(785) 472-3111
Fresenius Kidney Care	(620) 792-2944
Golden Belt Home Health & Hospice	(620) 792-8171
Great Bend Children's Clinic	(620) 792-5437
Hutchinson Regional Medical Center	(620) 665-2000
UKHS - Great Bend Campus	(620) 792-8833
Hays Med	(785) 623-5000
Hospital District #1 – Rice County (Lyons)	(620) 257-5173
Kiowa County Memorial Hospital	(620) 723-3341
Larned State Hospital	(620) 285-2131
Medicine Lodge Memorial Hospital	(620) 886-3771
Pawnee County Health Department	(620) 285-6963
Pawnee Valley Community Hospital	(620) 285-3161
Pratt County Health Department	(620) 672-4135
Pratt Regional Medical Center	(620) 672-7451
St. Francis Ministries	(800) 423-1342
Stafford County Hospital	(620) 234-5221
UKHS - St. Rose Pavilion	(620) 792-2511

Please share these numbers with your family and friends. They may be used in emergency situations only. Students cannot have their cell phones during assigned clinical times.

BARTON COMMUNITY COLLEGE MISSION

Mission Statement

Barton Community College, in accordance with policy governance, has established the following mission and ENDS for the College.

Mission- Barton offers exceptional and affordable learning opportunities supporting student, community and employee needs. <http://bartonccc.edu/missionandvision>

We will seek to achieve our mission through [eight ENDS](#) and four Core Priorities (Values) that define our commitment to excellence in education.

ENDS

1. Fundamental Skills
2. Work Preparedness
3. Academic Advancement
4. Barton Experience
5. Regional Workforce Needs
6. Barton Services and Regional Locations
7. Strategic Plan
8. Contingency Planning

Core Priorities (Values)

Drive Student Success
Cultivate Community Engagement
Optimize Employee Experience
Emphasize Institutional Effectiveness

The Vision

Barton Community College will be a leading educational institution, recognized for being innovative and having outstanding people, programs and services.

Revised 9/2010, 1/2017, 5/21,5/22,5/23

CURRICULAR FRAMEWORK OF THE NURSING PROGRAM

Mission Statement

The mission of the Barton Nursing Program is to provide high-quality, continuously-improving, student-focused education. Barton Nursing strives to produce caring, competent nurses who value lifelong learning while meeting the diverse healthcare needs of their communities.

Revised 3/06, 4/11, 12/19

Reviewed 4/12, 5/15, 5/17, 5/18, 5/19,5/21,5/22, 5/23

Nursing Program Philosophy

The faculty of the Barton Community College Nursing Program, in support of the mission of the College, are committed to providing a quality learning environment for students in pursuit of a career in the nursing profession.

We, the faculty of Barton Community College Nursing Program, believe:

Individual:

Each individual is unique and innately worthy of dignity and respect. The individual is viewed as a complex being with physiological, psychological, sociocultural, and spiritual components. The Individual has the potential to direct, integrate, and/or adapt to the environment. The individual is viewed as having strengths and weaknesses and may often benefit from support and guidance.

Environment:

Environment is anything internal or external to the individual. The environment includes internal psychological and physiological factors as well as external social, cultural, and economic factors. The environment and the individual constantly interact and influence each other.

Health:

Health is defined by each individual and reflects the individual's physical, psychological, sociocultural, and spiritual wellbeing. Health is a dynamic state of balance achieved through constant adaptation to the environment. The individual performs deliberate self-care actions to promote, maintain, or regain health.

Nursing:

Nursing is both an art and a science. The goal of nursing is to provide holistic client care; to prevent illness and potential complications; to protect, promote, and restore health; and to facilitate comfort and dignity in dying. Nursing is a profession based on knowledge of the physical, psychological, social and spiritual aspects of the human condition across the life span. Through application of the nursing process, the nurse functions as a provider, educator, manager, and patient advocate. The nurse responds to emerging health care issues and advancements in science and technology through professional development and lifelong learning. The nurse practices according to applicable standards of care and legal/ethical considerations.

Nursing Education:

The purpose of nursing education is to prepare future nurses to meet current and emerging demands of the healthcare system. Emphasis is placed on preparing students to provide safe, evidence-based nursing care for diverse populations of patients, families and communities. Nursing education promotes lifelong learning to manage changing healthcare demands. Nursing education provides opportunities for the student to develop knowledge, skills and attitudes needed to successfully enter the nursing profession.

The role of the nurse educator is to facilitate the development of the nursing student from novice to advanced beginner (Benner, 1982). The nurse educator creates an environment conducive to learning and employs a variety of teaching strategies and learning activities to meet the educational needs of the student. Student learning is evaluated and feedback is provided to assist the student's success. The nurse educator models the behaviors, values, and beliefs of the nursing profession.

The role of the nursing student is to actively engage in the learning process. The nursing student seeks out and participates in learning opportunities. The student develops the ability to provide safe, holistic, patient-centered care through clinical practice, reflection, self-assessment and instructor feedback. The successful student demonstrates accountability and responsibility, is self-directed, and embraces the values and beliefs of the nursing profession.

Nursing Program Curricular Framework

The curricular framework serves as a guide for curriculum development by faculty and as a resource to clarify and direct student learning. The Barton Nursing ADN and PN program curricular framework is guided by the Quality and Safety Education for Nurses (QSEN) Core Competencies, End-of-Program Student Learning Outcomes, Standards of Practice, the National Council of State Boards of Nursing (NCSBN) Test Plans, and Barton Essential Skills.

Quality and Safety Education for Nurses (QSEN) Competencies

“The overall goal for the Quality and Safety Education for Nurses (QSEN) project is to meet the challenge of preparing future nurses who will have the knowledge, skills and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare systems within which they work.”
(QSEN.org/competencies/pre-licensure-ksas/)

1. Patient Centered Care – Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.
2. Teamwork and Collaboration – Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
3. Evidence-based Practice – Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.
4. Quality Improvement – Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
5. Safety – Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.
6. Informatics – Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

(QSEN.org/competencies/pre-licensure-ksas/)

End-of-Program Student Learning Outcomes

The ADN program learning outcomes are the Kansas ADN Outcomes. These outcomes are the same for all Associate Degree programs in Kansas and were developed as part of the ADN Nursing Program Alignment by the Kansas Board of Regents. These outcomes are referred to as Barton's ADN End-of-Program student learning outcomes (SLOs). The ADN SLOs address integrating caring behaviors, implementing professional standards and scope of practice, demonstrating collaboration, formulating safe and effective clinical judgments, managing care and providing leadership using resources and technology, generating teaching and learning to reduce risks for a global population, and demonstrating effective communication. (kansasregents.org)

The PN program learning outcomes are the Kansas PN Outcomes. These outcomes are the same for all Practical Nursing programs in Kansas and were developed as part of the Practical Nursing Program Alignment by the Kansas Board of Regents. These outcomes are referred to as Barton's PN End-of-Program student learning outcomes (SLOs). The PN SLOs address providing relationship-centered and culturally sensitive nursing care, collaborating with the client and health care team to promote continuity of care, utilizing current evidence as a basis for nursing practice, utilizing technology to support safe client care, providing a safe environment to reduce risk of harm for clients, self and others, demonstrating accountability that incorporates legal and ethical principles, and utilizing leadership skills that support the provision and coordination of client care. (kansasregents.org)

Standards of Practice

The ADN program integrates the American Nurses Association (ANA) Standards of Practice and Standards of Professional Performance throughout the nursing courses. The Standards of Practice describe a competent level of nursing care as demonstrated by the critical thinking model known as the nursing process. The nursing process includes the components of assessment, diagnosis, outcomes identification, planning, implementation, and evaluation. The nursing process forms the foundation for safe and effective clinical judgments. The Standards of Professional Performance describe a competent level of behavior in the professional role related to ethics, education, evidence-based practice and research, quality of practice, communication, leadership, collaboration, professional practice evaluation, resource utilization, and environmental health. "Registered nurses are accountable for their professional actions to themselves, their healthcare consumers, their peers, and ultimately to society." (ANA, 2015)

The PN program integrates the National Association for Practical Nurse Education and Service (NAPNES) Standards of Practice and Educational Competencies throughout the nursing courses. These standards identify the outcomes and competencies for professional behavior, communication, assessment, planning, caring interventions, and managing care as it applies to practical/vocational nursing education programs. (NAPNES, 2007)

National Council of State Boards of Nursing Test Plans - Client Needs Categories

Content from the Client Needs Categories addressed in the current National Council of State Boards of Nursing Test Plans is included in the curriculum. Client Needs Categories are used to guide the selection of exam content in an effort to prepare students for the National Licensure Exam.

Barton Essential Skills

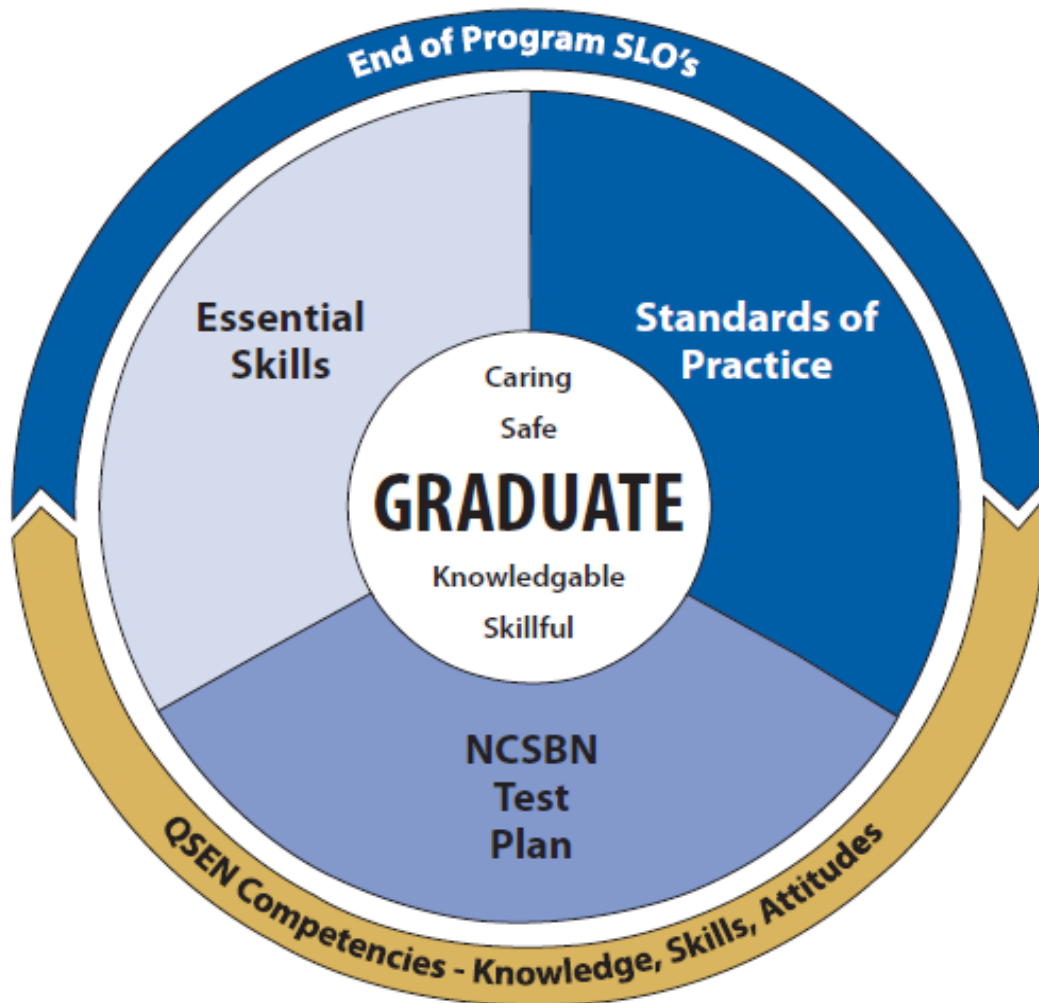
The purpose of the Barton Essential Skills is to raise student awareness and to facilitate learning that translates into workplace success. Essential Skills curriculum was initiated in the career technical

programs during the 2011-2012 academic year. The identified Essential Skills include self-management skills, interpersonal skills, workforce skills, and applied skills.

