



HLC Accreditation Evidence

Title: Nursing Student Handbook

Office of Origin: Nursing

BARTON
Nursing

Student Handbook

2015-2016



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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 opportunities to students interested in nursing. The program provides many learning experiences for students in the areas of caring for the well and the ill person.

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,

Dr. Kathy Kottas, DNP, APRN-CNS, APRN-FNP-C, BC
Executive Director of Nursing & Healthcare Education

Kara Brauer, MSN, RN
Instructor

Brenda Glendenning, MN, RN
Instructor

Karla Johnston, BSN, RN
Instructor

Jill Lawson, MSN, APRN-FNP
Instructor

Rena Skelton, BSN, RN
Instructor

Jane Youngers, MSN, RN
Instructor

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

30 North LaSalle Street, Suite 2400

Chicago, IL 60602

(800) 621-7440

www.ncahigherlearningcommission.org

Kansas Board of Regents

700 SW Harrison, Suite 1410

Topeka, KS 66603-3760

www.kansasregents.com

The Associate Degree Nursing completion program at Barton Community College is accredited by the Accreditation Commission for Education in Nursing (*ACEN*). The accreditation is currently ongoing with a warning. A site visit will occur during the fall semester of 2016.

Accreditation Commission for Education in Nursing (ACEN)

3343 Peachtree Road NE, Suite 850

Atlanta, GA 30326

Phone (404) 975-5000

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