Summary

Barton Nursing adopted the outcomes set by KSBN and the KBOR alignment for PN and ADN nursing programs as the End-of-Program SLOs. These SLOs as well as QSEN competencies guide the development of the course outcomes. Faculty incorporate Standards of Practice and the NCSBN test plans to ensure course content is current, accurate, and comprehensive. The Barton Essential skills are integrated throughout the curriculum to help prepare students to be successful in the workplace. Barton's nursing program is committed to helping students become caring, safe, knowledgeable, and skillful graduates.

**Barton Community College Nursing Program
Curricular Organizing Framework**



REFERENCES*

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- Barton Community College, Task Force on Essential Skills. (2017). *Barton essential skills* [PDF].
- Benner, P. (1982). From novice to expert. *American Journal of Nursing*, 82(3), 402-407.
- Kansas Board of Regents. (n.d.). ADN Alignment Program Outcomes. Retrieved October 22, 2019, from https://www.kansasregents.org/workforce_development/program-alignment/associate_degree_nurse.
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- National Council of State Boards of Nursing. (2017). *2017 NCLEX®-PN detailed test plan* [PDF]. Retrieved from <https://www.ncsbn.org/10136.htm>
- National Council of State Boards of Nursing. (2019). *NCLEX®-RN detailed test plan* [PDF]. Retrieved from https://www.ncsbn.org/2019_RN_TestPlan-English.htm
- QSEN Institute. (n.d.). QSEN competencies. Retrieved from <http://www.QSEN.org/competencies/pre-licensure-ksas/>

*List of references used to support revised BCC Curricular Framework

Revised 12/2019. Approved by KSBN 12/2019.

Reviewed 5/21; 5/22, 5/23

Nursing Program Outcomes

The following are outcomes for the Nursing program:

1. Minimum of 55% of all PN students who begin the first nursing course in the program will complete the program within 2 academic terms.
2. Minimum of 75% of all RN students who began the first nursing course in the program will complete the program within 2 academic terms.
3. The programs' licensure pass rates will be at or above 80% for all first-time test takers from January 1 to December 31 every year.
4. Job placement rates of program completers (no longer attending school), will be 80% employment in nursing within twelve months of program completion.
5. 90% of program completers that respond to surveys will report a rating of satisfactory or above with program preparation for an entry level nursing position.
6. 90% of employers responding to follow-up surveys will report performance of program completers as satisfactory or above.

Revised 4/11, 5/15, 5/16, 5/17, 5/18, 5/19, 5/22

Reviewed 5/20, 5/21, 5/23

Practical Nurse Outcomes/Barton Student Learning Outcomes (SLO's)

At the completion of this program, the **Practical Nurse** will exhibit:

1. Relationship-centered care: provide nursing care that is relationship-centered, caring, culturally-sensitive and based on the physiological, psychosocial and spiritual needs of clients with commonly occurring health alterations that have predictable outcomes.
2. Teamwork and Collaboration: collaborate with the client and members of the inter-professional health care team to promote continuity of client care and shared decision-making.
3. Evidence based practice: use current evidence as a basis for nursing practice.
4. Informatics: use information and client care technology to support the delivery of safe, quality client care.
5. Quality Improvement: participate in quality improvement activities assessing their effect on client outcomes.
6. Safety: provide an environment that is safe and reduces risk of harm for clients, self, and others.
7. Professionalism: demonstrate accountability for client care that incorporates legal and ethical principles, regulatory guidelines, and standards of nursing practice.
8. Leadership: use leadership skills that support the provision and coordination of client care.

Revised 5/09, 7/15; *KBOR Alignment Core PN Program Outcomes*; *Approved by KSNB 9/2018.*

Reviewed 5/17, 5/18, 5/19, 5/21, 5/23

Adopted 5/2020

Associate Degree Nurse Outcomes/Barton Student Learning Outcomes (SLO's)

At the completion of this program, the **Associate Degree Nurse** will be able to:

1. Integrate caring behaviors in practicing the art and science of nursing within a diverse population.
2. Implement professional standards and scope of practice within legal, ethical and regulatory frameworks.
3. Collaborate with clients and members of the inter-professional health care team to optimize client outcomes.
4. Formulate safe and effective clinical judgments guided by nursing process, clinical reasoning, and Evidence-Based Practice.

5. Provide leadership in the management of care to meet client needs using available resources and current technology.
6. Generate teaching and learning processes to promote and maintain health and to reduce risks for a global population.
7. Demonstrate effective communication to manage client needs and to interact with other health care team members.

Adopted 4/11. *KBOR ADN Program Alignment Outcomes*

Reviewed 5/15, 5/17, 5/18, 5/19, 5/20, 5/21, 5/23

Update approved by Kansas State Board of Nursing 3/15; Approval by Kansas Board of Regents for use by Barton Community College Nursing Program 9/15, Updated in 2022.

Adopted updated SLO's 1/16. 8/22.

ANA Code of Ethics for Nurses

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research, and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote diplomacy, and reduce disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

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Nursing Program Curriculum

Practical Nursing – 2 semesters
Associate Degree Nursing – 2 semesters

<u>Prerequisite</u>	Theory	Lab	Hours	Credit
General Psychology	37.5		37.5	3
Public Speaking or IPC	37.5		37.5	3
Anatomy & Physiology	37.5	50 (1:2)	87.5	5
Developmental Psychology	37.5		37.5	3
English Composition I	37.5		37.5	3
				17
<u>PN - First Semester (Fall) 18 Weeks</u>				
Fundamentals of Nursing (3:2)	37.5	90 (1:3)	127.5	5
Medical – Surgical Nursing I (3:2)	37.5	90 (1:3)	127.5	5
Pharmacology for Nurses	37.5		37.5	3
Mental Health Nursing I	25		25	2
				15
<u>PN - Second Semester (Spring) 18 Weeks</u>				
Maternal – Child I (2:1)	25	45 (1:3)	70	3
Gerontological Nursing	25		25	2
Medical – Surgical Nursing II (3:3)	37.5	135 (1:3)	172.5	6
PN Transition into Nursing Practice	25		25	2
				13
<u>ADN - First Semester (Fall) 18 Weeks</u>				
Medical - Surgical Nursing III (3:3)	37.5	135 (1:3)	172.5	6
Maternal - Child Nursing II (2:1)	25	45 (1:3)	70	3
				9
<u>ADN Transition students only</u>				
Making the Transition	12.5		12.5	*1
* (not included as part of the 70 credits)				
<u>ADN–Second Semester (Spring) 18 Weeks</u>				
Mental Health Nursing II (2:1)	25	45 (1:3)	70	3
Medical – Surgical Nursing IV (3:2)	37.5	90 (1:3)	127.5	5
RN Leadership & Management	25		25	2
				10
<u>Requirement</u>				
Microbiology (3:2)	37.5	50 (1:2)	87.5	5
				5
TOTAL FOR PROGRAM				69

Clinical -1 credit hour=45 clock hours; Theory-1 credit hour=12.5 clock hours
Revised 5/09, 4/11, 4/12, 7/14, 7/23 (Approved by KSBN and KBOR)
Approved by KSBN, KBOR, HLC, USDOE, ACEN: 7/04, 4/11, 4/12, 7/14, 7/22,6/23
Reviewed 5/15, 5/18, 5/19, 5/21, 5/22,5/23

PRACTICAL NURSING ADMISSION POLICIES & PROCEDURES

Admission Procedure

1. Request admission packet on the nursing webpage: www.nursing.bartonccc.edu.
2. Complete the packet requirements:
 - Applications
 - 1) Barton Community College application form (submit to Registrar)
Admission to the college does NOT automatically mean admission into the nursing program.
 - 2) Nursing program application form (submit to Nursing Office). You must apply for each year of the program. **Admission into the PN program does not automatically mean admission into the RN program.**
3. Additional required information:
 - Transcripts Request the following be sent directly to registrar at Barton. Transcripts need to be on file so courses can be considered for admission.
 - 1) Official High School or GED transcript.
 - 2) One official transcript from all colleges or vocational schools attended.
 - Testing Scores are required for placement into college level classes. (If the applicant has completed an ACT, SAT, ASSET or Accuplacer this test is not necessary.)
 - ATI TEAS Prior to the beginning of the nursing program the student must achieve a minimum score of 58.7. Dates and registration for the TEAS test can be found on the nursing webpage: nursing.bartonccc.edu. The results must be within the last 3 years. There is a fee for this exam.
 - TOEFL If English is a second language, the applicant must complete the Test of English as a Foreign Language (TOEFL) exam, unless they have already completed English Comp I with a grade of C or better.
4. Complete Prerequisites for the PN Program
 - 1) Anatomy & Physiology (5 cr hrs)
 - 2) General Psychology (3 cr hrs)
 - 3) Developmental Psychology (3 cr hrs)
 - 4) Public Speaking or Interpersonal Communication (3 cr hrs)
 - 5) English Composition I (3 cr hrs)
 - 6) Current Kansas CNA Certificate
5. Complete General Education for Nursing Curriculum
 - 1) Complete Anatomy & Physiology course within 5 years prior to admission to the PN nursing program.
 - 2) Receive a grade of C or better in all college courses required for the nursing program.
 - 3) Need a 3.0 GPA for required general education courses and a 2.5 overall college GPA
6. Applicants must have a social security number to get licensed in the State of Kansas.
7. Licensure requirements from Kansas State Board of Nursing are stringent. Having a misdemeanor or felony conviction on record involving a crime against a person may preclude an applicant from licensure eligibility. (**See Self-Reporting Legal History**)
8. Must meet Functional capabilities (pgs. 50-51 of BCC Nursing Student Handbook)
9. Candidates for the nursing program will also be evaluated on their professionalism throughout the application process. Professionalism is the meticulous adherence to undeviating courtesy, honesty and responsibility in one's dealings with customers and associates. The applicant will be evaluated based on how they present themselves and if it was in a professional manner throughout the application process and during encounters with the nursing department staff and faculty. This will include verbal as well as written encounters.

10. Applicants for the BCC PN program must also meet minimum math competency prior to admission to the nursing program. The math competency can be exhibited by any one of the following:
- ATI TEAS Math score of 50 or higher
 - ACT Math score of 20 or higher
 - Accuplacer College QAS with core of 250 or higher
 - Completed Basic Algebra with a grade of “C” or better.
 - Students may also meet the math requirements based on multiple measures found on the BCC webpage>Students> Academic Advising>Placement Testing>Placement Matrix with New Generation Accuplacer

If a student does not meet the minimum Math requirement, they must first complete Math modules 1-8 in College Preparatory Math.

Revised 4/11, 4/12, 5/13,6/14, 5/17, 5/18, 5/19,5/23

Reviewed 5/15, 5/21, 5/22

PN Selection Process

A misdemeanor conviction may preclude acceptance into the nursing program.

A felony conviction will preclude acceptance into the nursing program.

Class selection is made prior to advisement day each year. Applicants will receive a letter indicating the decision concerning their status (acceptance or waitlist status) in the nursing class.

PN Program

The objective of the selection process is to accept applicants who are prepared to complete the nursing program. The following criteria are used for admission into PN Program:

1. Admission assessment test score – minimum score of 58.7 on the ATI TEAS.
2. Overall college GPA of 2.5 or greater.
3. Required general education courses GPA (Must have a 3.0 or greater).
4. Number of completed required general education courses.
5. Number of times required to complete a general education course.
6. Current Kansas CNA Certificate
7. CNA Experience.
8. 3 Letters of reference from Employer, Supervisor, Instructor, Minister, Civic Leader or Co-Worker (BCC Nursing Instructors are excluded)
9. Professionalism.
10. Math competency.

Associate Degree Nursing Admission Procedure

1. Request admission packet on the nursing webpage: nursing.bartonccc.edu.
2. Complete the packet requirements:
 - Applications
 - 1) Barton Community College application form (submit to Registrar)
Admission to the college does NOT automatically mean admission into the nursing program.
 - 2) Nursing program application form (submit to Nursing Office). You must apply for each year of the program. **Admission into the PN program does not automatically mean admission into the RN program.**
3. Additional required information:
 - Transcripts Request the following be sent directly to registrar at Barton. Transcripts need to be on file so courses can be considered for admission.
 - 1) Official High School or GED transcript.

<u>Testing</u>	2) One official transcript from all colleges or vocational schools attended. Scores are required for placement into college level classes. (If the applicant has completed an ACT, SAT, ASSET or Accuplacer this test is not necessary.)
<u>ATI TEAS</u>	Prior to the beginning of the nursing program the student must achieve a minimum score of 58.7. Dates for the exam and registration can be found on the nursing webpage: nursing.bartonccc.edu. The exam results must be within the last 5 years. There is a charge for this test.
<u>TOEFL</u>	If English is a second language, the applicant must complete the Test of English as a Foreign Language (TOEFL) exam, unless they have already completed English Comp I with a grade of C or better.

4. Complete Prerequisites for the ADN Program
 - 1) Anatomy & Physiology (5 cr hrs)
 - 2) General Psychology (3cr hrs)
 - 3) Developmental Psychology (3 cr hrs)
 - 4) Public Speaking or Interpersonal communication(3 cr hrs)
 - 5) English Composition I (3 cr hrs)
 - 6) Current unencumbered KS LPN license
5. Complete General Education for Nursing Curriculum
 - 1) Complete Anatomy & Physiology course within the last 5 years unless currently practicing as an LPN.
 - 2) Receive a grade of C or better in all college courses required for the nursing program.
 - 3) Need a 3.0 GPA for required general education courses and a 2.5 overall college GPA.
6. Required for the ADN Program
 - 1) Microbiology (5 cr hrs)
7. Applicants must have a social security number to get licensed in the State of Kansas.
8. Licensure requirements from Kansas State Board of Nursing are stringent. Having a misdemeanor or felony conviction on record involving a crime against a person may preclude an applicant from licensure eligibility. **(See Self-Reporting Legal History)**
9. Must meet functional capabilities (pgs. 50-51 of BCC Nursing Student Handbook)
10. Candidates for the nursing program will also be evaluated on their professionalism throughout the application process. Professionalism is the meticulous adherence to undeviating courtesy, honesty and responsibility in one's dealings with customers and associates. The applicant will be evaluated based on how they present themselves and if it was in a professional manner throughout the application process and during encounters with the nursing department staff and faculty. This will include verbal as well as written encounters.
11. Applicants for the BCC ADN program must also meet minimum math competency prior to admission to the nursing program. The math competency can be exhibited by any one of the following:
 - ATI TEAS Math score of 50 or higher
 - ACT Math score of 21 or higher
 - Accuplacer College QAS with core of 250 or higher
 - Completed Basic Algebra with a grade of "C" or better.
 - Students may also meet the math requirements based on multiple measures found on the BCC webpage>Students> Academic Advising>Placement Testing>Placement Matrix with New Generation Accuplacer

If a student does not meet the minimum Math requirement, they must first complete Math modules 1-8 in College Preparatory Math.

Revised 4/11, 4/12, 5/13,6/14, 5/17, 5/18, 5/19,5/22,5/23
 Reviewed 5/15,5/21

ADN Selection Process

A misdemeanor conviction may preclude acceptance into the nursing program.

A felony conviction will preclude acceptance into the nursing program.

Class selection is made prior to advisement day each year. Applicants will receive a letter indicating the decision concerning their status (acceptance or waitlist status) in the nursing class.

ADN Program

All students who have completed the (PN) program will have to submit an application form by the due date for consideration to the second level (ADN) program.

The following is the selection criteria:

1. Admission assessment test score – minimum score of 58.7 on the ATI TEAS.
2. Overall college GPA of 2.5 or greater.
3. Required general education courses GPA of 3.0 or greater.
4. Completed general education courses.
5. Number of times required to complete a general education course.
6. Current unencumbered Kansas LPN license.
7. 3 Letters of reference from Employer, Supervisor, Instructor, Minister, Civic Leader or Co-Worker (BCC Nursing Instructors are excluded)
8. Professionalism

Revised 4/11, 4/12, 4/13, 6/14, 5/17, 5/18; Reviewed 5/15, 5/19, 5/20, 5/21,5/23

Admission for Transfer or Articulating Students

A transfer student is defined as a student transferring into either the PN or ADN level from another nursing education program. An articulating student is an LPN applying for ADN completion.

Requirements

1. Admission requirements are the same as for all applicants to the Nursing Program.
2. The number of students admitted depends on the amount of available space in the program.
3. Applicants must have passed nursing courses with at least a minimum grade of "C".
4. Applicants must complete at least 15 hours at Barton, a minimum of 8 of these hours must be in nursing courses.
5. All LPNs who are applying for ADN completion must show a current unencumbered Kansas LPN license with IV certification.
6. The ADN Transition Course is required for (a) LPNs from another educational institution and (b) LPNs with a certificate from Barton with a time lapse of greater than one year.
7. Transferring students may be given credit for nursing course work only after verification that studies pursued or the skills acquired are equivalent in the areas of Barton course content and credit hours.
8. Transferring students may be required to obtain additional courses to meet credit hour requirements for graduation at Barton Community College.
9. Transferring students cannot enter as a transfer student if they were unsuccessful academically in another program. They are eligible to apply to the BCC Nursing program as a new student.

Revised 4/11, 4/12, 5/14, 5/15, 7/16; 5/19;

Reviewed 5/17, 5/18, 5/19, 5/20, 5/21, 5/23

Nursing Program Admission Fee

An admission fee of \$100.00 is required for each student attending the nursing program. This fee assures a position in the upcoming nursing courses for either the PN program and/or the RN completion program. The fee is to be paid upon accepting entrance into the Barton Community College nursing program and before enrolling in nursing courses. This fee is non-refundable. Acceptance for re-entry into the program will require an additional \$100.00 fee.

Revised 4/1, 4/12, 5/14;

Reviewed 5/17, 5/18, 5/19, 5/20, 5/21, 5/22,5/23

Criminal Background Check

As required by some clinical facilities contracted by Barton Community College, all applicants accepted into the Nursing Program must submit to a criminal background check. An outside credentialing and background investigation company is utilized for this service. A document will be provided, describing the procedure to get the background check completed. This procedure must be completed by the designated date. The incurred cost of the background check will be the applicant's responsibility and is non-refundable. The background check is coordinated through Castle Branch.

The Director of Nursing Education will evaluate the background checks according to the exclusionary criteria of clinical facilities and the Kansas State Board of Nursing. Results of the background check will not be disclosed to the applicant or clinical facilities. The applicant may request a copy from the background investigation company.

An applicant will be disqualified from admission into the Barton Nursing Program by the following:

1. Failure to submit to the criminal background check.
2. Failure to provide copies of official documentation of any court proceedings.
3. Failure to meet any exclusionary criteria of clinical facilities and/or the Kansas State Board of Nursing.
4. Failure to answer the question regarding criminal background on the program application honestly. The applicant who has a criminal history presenting her/himself as not having a criminal record will be automatically and permanently disqualified from admission.
5. A violation of any of the Kansas statutes or a pattern of any misdemeanors may preclude admission.

A student with a criminal history who desires licensure or registration into the nursing profession is urged to consult the laws governing licensure or certification in the state in which they intend to license/certify prior to application into the respective nursing program.

Adopted 1/05. Revised 4/11, 4/12, 5/14, 5/18;

Reviewed 5/17, 5/19, 5/20, 5/21,5/23

Drug Screen

As required by some clinical facilities utilized by Barton Community College, all applicants accepted into the Nursing Program must submit to a drug screen. The drug screen will be coordinated through Castle Branch.

The Director of Nursing Education will review the drug screen results. To meet the conditions of participation, we will report to clinical facilities that drug screens have been done. Results of the drug screen will be available in the applicants Castle Branch account.

An applicant may be disqualified from the Barton Nursing Program by the following:

1. Failure to submit to the drug screening.
2. Failure to meet any exclusionary criteria of clinical facilities.
3. Failure to answer questions regarding the drug screen honestly.
4. A violation of any of the Kansas statutes or a pattern of misdemeanors may preclude admission.

Adopted 5/23

Readmission Policy & Procedure

A student who has dropped from the nursing program for academic, personal, or clinical failure reasons may reapply to the program, **if in good standing with the nursing program**. An application and references are required. The student is evaluated in relation to all other applicants and space in the program. A skills demonstration will be required. Students may re-enter the BCC nursing program at the PN level one (1) time and the RN level one (1) time, not including their initial entry. Individual consideration may be made based on extenuating circumstances.

Academic Failure/Personal Drop/Clinical Failure

A student who dropped from the program may reapply to the program by completing a/an:

1. Application with three professional references i.e. BCC non-nursing Instructors or other professional people.
2. Letter stating reasons for requesting readmission, include what has been done to change the conditions that contributed to the previous drop or failure.
3. Returning PN students will complete successful remediation and skills check-off. Returning and Transition ADN students will complete skills remediation and skills check-off.
4. Complete and obtain required documentation as stated in your dismissal form.
5. Interview with director.
6. If out of the program 6 months or more, students must re-apply to BCC.

Readmission Determinants

Director will evaluate requests for readmission on an individual basis and available space. Factors to be considered are:

1. Application and three professional references.
2. Letter stating reasons for requesting readmission, including evidence of compliance with director/faculty recommendations given at time of dismissal/withdrawal.
3. Interview with director.
4. Employment/activities/experiences that may have added to the student's knowledge base in the healthcare field since withdrawal.
5. Reason for withdrawal/dismissal.
6. Academic progress towards graduation-required general education courses.
7. If the student has been absent from the program for over one year, the year in which s/he exited the program will need to be repeated.
8. If the student has been absent from the program for over one year, they must submit to another criminal background check.

Revised 4/11, 4/12, 5/14, 5/16, 5/18

Reviewed 5/15, 5/17, 5/19, 5/20,5/21, 5/22,5/23

English Proficiency Policy

If English is a second language, the applicant must complete the Test of English as a Foreign Language (TOEFL) exam. The Barton Nursing Program and the Kansas State Board of Nursing require the following scores for the TOEFL iBT (internet based testing).

Minimum Scores:

Writing	20
Speaking	20
Reading	19
Listening	20

Contact TOEFL Publications for testing sites.

Requirements taken from Kansas State Board of Nursing <https://ksbn.kansas.gov/foreign-nurses/>

TOEFL Publications

609-771-7100

www.toefl.org

If a prospective student has successfully completed English as a Second Language (ESL) classes or English Comp I, with a C or better, this will meet the English proficiency requirement.

Prospective nursing students, who do not have English as their primary language, may seek help to improve their ability to speak and understand English by taking English as a Second Language (ESL) from the Center for Adult Education (620-793-5794). Free classes are available throughout the year to help a potential nursing student become proficient in the English language. An instructor is additionally available in the Student Support Services during the week for assistance at Barton. Assistance with writing skills and mastery of the English language is accessible at the Student Support Services. It is suggested that students pursue nursing after becoming skilled in speaking and writing English.

Revised 4/11, 4/12, 4/13, 5/19;5/23

Reviewed 5/14, 5/17, 5/18, 5/20,5/21, 5/22

PROFESSIONAL REQUIREMENTS AND RESPONSIBILITIES

Professional Conduct

As a student at Barton Community College and a member of the nursing community, you have responsibilities and requirements. You are required to become familiar with the ethical and legal requirements and responsibilities addressed by Barton and the nursing profession.

General Professional Behaviors

General professional behavior is valued as essential for successful completion of the nursing program. You need to follow the general criteria below for professional behavior during all activities as a student in the Nursing Program.

- Respect for self, peers, faculty and staff as shown by punctuality, courtesy, honesty, and a cooperative attitude.
- Neat appearance with consideration for safety around equipment and issues of infection control as evidenced by clean proper fitting clothing, sensible shoes and appropriate styled hair and nails.
- Communication, both verbal and nonverbal, will be professional, effective, and relevant.
- Accountability and responsibility for actions and behavior revealed by preparing for learning experiences.
- Accountability and responsibility for actions and behavior revealed by being consistent in attendance and attentiveness.

- Accountability and responsibility for actions and behavior revealed by maintaining confidentiality.
- Accountability and responsibility for actions and behavior revealed by ensuring mature and appropriate conflict resolution.
- Look for new opportunities and have enthusiasm for learning.

Clinical Professional Behaviors

Clinical professional behavior is essential for successful completion of the nursing program. You need to follow criteria for clinical professional behavior during all activities as a nursing student.

- Establishes a nurse-client relationship with client and families.
- Looks at the whole person and their unique needs and individualizes care.
- Finds ways to use time wisely even when client care tasks are finished.
- Demonstrates Initiative and seeks solutions.
- Resources are used efficiently and respectfully.
- Practices safety and infection control procedures for self and others.
- Provides safe, effective care to clients.
- Reports actual or potentially unsafe situations or persons immediately to faculty or staff.
- Completes a self-assessment that provides evidence of a realistic sense of progress in displaying professional behaviors.
- Follows clinical facility policies and procedures.

Confidentiality

Nurses are ethically committed to honesty, maintaining a nonjudgmental attitude, and to protecting the confidentiality and right to privacy of the client.

Clients often confide highly personal information to nurses, trusting them not to divulge the information carelessly. Nurses must learn to weigh the relevance of such information against the current clinical condition of the client before revealing any data to coworkers or other students. When in doubt, the student may consult with the nursing instructor about the nature or disclosure of confidential information.

Client information must be treated in a manner that ensures client confidentiality. When writing nursing care plans or presenting case studies, **never** use client names or any identification, i.e. bed number, birthday, room # except when this information is directly recorded in the client's chart or it is used as a basis for ongoing client care. Care must be taken to prevent misplacing any client information. Report sheets and/or institutional client information must be shredded or placed in appropriate shred boxes and never leave the clinical site.

Details of a client's history or status must not be discussed in elevators, restrooms, cafeterias, or in any other public place. There are times when certain details of a client's history may be shared for medical or educational purposes. However, discussing a client merely for the sake of gossip is highly unethical and unprofessional and **may** result in dismissal from the nursing program.

Theory exams, clinical skills/demonstrations/simulations, and other testing situations are considered confidential situations. Details of these must not be discussed or shared with others.

Classroom Conduct

Since the courses of the nursing program are important for the student's success in nursing, attendance and participation is very important to learn the objectives of the course. The following are the rules of the nursing program:

1. Cell phones or electronic devices are to be turned to silent or off, unless directed by an instructor for a classroom activity.
2. Use respectful communication in the classroom.
3. If you need to leave the classroom, please do so in a quiet manner.
4. Students will arrive on time, be prepared and participate in all classroom activities.
5. Follow the policy and procedures of the nursing and college student handbooks.
6. If you have questions, please let your instructor know right away so they can help.

Student Unprofessional Behavior

Unprofessional behavior is a violation of the professional requirements and responsibilities of a nursing student. The misconduct can result in a Learning Agreement and/or dismissal from the Barton Nursing Program based upon the student's conduct. Any student who is convicted of a felony will be dismissed from the program.

Examples of Unsafe or Unprofessional Behavior

Examples of unsafe or unprofessional behavior include, but are not limited to the following:

1. Inadequate preparation for safe client care.
2. Failure to seek appropriate assistance with new or unfamiliar procedures.
3. Questionable decision making based on expected knowledge level, lack of insight and understanding of one's own behaviors and the behaviors of others.
4. Continuous direct and detailed supervision needed to insure safe client care.
5. Placing client in a hazardous or harmful condition or circumstance.
6. Dishonest or unprofessional interactions with clients, staff, faculty, peers & etc.
7. Engaging in class or clinical practice when not mentally or physically fit.
8. Dishonesty including but not limited to, cheating, plagiarism, fabrication, and misrepresentation
 - a) **Cheating** - using or attempting to use unauthorized materials, information, study aids, computer-related information such as Artificial Intelligence, or other people.
 - b) **Plagiarism** - representing the words, data, works, ideas, computer program or output, or anything not generated in an authorized fashion, as one's own.
 - c) **Fabrication** - presenting as genuine any invented or falsified citation or material.
 - d) **Misrepresentation** - falsifying, altering, or misstating the contents of documents or other materials related to academic matters, including schedules, prerequisites, and transcripts.
 - e) **BCC Handbook** – Academic Integrity Policy.
9. Disruptive behavior, violence, insubordination or incivility.
10. Abusive or profane language, or behavior used with the intent to harm, or discredit another.
11. Use of chemicals or alcohol that lead to impairments (legal or otherwise).
12. Chronic tardiness, chronic absences, and inattention
13. Being unprepared for class or clinical.
14. Personal appearance or odor that is deemed unprofessional.
15. Cell phone found on student during clinical day.
16. Smoking and all other forms of tobacco (including electronic cigarettes, oral tobacco) in college buildings/clinical sites.

At the discretion of the faculty you may be asked to leave class, lab or clinical for the day if your behavior is inappropriate. Unprofessional behavior will be cause for review of your status in the nursing program.

Lateral violence occurs when oppressed groups/individuals internalize feelings such as anger and rage, and manifest their feelings through behaviors such as gossip, jealousy, putdowns and blaming. This violence can be manifested in verbal or nonverbal behaviors. The ten most common forms of lateral violence in nursing are: non-verbal innuendo, verbal affront, undermining activities, withholding information, sabotage, infighting, scapegoating, backstabbing, failure to respect privacy, and broken confidences.

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying may include actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. (*Taken from stopbullying.gov, 2015.*)

It is the policy of Barton Nursing Program to promote an educational environment that is pleasant, healthful, and comfortable, free from intimidation, hostility, and free of abuse, verbal or physical, that could interfere with student performance and the delivery of safe quality patient care within the clinical setting.

The Barton Nursing Program has **Zero Tolerance** for behavior that is verbally or physically abusive and which could interfere with student performance and the delivery of safe quality patient care in the clinical setting.

Nursing students, who report in good faith that they have experienced verbal or physical abuse, will not be subject to discrimination, retaliation, or dismissal for reporting concerns to their instructor and/or the Director of Nursing Education.

Upon any report of alleged abusive behavior the instructor and Director of Nursing Education will work to resolve the report through its disciplinary procedure.

CLINICAL Cell Phone/ Electronic Device Policy

Electronic devices include, but are not limited to, cell phones, tablets, laptops, smart watches and activity trackers.

Off-campus clinical

Students will not carry electronic devices while wearing Barton clinical attire at **off-campus** clinical facilities, including during meal and break times of assigned clinical hours. In the case of an emergency, students may be contacted at clinical sites through the facility phone number(s) provided on the course calendar or in the BCC Nursing Student Handbook. While in street clothes, students are subject to the electronic device policies of the clinical facility.

If a student has an electronic device in the **off-campus** clinical setting, the student:

- 1) Will earn a "U" for that clinical day and will be counted as an unexcused absence (see clinical grading policy).
- 2) May be asked to leave clinical site.
- 3) Will be given a Learning Agreement. The consequences may include a clinical failure for the course and will depend on the circumstances and/or the clinical sites electronic devices policies.

On campus clinical

Electronic devices should be stored in students' locker or in their vehicle during **on campus** clinical experiences. Students should not have an electronic device on their person during the **on campus** clinical experience unless otherwise directed by their instructor. Electronic devices may only be used

during break times or at the discretion of the instructor. In the case of an emergency, students may be contacted through the BCC Nursing Office.

If a student has an electronic device during the **on campus** clinical experience, the student:

- 1) Will earn a "U" for that clinical day and will be counted as an unexcused absence (see clinical grading policy),
- 2) May be asked to leave clinical site,
- 3) Will be given a Learning Agreement. The consequences may include a clinical failure for the course and will depend on the circumstances and/or the clinical sites electronic devices policies.

Reviewed: 4/11, 4/12, 5/14, 5/15, 5/17, 5/18, 5/19,5/21

Revised: 12/19

Social Media Policy

Barton Nursing Program supports the use of technology inside and outside the classroom. This support includes the use of social media formats such as Facebook and Twitter. This support comes with the expectation that students in the nursing program will uphold the American Nursing Associations ethical standards of the nursing profession and the Barton Community College Student Code of Conduct. Federal regulations regarding privacy such as Health Insurance Portability HIPAA apply to all personal communication. Student use of photography and/or recording devices is prohibited in all off campus clinical sites.

It is the expectation that students have read and understand the Barton Nursing Student and Barton Student Code of Conducts and Federal regulations related to privacy HIPAA. Noncompliance with this policy will result in disciplinary action, which may include failure of a course or dismissal from the program.

Reference: NCSBN Social Media Brochure

4/11, 4/12, 5/14 Reviewed 5/18, 5/19, 5/20,5/21, 5/23

CLINICAL INFORMATION & POLICIES

Clinical Requirements

All students must stay current on CPR, immunizations, and health insurance or **access to clinical sites will be denied and an unexcused absence will be given to every clinical day missed**. Each student has the responsibility to meet these requirements. Each student is responsible for uploading their information to Castle Branch prior to the start of the nursing courses. Students will not be allowed to begin clinical coursework if their information is not uploaded to Castle Branch. Required information is listed in the Nursing 101 orientation Canvas shell.

CPR: Current certification in professional Cardiopulmonary Resuscitation is required of each student prior to the beginning of the nursing courses.

Immunization and Health Forms: Completion of Immunization and Health Assessment forms is required prior to attending client care clinical. **TB skin testing** must remain current throughout the nursing program. **Hepatitis B** waiver must be signed if the student chooses not to receive the immunization. The **influenza** vaccine is required by all clinical facilities utilized by BCC. Students will not be allowed into clinical facilities without receiving the influenza vaccine. If the student refuses the vaccine, this could preclude their admittance to a clinical site resulting in a clinical failure for that site. The COVID vaccine is recommended. Some clinical sites are requiring the COVID vaccine for students. Unvaccinated students will be limited on clinical sites.

Health Insurance: Each nursing student's *personal medical insurance must remain current throughout his/her participation in the Nursing program and proof of health insurance coverage must be on file in the Nursing Education Office prior to beginning nursing lab courses.* Many facilities now require proof of insurance in order for a student to participate in experiences in the clinical setting. A copy of this proof will be uploaded by student into Castle Branch. It is the student's responsibility to continue health insurance throughout the nursing curriculum. ***The clinical facility and the College are not responsible for medical insurance coverage for the student.***

Clinical Evaluation Criteria

The clinical evaluation rubrics are directly linked to the specific programs' (PN, ADN) student learning outcomes (SLO's) and the programs' organizing framework.

Students and instructors complete daily clinical evaluation rubrics to enhance learning and improve nursing skills. Final clinical evaluations will be completed by both the student and the instructor utilizing identified criteria.

Each student will receive a final clinical evaluation. The instructors will review the student's daily clinical evaluation rubrics, clinical skills form, and any Performance Alerts/Learning Agreements to complete the final clinical evaluation.

In order to pass the clinical portion of the course, a satisfactory rating in each main category on the final clinical evaluation tool must be achieved.

The nursing student is accountable to learn and practice on a contingency permit granted by the Kansas State Board of Nursing while they remain a student, during clinical rotations, within Barton Community College Nursing Program. The instructors are facilitators for the learning process and will be utilized as resource persons to validate the student's expertise. The ultimate goal is that students become safe and competent nurse generalists by their graduation date.

Clinical Evaluation Criteria

- S – Satisfactory
- N– Needs Improvement
- U– Unsatisfactory

Clinical Grading

1. All students need to have a minimum of satisfactory on the final clinical evaluation tool by the end of the course to pass the clinical.
2. A missed clinical day could impact a student's daily clinical evaluation. Students, not family members, friends, spouses, etc., are to contact the clinical instructor by phone to report his/her absence prior to the start of the clinical day. No call, no show will count as an unexcused absence and could possibly lead to your dismissal from the program.
 - A. Excused absences- (the student will have to make up the clinical day/clinical time) - The clinical instructor can excuse a student due to illness. Each student will be evaluated upon a case by case situation. Communication is very important; please discuss any problems or concerns with your instructors.
 - B. Unexcused absences- Will impact your daily clinical evaluation and the student will have to make up the day/time.
 - Unexcused absences/lateness may include child care issues, appointments, illness without notification of instructor.
 - **The student will earn a clinical failure with two or more unexcused absences per course.**

C. Excused Lateness (the student will have to make up the missed clinical time) - The clinical instructor can excuse a student based on a case-by-case situation. Communication is very important; please discuss any problems or concerns with your instructors.

- o to clinical will result in an unsatisfactory score on an area related to punctuality and accountability for competent practice on the clinical rubric, for the day.

D. Unexcused Lateness to clinical will result in an unsatisfactory score on an area related to professionalism on the clinic rubric for the day.

- o Unexcused lateness will result in a learning agreement after 1 late to clinical.
- o **Late to clinical twice per course, will count as an unexcused absence.** The student may be allowed to continue the clinical day at the instructor's discretion.

3. Clinical Paperwork

- A. If any of the required clinical assignment is turned in late the student **will lose the designated paperwork credit for the clinical day. This includes electronic paperwork.**
- B. Complete all required sections of the clinical assignment per course instructor's instruction. Students may receive an "S"(satisfactory), "N"(needs improvement) or "U"(unsatisfactory) for this assignment.
- C. The instructor may require a student to redo required clinical paperwork or turn in missing clinical paperwork.
- D. A learning agreement will be completed with two (2) late assignments per course.
- E. **The student will earn an unexcused absence if there are three late or missing assignments in a course.** This includes any assignment for the clinical day and the student's self-evaluation.

4. An overall unsatisfactory (U) rating for a clinical day may be assessed when:

- A. A student does not achieve a Satisfactory (S) and/or Needs Improvement (N) rating in a majority of the general main categories on the clinical rubric (i.e. Caring, Professional Behavior, etc).
- B. A student breaches confidentiality of client information.
- C. A student is compromised and standard of client care potentially impacted negatively (i.e lack of sleep, substance abuse, ineffective coping strategies, etc).
- D. A student breaches a critical policy/procedure as identified by the clinical site (i.e having cell phone on the unit, etc).
- E. A student displays unsafe or unprofessional behavior (Barton Nursing Student Handbook, pg. 25-26).

The student with an overall unsatisfactory clinical day will have to make up the clinical day.

An overall unsatisfactory rating for a clinical day will be identified as an unexcused absence which could lead to a clinical failure (Barton Nursing Student Handbook, pgs. 30-31).

- 5. A learning agreement will be completed when a student receives repeated Unsatisfactory or Needs Improvement in the same general main category on the clinical rubric per course. Failure to exhibit improvement within a category may result in a clinical failure for that course.

Attendance Policy

Attendance in nursing clinical/labs is **mandatory**. Each student is required to complete a minimum of 45 hours of clinical per credit hour as stated by the Kansas Board of Regents and the Kansas State Board of Nursing. Excused absences are hospitalization of the student or contagious illnesses and will require verification from the clinical instructor if illness occurs during the clinical day or written verification from the student's healthcare provider if **3 or more** days are missed in one week. Unexcused absences are scheduled appointments, car trouble, childcare issues, or calling in sick for **3 or more** absences without

providing written verification from healthcare provider. **Any unexcused absence must be avoided. A student will earn a clinical failure with two or more unexcused absences.**

If a student is going to be absent or late on the day of his/her clinical, the **clinical instructor must be notified by the student prior to the start of that clinical day.** All clinical absences will be made up during regular clinical hours or as arranged by the instructor who was responsible for the clinical time. It is **the student's responsibility to schedule clinical make-up(s)** with the clinical instructor and to reschedule as soon as possible. If the clinical time is not made up by the end of the course and no arrangements for clinical make-up has been made, the student may receive a clinical failure and will not be able to progress in the program. No student will be allowed to make any changes to their clinical schedule without instructor approval.

Revised 4/13, 5/14, 9/14, 7/16, 5/18, 5/19, 5/20,5/21,5/22, 5/23

Guidelines for Clinical

1. Clinical Practice in Nursing Lab:

All invasive nursing procedures on another person will be conducted only in the presence and supervision of a nursing instructor, clinical associate or nursing remediator. Practice of invasive procedures without supervision may be completed on an inanimate object (i.e. manikin). Invasive Procedure, by definition, is any procedure which crosses skin or mucous membranes. Students must sign a release form to participate in invasive procedures.

2. Clinical Sites:

Practical Nursing students performing invasive nursing procedures will be conducted only in the presence and supervision of a nursing instructor, clinical associate, or staff nurse of the facility.

Associate Degree students may perform invasive nursing procedures, **except IVs and invasive pediatric procedures**, if have been satisfactorily checked off by clinical instructor, clinical associate, preceptor, or staff nurse of the facility. Students need to check prior to doing a procedure to make sure it is okay to perform.

3. Medication administration and IV Therapy:

All students will have all medications supervised by a nursing instructor, clinical associate, or staff nurse of the facility. **All IVs, insulin, heparin, narcotics and pediatric medications need to be checked in accordance to the facility's policy, no exceptions allowed.**

4. Instructor Observing Clinical Skills or Medication Administration:

All students need to check with the clinical instructor prior to performing any skills or passing any medications, so the instructor has the opportunity to observe the procedure. It will be up to the instructor to allow the staff nurse to observe the student skills or medication administration.

5. Variance Reports:

If a student has made a medication/procedural error, he/she will complete the clinical institution reporting form. In addition, the student will obtain and complete the Barton Nursing Education form and schedule an appointment with a faculty team member within one week. The form(s) will be completed at the time of the incident.

6. Lunches and Break Times during Clinical:

The student cannot leave the clinical site for lunch or break times. The student is to bring lunch or money for lunch unless told differently when attending clinical. If you need to go to your car for

something you need to notify your instructor and get permission first and then inform your primary nurse.

7. Making Changes to the Clinical Schedule:

Students who need to change a clinical day will need to talk to their instructor first. After getting approval from the instructor, it is the student's responsibility to trade days with another student for an equivalent clinical day. When the trade is made both students need to tell the clinical instructor. Students must complete clinical Trade Request Form. *Trade Request Form can be found at the back of the handbook.

Students not following the clinical guidelines will receive a Learning Agreement.

Revised 4/1, 5/12, 5/14, 5/15; Reviewed 5/17, 5/18, 5/19, 5/20, 5/21,5/22, 5/23

Lab Rules

1. Lab usage hours are Monday thru Friday 0800-1630.
2. No food or drink in the lab.
3. All manikins/practice models are to be treated as live clients and with the utmost respect.
 - a. No talking over manikins as if they did not exist.
 - b. Keep bedside area clean.
 - c. Call manikin by name.
4. Clean manikins and make bed when done working with the manikin, return the bed to low position.
5. Return all equipment where found.
6. Place all tables and chairs back where they belong.
7. Clean any spills on the floor.
8. Throw away all trash in appropriate container and place dirty linen in hamper.
9. Place all sharps in the sharps container not the trash can.
10. No visitors or children are allowed in the lab.
11. Scrubs are to be worn during clinical lab, skills check off, and skills remediation.
12. Report any defective equipment to your clinical instructor immediately.

Revised 5/10, 5/12, 5/14, 12/17; Reviewed 5/17, 5/19, 5/20, 5/21, 5/23

Confidentiality Agreement for Nursing Lab

As a nursing student at Barton Community College I agree to respect confidential information regarding lab simulations and discussions. I will uphold information attained in lab situations with the same degree of respect and attention be given to actual clients as required by law and under the Health Insurance Portability and Accountability Act (HIPAA).

I agree to adhere to the following lab guidelines:

- I will treat the lab setting as a learning environment to further my education and the profession of nursing.
- I will not share information regarding simulations, skills demonstrations, and lab activities dealing with manikins and/or live individuals such as classmates or guests. This privileged, confidential information includes all formats such as electronic, written, verbal, and observations.
- I will show respect to manikins that I would afford to actual clients.
- I will recognize the benefit of transferring behaviors portrayed in the lab to clinical settings with actual clients. I understand the value of internalizing a caring, respectful philosophy in dealing with others.
- I will show respect to students participating in simulations, scenarios, skills and lab activities by paying attention and not discussing student performance outside of in-class discussions and debriefing sessions.

- I will view, use, disclose, and copy information only as it relates to performance of my educational needs.
I will complete lab evaluations and verbal feedback by offering constructive comments for the purpose of improving learning experiences for future nursing students.

Mandatory Clinical Skills Check-Offs

Students will be required to perform clinical skill check-offs. The purpose of the clinical skill check-offs is to help the student to become competent in their nursing skills.

1. Each student will sign up to perform skill check-offs on the assigned day.
2. The student will be expected to perform the skills as taught.
3. All skills must be passed to progress in the program.
4. If the student does not pass the skill, an appointment will need to be made with the nursing remediator within the week to practice the skill until the skill is mastered.
5. After the student has completed the required practice time an appointment needs to be made with the clinical instructor to perform a repeat demonstration, until passes satisfactorily.

Student Nurse Professional Dress Code

Because of the nature of health care work, good grooming and personal hygiene are essential. This is true both from the standpoint of infection control and environmental influence. Every nursing student must remember that they represent Barton nursing in the eyes of clients, visitors, customers, the campus community, and fellow students. It is important that students project a positive and professional image whenever they are representing the Barton Nursing Program.

While on campus, they must dress and act in a health conscious, professional manner at all times. Avoid wearing sheer or revealing fabrics, clothing that is too tight, or too baggy exposing chest/breast, gluteal cleft, or gluteal folds.

Clinical Attire:

General: Clothing is to be neat, clean and in good repair.

Nametags: The student identification nametag must always be worn.

Watch: Students must wear a non-ornate, simple watch with a second hand, unless otherwise instructed. No smart watches, activity trackers, etc. will be allowed during on campus or off campus clinical experiences.

Hygiene: Good personal hygiene is expected of each nursing student at all times. Fingernails must not be visible when palms are held at eye level, clean and healthy. Fingernail polish, artificial nails, shellac, and tips are not allowed.

Hair: Hair must be neat and clean. Hair must be tied back or up and confined to keep it from falling forward in the face, eyes, onto the client, or into the work field. Hair should be of a natural color (not blue, pink, purple, green, etc.) A non-ornate, simple headband (black, white, royal blue or gray) may be worn. All visible hair accessories should be gray, white, black or royal blue. Beards, mustaches, sideburns, and goatees must be kept trimmed, neat, and close to the face.

Scrubs: The required Barton uniform is an embroidered royal blue scrub top with black scrub pants and an embroidered royal blue jacket. The uniform is to be worn to all clinical sessions unless otherwise indicated by your nursing instructor or the Director. Scrubs may be worn on campus; however, care must be taken **not to wear contaminated scrubs onto campus or into any public setting**. Scrubs must fit appropriately allowing for unrestricted movement. Long pants must be hemmed to not touch the ground and low cut scrub tops must be avoided, however, a white, black, royal blue, or gray shirt may be worn underneath. Long sleeves may be worn but need to be the kind that can be pushed up past the

elbow to be able to do any procedures and to wash your hands. If cold, you may wear your lab coat (royal blue scrub jacket) for warmth. Scrubs must be clean and wrinkle-free.

Shoes: Shoes must appear new and clean. **Shoes must be white, gray or black, with matching shoelaces. It is recommended that shoes are impervious to liquids.**

Odors: Fragrances such as perfume, cologne, scented lotions and body mists are not allowed.

Smoking/Tobacco: No tobacco will be allowed at clinical sites during assigned clinical times, including e-Cigarettes or other vape pens.

Gum chewing: Gum chewing is not allowed in clinical settings except with instructor discretion.

Tattoos: Tattoos and/or body art may be visible if the images or words are not unprofessional, offensive, inappropriate or indecent (i.e. sexually explicit, violent, profane, discriminatory, etc). Tattoos are prohibited on the face, throat, & front of the neck.

Jewelry: No earrings, observable body piercing or facial jewelry is allowed (an exception is made for clear or flesh-colored retainers or gauges). No necklaces are allowed. A wedding ring or one other appropriate ring may be worn.

Hosiery/socks: Students are expected to wear white or black socks only or may choose to wear hosiery.

Undergarments/underwear: Students are expected to wear these items at all times, and these garments must not show under or outside of scrubs.

This dress code policy may be altered due to clinical site requirements. Check with your clinical instructor if you have any questions. Any student in violation of the dress code may be sent home with an unexcused absence, the day will have to be made up and "U" (unsatisfactory) rating will be awarded for the clinical day.

Revised 4/11, 5/12, 5/14, 5/15, 5/17, 5/18, 1/19, 12/19, 5/22, 5/23

Reviewed 5/21

Blood and Body Fluid Exposure:

1. If a student punctures him/herself with an uncontaminated needle, no risk is involved and no follow-up is required.
2. If a student punctures him/herself with a contaminated needle or is exposed to blood or body fluids, the student is to inform the instructor or preceptor immediately.
3. Clean the affected area/ flush the eye with water immediately.
4. At the clinical site, notify the appropriate personnel and follow the clinical site policy and procedure.
5. For on campus clinical experience, notify the health nurse and complete appropriate paperwork.
6. The student should go to or call his/her physician immediately. Hepatitis and HIV screenings are strongly recommended and done within 2 hrs. **The screenings are at the student's expense. Some clinical sites policy/procedure will cover the students initial screening only.**
7. Additional screenings for Hepatitis and HIV are recommended at three months, six months and one year later. **The screenings are at the student's expense.**

GRADING & TESTING POLICIES

Grading Policy

In each of the nursing clinical courses, Fundamentals of Nursing, Medical Surgical Nursing I, II, III, & IV, Maternal Child Nursing I & II and Mental Health Nursing II, the theory and clinical grades are combined for the course grade.

The theory component is based on course grades and the clinical grade (pass/fail) is determined by performance according to the clinical evaluation criteria. In order to pass the course, **students must receive a theory grade of 80% and earn a Satisfactory for the clinical component.**

A student passing the theory component but failing the clinical component will be dismissed from the course, and will not progress in the nursing program.

Grading Scale

The nursing program grading scale is:

- A 100-90
- B 89-80
- C 79-70
- D 69-60
- F 59 and below

The student must earn at least 80% for the final grade by the end of the course. The student also must obtain a satisfactory for the clinical component of a course to earn a pass. In order to progress in the nursing program, the student must have a final grade of 80% or higher **and** a pass in clinical/lab.

Additional learning assignments may be required to enhance learning as determined by the nursing faculty. Failure to complete the required learning assignment may result in the student receiving an incomplete ("I") grade for the course and preventing progression/completion in the nursing program.

There is no rounding of course grades.

Assignments

Face to Face Courses: Course assignments may count up to 5% of the final course grade. Assignments are to be submitted by the assignment deadline to be eligible for full credit. Assignments that are submitted late will have the following deductions to the graded score: up to 24 hours late - 10%; 24 to 48 hours late- additional 10%. Assignments submitted later than 48 hours from the day/time due will receive zero credit. Final point deductions will be left to the discretion of the instructor.

Online Courses: Weekly assignments may count for up to 80% of the final course grade. Assignments may include but are not limited to quizzes, discussion boards, written assignments, and group work. Assignments are to be submitted by the assignment deadline to be eligible for full credit. Assignments that are submitted late will have the following deductions to the graded score: up to 24 hours late - 10%; 24 to 48 hours late- additional 10%. Assignments submitted later than 48 hours from the day/time due will receive zero credit. Final point deductions will be left to the discretion of the instructor.

Testing

General testing policy:

- Applies to Kaplan integrated tests, math tests, unit exams, mid-term exams, and final exams.
- Only basic calculators may be used during tests
- Books may not be used during tests.
- If applicable, all tests, answer sheets, and scratch paper must be turned in to the instructor at the end of the testing period and accounted for prior to the student leaving.
- No assistance with individual testing in any form is allowed, without prior permission.
- Violation of the testing rules will lead to the student's immediate dismissal from the nursing program.
- Cell phones and all other electronic devices are not allowed in the testing room during exams and exam remediation.
- Student will use lockdown browser as directed by course instructor.

- The computer used by a student must be powered off at the completion of the test and stored as instructed.
- Students must make sure that their computer and the cord matches
- Students must take exams within the assigned period of time. If a student is not able to take an exam during the assigned period, they must notify the course **instructor(s)** prior to the start of the exam and must make arrangements for a make-up date and time.
 - Missed exams (or late arrivals) will be excused if the student notifies the instructor prior to the exam **AND** the reason for missing is approved by the program instructors. Examples of excusable situations may include significant illness or injury.
 - Missed exams will be unexcused if the student does not notify the instructor prior to the exam **AND/OR** the reason for missing is not approved by program instructors. Examples of inexcusable situations may include lack of child care, oversleeping, unreliable transportation, or provider appointments.
- Any unexcused, missed test will be subject to a 5% score deduction. An additional 5% will be deducted per business day until make-up arrangements are made with course instructor.
- Any missed test needs to be made up in a timely manner. Missed exams must be made up within 7 business days or a score of zero will assigned for that exam.
- The final decision of score deduction of any test, will be left to the discretion of the Barton faculty and/or the Director of Nursing Education. Each student will be evaluated upon a case by case situation. Communication is very important; please discuss any problems or concerns with your instructors.
- Instructors have the right to administer alternate forms of any test to maintain security.

Face to Face Courses: Students will complete unit exams individually and then complete the exam in a small group with peers. This group testing is mandatory for all students. The student's individual exam score will be weighted 95% of the total exam score, and the group score will be weighted the remaining 5% of the total exam score.

- The individual exam is subject to the general exam policy above.
- If a student is not present for the group test, the group test will be assigned a score according to the following guidelines:
 - Excused absence – individual score will be duplicated as the group score.
 - Unexcused absence or unexcused tardy – score of zero.
- Any student that does not score a minimum of 80% on an individual test will be recommended to review/remediate with the Nursing faculty.

Online Courses: Students will complete two exams per semester, a mid-term exam and a final exam. The mid-term and final exams may count for 20% of the course grade.

- The mid-term and final exams are subject to the general testing policy.
- Exams will be administered in a secure and proctored environment during the assigned period of time.
- Proctoring locations will be made available at both Pratt and Barton campuses.

Math Testing: Medication Math exams are given and the student must pass each exam at the proficiency level to continue in the program.

Med-Surg II: A math proficiency exam is administered at the beginning of this course. A score of **90%** must be achieved to be successful on the math proficiency exam. The student may have three attempts to pass the exam.

Medical-Surgical Nursing III: A math proficiency exam is administered at the beginning of this course. A score of **90%** must be achieved to be successful on the math proficiency exam. The student may have three attempts to pass the exam.

Medical-Surgical Nursing IV: A math proficiency exam is administered at the beginning of this course. A score of **90%** must be achieved to be successful on the math proficiency exam. The student may have three attempts to pass the exam.

If the 90% is not met within three attempts the student will be dismissed from the program.

Revised 4/11, 5/13, 5/14, 5/15, 5/16, 7/16, 12/17, 12/19, 5/22, 8/22; Reviewed 5/19, 5/20,5/21,

Attendance Policy

As a part of its mission to improve your social, economic, and personal life, the College acknowledges its responsibility to prepare you for future academic and professional endeavors. Therefore, you are encouraged to develop a professional ethic that reflects personal responsibility, personal initiative and teamwork. In context to that commitment, you are required to attend all classes. When you are absent from class, you not only miss a part of the subject matter of the course but also diminish the opportunities for contributing to the learning environment. Poor attendance in class may cause you to lose your financial aid according to federal guidelines and irresponsibility will diminish your professional and academic progress.

From the Barton Student Handbook

Students who miss class may also miss any credit gained during the class time from quizzes or activities. See course syllabus for specific quizzes or activities given in-class credit.

Revised 4/11, 5/12, 5/14, 5/20; Reviewed 5/18, 5/19,5/21, 5/22

Spelling and Grammar

All assignments are expected to exemplify college level work. Reports, papers and nursing care plans must be legible and show proper spelling and grammar. Students may use a basic spell checker, not associated with a cell phone or other electronic device, at the clinical site. The student whose work does not meet these standards will receive:

- a. An "N" needs improvement or "U" unsatisfactory on their paperwork.
- b. A Learning Agreement.
- c. Habitual spelling or grammar errors will receive a referral to Student Support Services or the nurse remediator for individualized remediation.

Kaplan Testing and Remediation Policy

Kaplan Integrated Testing Program is an online, comprehensive testing program designed to provide students with various learning tools that will assist them to learn and review content, identify strengths and weaknesses, improve test taking abilities, and ultimately successfully passing the NCLEX for PN or RN licensure.

In addition to helping students prepare more efficiently for the licensure exam, we believe it will also lower program attrition by increasing student confidence and familiarity with nursing content. The assessment evaluates knowledge in relation to the nursing process, critical thinking, therapeutic intervention, client safety, communication and competency skills. The assessments are written from the NCLEX blueprint and a significant number of questions require students to apply critical thinking skills to make sound nursing judgments.

Students have an opportunity to take the course specific Focused Review Tests (**non-proctored** or practice tests) as many times as they choose. Practice tests are available 24/7 and can be accessed from any computer with internet access. Individual course instructors may assign specific Focused Review Tests as an assignment for part of the course.

The Integrated and Readiness Tests are administered by the faculty under proctored conditions. All nursing students are required to take the Integrated Tests (PN & ADN students), Diagnostic Test & Kaplan Secure Predictor (ADN students) and the Readiness Test (PN students) as scheduled for program completion. Tests strategically include questions of varying difficulty levels to assess students' ability to apply the nursing process to client needs, problems and frequently encountered situations. The tests are designed to challenge students and provide feedback regarding ability to recall information, understand concepts, set priorities, and make nursing judgments. Exams are integrated within each of the nursing courses and are further addressed by the faculty of each course within the nursing program.

Results from this testing will be used to assist faculty in evaluating students' strengths and weaknesses in recalling and understanding nursing knowledge and applying this knowledge in clinical situations. Because the tests are designed to be used for evaluation rather than as teaching tools, traditional explanations of the correct and incorrect answers for the Integrated Tests are NOT distributed to students or faculty. All students will be expected to participate in enrichment activities (remediation) after taking Integrated Tests.

Diagnostic Test (ADN students)

A diagnostic test is administered 2 – 3 weeks prior to the live review course for the ADN students. Its purpose is to identify areas of weakness in content within the cohort.

Readiness Test (PN students)

A readiness test evaluates the nursing student's comprehension of content and ability to answer NCLEX based questions. A readiness exam is administered prior to the live review course for the PN students.

Kaplan Secure Predictor B NGN (ADN students)

The Kaplan Secure Predictor B NGN evaluates the nursing student's comprehension of content and ability to answer NCLEX based questions for licensure as a registered nurse. The Kaplan Secure Predictor B NGN is administered following the live NCLEX-RN Review course for the ADN students.

CAT Exams (pkg. of 3; ADN students)

One CAT exam is administered at the end of the spring semester to evaluate the student's comprehension of content and ability to answer NCLEX based questions for licensure as a registered nurse. The remaining 2 exams are optional but strongly encouraged for students to utilize in preparation for the NCLEX-RN licensure examination.

Review Course

All PN and ADN students are expected to complete the appropriate NCLEX Review Course. The BCC Nursing program will provide an NCLEX-PN Prep course at the end of the PN program and a comprehensive NCLEX-RN review course at the end of the ADN program. The cost of this course is covered by the BCC Nursing Program. In the event of illness or emergency, a student must notify the course instructor to make arrangements to make up the NCLEX Review at another approved site if seating is available. Any additional costs or expenses will be the responsibility of the student. Course grades will be held until proof of completion of a NCLEX course review is received by the Executive Director of Nursing or nursing course instructor. If a NCLEX review is not completed, the student will receive an Incomplete in the course and follow the BCC policy for incomplete coursework.

Adopted 7/13, Revised 5/14, 5/15, 7/16, 7/17, 5/19; Reviewed 5/20, 5/21, 5/22,5/23

CONCERNS, CORRECTIVE & DISCIPLINARY ACTIONS AND DUE PROCESS

Problem Resolution

The College encourages an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the appropriate College staff. If a student disagrees with established rules of conduct, policies, practices, or if they feel their rights have been infringed on, they can express their concern through the problem resolution procedure. The Problem Resolution Policy is located in the Barton Student handbook. This can be found on the BCC website under the student tab.

Taken from the Barton Student Handbook; Problem Resolution Policy & Procedure

Revised 4/11, 7/11, 5/12; 5/20, 5/22

Reviewed 5/14, 5/17; 5/18, 5/19, 5/21,5/23

Performance Alert

A performance alert is a written document used for early identification of performance concerns and to collaborate with students to develop a plan of action.

Examples of situations that may create the need for a performance alert include, but are not limited to:

1. Low test scores
2. Theory absences
3. Low written assignment scores
4. Poor performance of Essential Skills (identified in each course Syllabus)

A copy of the Performance Alert form is provided to the student. A file copy of the Performance Alert form is maintained in the nursing office.

Learning Agreement

A learning agreement is a written document identifying facts pertinent to a student issue(s) and the identified steps to address the area(s) of concern. A decision made by a program to dismiss a student may be appealed utilizing the Problem Resolution Policy located in the Barton Student Handbook found on the Barton website.

Examples of situations that may create the need for a learning agreement include, but are not limited to:

1. Performing at a minimal and/or unsafe level in one or more clinical areas
2. Theory/clinical absences
3. Late arrival to clinical or late clinical paperwork submission
4. Failing to follow policies in the nursing student handbook
5. Behaviors unbecoming to professional conduct expectations

A copy of the Learning Agreement form is provided to the student. A file copy of the Learning Agreement is maintained in the nursing office.

Adopted 5/1996. Revised 4/11, 7/11, 5/12, 5/15, 5/20

Reviewed 5/14, 5/17, 5/18, 5/19, 5/21,5/22,5/23

Immediate Removal from Program

Certain behaviors and conduct may result in immediate removal from the program.

Examples include, but are not limited to:

- Felonies
- Facility violations
- Unprofessional behavior
- HIPAA violations or Breach of Confidentiality

Students who are immediately removed may pursue their education with a different program at the institution, but may not continue in the program from which they were removed. Dependent upon the reason for immediate removal, the student may be eligible for readmission to the program at a future time. A removed student seeking readmission must meet all program readmission requirements as well as an interview with the program Director or their designee. A decision made by a program to remove a student may be appealed utilizing the appeal procedure afforded to students through the Student Code of Conduct Policy. The policy is available in College's Student Handbook found on the Barton website under Student Services.

Students Rights to Due Process

To protect students from capricious disciplinary action, all proceedings which may lead to suspension or expulsion and/or dismissal from a college program must be conducted in a manner which insures the charged student due process. The basis of due process is the method by which substantive rules are effectuated in a society. The key is how rules are implemented so that fair play and justice are generally recognized as being present. The following elements must be included to guarantee due process:

1. Jurisdiction: The parties must be amenable to the power wielded by the disciplinary body.
2. Notice: A concise, specific statement, in writing, of the charges (the specific facts and acts). A time and place for the hearing must be specified.
3. Testimony: The right personally to give testimony and to have others give testimony.
4. Impartiality: An impartial body to determine the facts and whether they (the facts) fit the rule. "Impartial" does not necessarily mean that they have no knowledge of the facts – it is not necessary in an administrative hearing.
5. Student Advocate: The student is allowed to bring an advocate to all hearing procedures or have one appointed for him/her if so requested.
6. Documentation: The proceedings shall be recorded.

Retrieved from the Barton Student Handbook on the BCC website.

NURSING STUDENT LIABILITY POLICIES

Student Liability for Damaged or Destroyed Items

A student may be held responsible for replacing hospital or client equipment if damaged or lost. Any client medications or supplies may also become the responsibility of the student if mismanaged at the clinical site. If the hospital bills the College for anything the student has damaged or destroyed, the College will bill the student to recuperate the funds.

A student may also be held responsible for replacing nursing program equipment if damaged.

Release from Liability

As a student of the nursing program there is the potential for certain risks and dangers to your physical, psychological, and/or emotional wellbeing which includes but is not limited to accidents and illness.

The nursing student must be aware and understand that said risks are inherent in and a part of the program and fully acknowledge the awareness of those risks and dangers which may include but is not limited to being exposed to clients who may be infectious or have contagious disease.

In response to enrolling in the nursing program, you have and do hereby assume all the above mentioned risks and **will not hold** Barton Community College and affiliated clinical institutions liable for any health problems which may arise in connection with this course. You also bear financial responsibility of any cost for required medical treatment during and after the clinical experience due to illness, injury, or exposure.

Liability Insurance

Each student enrolled in the nursing program will have professional liability insurance coverage. The college must have a policy in effect on each student before that individual is allowed to participate in lab/clinical experiences. The college will submit an application and use student fees to pay the premium for nursing student liability insurance. This liability insurance covers students only for assigned lab/clinical experiences. This policy does NOT cover a student who is working for an employer or for gratuitous services.

LICENSURE & EMPLOYMENT

Practical Nurse Information

At the conclusion of the practical nursing program, students complete the PN Readiness Test. This exam helps students see their areas of weakness so they can focus their studies accordingly, prior to taking the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

Graduates must pass the NCLEX-PN examination to continue the Associate Degree Program. A LPN license is required as part of the admission criteria to be admitted into the ADN program. Graduates are encouraged to schedule and take the NCLEX-PN as soon after earning their certificate. Each graduate will then make their own arrangements to take the examination based on instructions sent to them by the KSBN. Official results should arrive two to eight days after testing date. Should a re-test be necessary, there is a 45 day waiting period.

PN Graduates may not practice as a LPN until license is granted by the Kansas State Board of Nursing. LPNs may not practice IV therapy in Kansas unless IV Certification has been completed.

Associate Degree in Nursing Information

At the conclusion of the ADN nursing program, students complete the Nursing Assessment Test and attend the mandatory NCLEX Review. This exam and review session will help students see their areas of weakness so they can focus their studies accordingly, prior to taking the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Graduates are encouraged to schedule and take the NCLEX-RN as soon after earning their degree. Each graduate will then make their own arrangements to take the examination based on instructions sent to them by the KSBN. Official results should arrive two to eight days after testing date. Should a re-test be necessary, there is a 45 day waiting period.

ADN Graduates may not practice as a RN until license is granted by the Kansas State Board of Nursing. RN students may not practice IV therapy in Kansas when employed as an LPN, unless IV Certification has been earned.

Certificate/Graduation Requirements

Requirements for a Practical Nurse certificate or an Associate Degree in Nursing include the successful completion of the required courses. A transfer student must complete 15 credit hours at Barton. Graduates are encouraged to attend pinning and graduation held on campus. PN Graduates will receive an invitation from the College to attend the graduation ceremonies and ADN students need to apply for graduation by the date listed in the Barton Student Handbook.

Kansas Licensure Requirements

See the Kansas Nurse Practice Act for up to date requirements at www.ksbn.org .

SELF-REPORTING LEGAL HISTORY

If a student has been convicted of a misdemeanor and/or felony, specific certified/dated copies of court documents (for EACH) conviction are REQUIRED when submitting an application for the NCLEX licensure exam. The certified/dated copies must be current (dated within the past 3 months). Without the REQUIRED documents, the application is considered incomplete and may result in a denial of licensure.

Subject to Reporting:

- All felonies
- And the following categories of misdemeanors
 - Alcohol
 - Any drugs
 - Deceit
 - Dishonesty
 - Endangerment of a child or vulnerable adult
 - Falsification
 - Fraud
 - Misrepresentation
 - Physical, emotional, financial, or sexual exploitation of a child or vulnerable adult
 - Physical or verbal abuse
 - Theft
 - Violation of a protection from abuse order or protection from stalking order, or any action arising out of a violation of any state or federal regulation.

For any questions about the conviction or disciplinary action requirements, please visit the KSBN website: <https://ksbn.kansas.gov/self-reporting-legal/> You may also contact the Kansas State Board of Nursing legal department at: **785-296-4325**

Retrieved from: <https://ksbn.kansas.gov/self-reporting-legal/>

Actions Pending under an LPN License

The State Boards of Nursing have final jurisdiction over LPN licensure. Students are responsible for all interactions with state departments regulating LPN licensure. For students entering the program with a LPN license, the Barton Nursing Program will be guided by disciplinary decisions of licensure regulating bodies. Any student holding an LPN license who is under review for any reason must notify the Director of Nursing (DON) of such action immediately. Subsequently, the DON is to be informed

of progress toward resolution. When actions are pending under an LPN license, the faculty and DON will consider what measures to take for individual instances.

Student Role versus Employee Role

Full-time employment is discouraged! However, many nursing students must find either full-time or part-time employment while pursuing their nursing education. Employment by nursing service is recognized as helpful to the student in experiencing the work situation and functioning as a member of the nursing team. The employing agency is responsible for the performance of the individual while they are working for compensation in any agency. The College's liability insurance does not cover a student who is working for an employer or for gratuitous service. The employing agency must consider the student as any other employee of the agency and not require the student to perform duties beyond the scope of practice and/or license. **The student's Barton Nursing name tag is NOT to be worn during the course of employment.**

Revised 5/05, 2/11, 5/12, 5/17, 5/20; 5/22
Reviewed 5/14, 5/15, 5/18, 5/19, 5/21, 5/23

GENERAL STUDENT INFORMATION

School Closing

The College will inform the media of college/class cancellations.

In addition, the College will post a message on its telephone system which can be accessed at 620-792-2701. Messages will also be posted to the College's website. Text message alerts will be sent to those subscribed to this service. For students at the Pratt location, if Pratt Community College closes but BCC is open, a Zoom link may be provided as appropriate.

Cancellation of clinical activities will be determined by the clinical instructor and the students will be notified if the clinical day is cancelled. Any missed clinical time must be made up.

Student Representation for Nursing Faculty Meetings

Nursing students have the right to representation at the Nursing Faculty meetings. A student representative from each program/location is encouraged to attend each nursing faculty meeting. These meetings are typically held at least one time per month throughout the school year. The representatives also serve as the planning committee for the pinning ceremony. During the first couple of weeks of the program, the nursing students will elect a representative and an alternate from each class and location.

The representatives bring feedback and concerns from the students, but not complaints. A student who wants their representative to bring something to the faculty meeting needs to put it in writing or an e-mail as a positive feedback or constructive criticisms with proposed resolutions. The student representative will not accept items via phone call, text message or face to face. The representatives will report back to the student body any discussions or decisions.

A student with a personal issue regarding a nursing course is encouraged to make an appointment with an instructor to discuss the issue.

Revised 5/05, 5/09, 4/11, 5/14, 5/22
Reviewed 4/11, 5/12, 5/13, 5/14, 5/15, 5/18, 5/19, 5/20

Estimated Nursing Program Expenses

Acceptance Fee	\$ 100.00
Background Check (incoming students)	\$ 57.00
Drug Screen	\$ 57.00
In-State Tuition & fees Face to Face (Per credit hour)	\$ 120.00
In-State Tuition for Online (Per credit hour)	\$ 155.00
Books PN 1 st Year	\$ 1000.00
Books ADN 2 nd Year	\$ 1000.00
Nursing Fees 1 st Year	\$ 475.00
Nursing Fees 2 nd Year	\$ 670.00
Nursing Club	\$ 30.00
Graduation Fee (due in March)	\$ 30.00
NCLEX & KSBN Fees PN (due the 1 st part of April)	\$ 360.00
NCLEX & KSBN Fees RN (due the 1 st part of April)	\$ 385.00
Nursing Pin (optional, due in Feb)	varies

The fees cover: liability insurance, lab supplies, computer software, manikins' upkeep, name tags, and other items for student use. Nursing fees are only refundable according to the College policy for refunds.

Textbooks needed for nursing courses are available at the campus bookstore. The bookstore has the book-list with titles of all texts required for the nursing courses.

Scrub uniforms for Barton nursing students may be purchased from:
Scrub Hub via online store.

Identifications in Great Bend can also provide embroidery of the official Barton Nursing logo.

They must be appropriately embroidered **royal blue scrub tops** and **black scrub bottoms**. The jacket must be royal blue and embroidered. The material must be thick enough to prevent clinging to the skin and in a style that is appropriate and professional. It is recommended you purchase two scrub tops, two scrub pants, and one scrub jacket.

Lockers

Individual lockers are available to Great Bend students throughout the academic year. They are located in the classroom/lab hallway. It is the student's responsibility to provide their own padlock. All padlocks must be removed by the end of the academic year. Any padlock not removed will be cut off and placed in the trash. Students are expected to utilize the lockers for the storage of phones, purses, and books on days of testing. **NO drinks should be stored in the lockers.** Usage of lockers is not limited to test days.

Address, Telephone and Legal Name Changes

It is the nursing student's responsibility to notify the nursing office in writing of any changes in address, telephone or legal name. At times, it is critical for instructors to be able to contact students, so an updated phone number is essential. Students must also notify the Registrar's office of any changes. If a student legally changes his or her name, the student will need to take their new social security card and marriage license to Enrollment services so their name is changed for transcripts.

Student Services

Child Development Center

Great Bend Students with children may have access to the on-campus Child Development Center on a space-available basis. The Child Development Center can be reached at (620) 792-9360 for more information.

Barton Policy: Children on Campus

Barton students who are responsible for the care of children are requested not to bring children to college classes unless they can provide continuous and direct supervision of the children outside of the classroom setting while they are in class or during skills check-offs.

Any student responsible for the care of a child is advised that while the student is in class, the child should not be left unattended in Barton buildings or on any other instructional site. The child should not be brought to class, as the child's presence can be disruptive to other students and the instructor. In addition, children will not be allowed in college labs (including nursing labs, science labs, art labs, or computer labs) at times when they are open for student use. A student who must miss class because of illness of a child may make arrangements with the instructor to make up work for classes missed.

Student Health Services

Students needing health services are encouraged to speak to the Student Health Services Nurse located in the Student Union. Hours during the fall and spring semesters are from 8:00 to 12:00 and 1:00 to 4:30 Monday through Friday. The nurse can be reached at (620) 792-9233 or studenthealth@bartonccc.edu. If experiencing a medical emergency, call 911 or seek services at a location near you. If you are experiencing a mental health emergency, call 988 or seek services at the emergency room near you.

Student Support Services

Student Support Services, located in the Learning Resource Center, provide a comprehensive variety of services to help students learn more efficiently and effectively. Utilizing assessment scores, prior academic records, faculty referral, student input, and other pertinent records, specialists will assist students to identify appropriate services to assist with academic, personal, or vocational needs. Advisement and tutoring services are available free of charge. Students at the Pratt location can utilize many of these services via Zoom.

Cougar Den

Located in the Learning Resource Center, the Cougar Den provides food, bedding and hygiene products to students.

Computer Labs

At the Barton location, computers are available for student use in the Learning Resource Center, and Technical Building. At the Pratt location, computers are available in the library and Chandler Hall.

Nursing Tutoring

The Nursing Program offers remediation and tutoring on a case by case basis. Please contact the Course Instructor for more information regarding options and services available.

Counseling

A counselor is available at the College to assist students. The counselor may help students with concerns which would ultimately affect the achievement of their academic goals such as depression, anxiety, loss of a loved one, time management, etc. If it seems impossible to resolve several issues/problems in a

short period of time, it may be in the student's best interest to withdraw from the nursing program, remedy the problem, and reapply at a future date. To schedule an appointment or contact the counselor Jakki Maser, call (620) 792-9295 or (620) 792-9282 or email at maserj@bartonccc.edu.

If the student is in need of immediate help please call 911 and campus security.

Financial Aid

There are a number of loans, grants, and scholarships available for students pursuing a nursing degree and career. The application, the requirements and the qualifications for the various sources and types of financial aid may be obtained from the Financial Aid Office in Kirkman Building or on the Barton webpage. Students should contact this office for information and assistance in obtaining financial aid. Phone: (620) 792-2701 or (800)748-7594, Ext.176.

Nursing Student File

The purpose of the Nursing Student's file is for academic guidance, evaluation, and counseling while he/she is enrolled in the nursing program at Barton. It is kept in the nursing office. The file contains a copy of the student's application, health forms, CPR certification, student handbook receipt, correspondence with the student, clinical evaluations, transcripts, schedules, and a sample of written work for each nursing course.

Information in the file is available to nursing faculty for purposes of determining the level of previous work and student's progression toward graduation. The student has a right to see his/her folder in the presence of a nursing faculty member upon request.

Information in the file regarding academic or clinical work is **confidential**. It will not be released to anyone or to any agency for any purpose. The sole purpose of the information, again, is for guidance, evaluation, and counseling the student while in the academic setting. It is not for use by the student. Students are to maintain their own health records and provide Barton with a copy. We will not copy any of the information to give back to the student. It is recommended that the student keep their immunization information in a place other than Barton for future use.

The Nursing Program will keep files on students, until they pass their boards or for three years, whichever comes first. After the specified time frame, the file will be destroyed.

Revised 5/10, 5/12, 5/14, 5/15, 5/17, 5/20, 5/22,5/23

Reviewed 5/18, 5/19, 5/21

Substance Abuse Policy

The Barton nursing program adheres to the college substance abuse policy as described in the Student Handbook.

If any nursing student exhibits behaviors that suggest a substance abuse problem, the following steps will be taken:

- a. If the student is on the Barton campus, he/she will be subjected to the Barton drug and alcohol policy.
- b. If the student is in the clinical setting, he/she will be asked to submit to drug/alcohol screening, according to the facility's policy in which they are attending clinical for the day. The cost will be incurred by the student. If the student refuses testing, he/she will be dismissed from the program. The student will not be allowed to drive self from the clinical site, so another person will be called to drive the student from the clinical setting.
- c. A mandatory assessment, at the student's expense, will be done at that time by a drug and alcohol counselor. A copy of the counselor's written assessment will be submitted to the

student's file, and the Director of Nursing will be notified. The student must sign a release of information to the Director of Nursing. Refusal to sign a release of information will result in dismissal from the nursing program. The counselor will send reports to the Director of Nursing on a continual basis as warranted.

- d. When indicated by the counselor, mandatory treatment will take place in one of two ways: (1) out-patient follow-up; (2) in-patient admission.
- e. The student may be allowed to continue in the nursing program. Any recurrence will result in documentation by a nursing instructor, notification of the Director of Nursing, and dismissal from the nursing program.

Adopted 8/1993. Revised 5/05, 4/11, 5/12;
Reviewed 5/14, 5/15, 5/17, 5/18, 5/19, 5/20, 5/21,5/22,5/23



Functional Ability Categories and Representative Activities/Attributes

The following **sensory** and **physical** activities are *essential functions* of this position and are performed in excess of levels requirement for ordinary movement.

- | | | |
|----------------------------------|------------------------|-------------------------|
| 1. Accommodation | 7. Grasping | 13. Reaching |
| 2. Awkward position | 8. Hearing & Smell | 14. Repetitive movement |
| 3. Color vision | 9. Handling | 15. Speaking |
| 4. Depth perception | 10. Lifting | 16. Standing |
| 5. Feeling | 11. Mobility | 17. Stooping |
| 6. Manipulative finger movements | 12. Near visual acuity | 18. Twisting |

The following **mental** and **communicative** activities are *essential* to the performance of this position:

- | | |
|--|---|
| 1. Ability to handle stress and emotions | 9. Handling conflict |
| 2. Ability to organize materials | 10. Handling multiple priorities |
| 3. Ability to remember procedures and instructions | 11. Performing task during limited timeframe |
| 4. Careful attention to detail | 12. Positive attitude toward ill, handicapped and elderly |
| 5. Concentrating on task | 13. Public contact |
| 6. Dealing with angry people | 14. Reasoning-applying procedures |
| 7. Dealing with diverse populations | 15. Using diplomacy and tact |
| 8. Fast reaction time | |

An individual in this position will be required to **carry** or **lift** weights up to:

- 25 pounds

An individual in this position will be exposed to:

- | | |
|-------------------------|------------------------|
| 1. Bloodborne pathogens | 3. Chemical hazards |
| 2. Physical hazards | 4. Respiratory hazards |

* Reference: *Directory of Occupational titles, 4th Edition, Department of Labor, 1991. Additional information available upon request.*

Definition

Accommodation: Adjustment of lens of eye to bring an object into sharp focus. The factor is required when doing near-point work at varying distances from the eye.

Awkward: Unusual, unaligned position. Twisting or bending at the waist, back and/or neck.

Color vision: Ability to identify and distinguish colors.

Depth perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by means of receptors in skin, particularly those of finger tips.

Manipulative finger movements: Using primarily fingers to perform action rather than the whole arm or hand (example: typing, transfer of instruments)

Grasping: Clutching with fingers or arms and maintaining hold.

Handling: Seizing, holding, grasping, turning or otherwise working with hand or hands.

Hearing: The power to perceive sound with no less than a 40-decibel loss at 500 Hz, 1,000, Hz and 2, 000 Hz with or without correction. Ability to make fine discrimination in sound.

Handling: Seizing, holding, grasping, turning, or otherwise working with hand or hands.

Lifting: Moving objects from a lower to higher position or moving objects along a horizontal level, but from position to position.

Mobility: Capable of moving.

Near Visual Acuity: Clarity of vision at 20 inches or less, ability to read and understand written documents.

Reaching: Stretching of arms and/or legs.

Repetitive movement: Tediously repeating movement.

Smell: Detect odors, smoke and gases or noxious smells.

Speaking: Expressing or exchanging ideas by means of the spoken word.

Standing: Supporting oneself on the feet in an erect position especially for a prolonged period of time.

Stooping: Bending the body forward and downward by bending at the waist.

Twisting: Turning at the hips, waist or neck.

I have read and understand the essential functions for the Barton Nursing program. I am currently able to meet all requirements of the essential functions necessary for success in the field of nursing medicine. I will immediately notify the Nursing program director if my physical capabilities and behavioral skills deteriorate.

*If at any time the essential functions are not met, your candidacy in the program will be reviewed.

Name: _____ Signature: _____ Date: _____

Revised 6/20/22 CE

Student Clinical Trade Request

Date: _____

Student Initiating Trade: _____

Student Trading Clinical Day: _____

Requested Date: _____

Additional Information: _____

Student Signatures: _____

Students will be limited to initiating 2 (two) trade requests per schoolyear (1 day each trade request). Trade requests will be reviewed by a nursing faculty team, and will be evaluated on a case by case basis. All trade requests must be submitted in a timely manner, in advance of the day requested. Trading of preceptor days is discouraged. If requested and approved, the change of a preceptor day requires advance request notice due to the need to notify the clinical site and receive approval of this change from the clinical site. Trade days must be for an equivalent clinical day. A copy of the completed trade request form will be returned to the students after the faculty decision is made. A copy will be placed in the file of the student who initiated the request.

APPROVED

NOT APPROVED

12/11; 7/12; 5/13

Non-Discrimination Notice: To provide equal employment, advancement and learning opportunities to all individuals, employment and student admission decisions at Barton will be based on merit, qualifications, and abilities. Barton County Community College does not discriminate on the basis of any characteristic protected by law in all aspects of employment and admission in its education programs or activities. Any person having inquiries concerning Barton County Community College's non-discrimination compliance policy, including the application of Equal Opportunity Employment, Titles IV, VI, VII, IX, Section 504 and the implementing regulations, is directed to contact the College's Compliance Officer, Barton County Community College, Room A-123, Great Bend, Kansas 67530 (620) 792-2701. Any person may also contact the Director, Office of Civil Rights, U.S. Department of Education, Washington, DC 20201.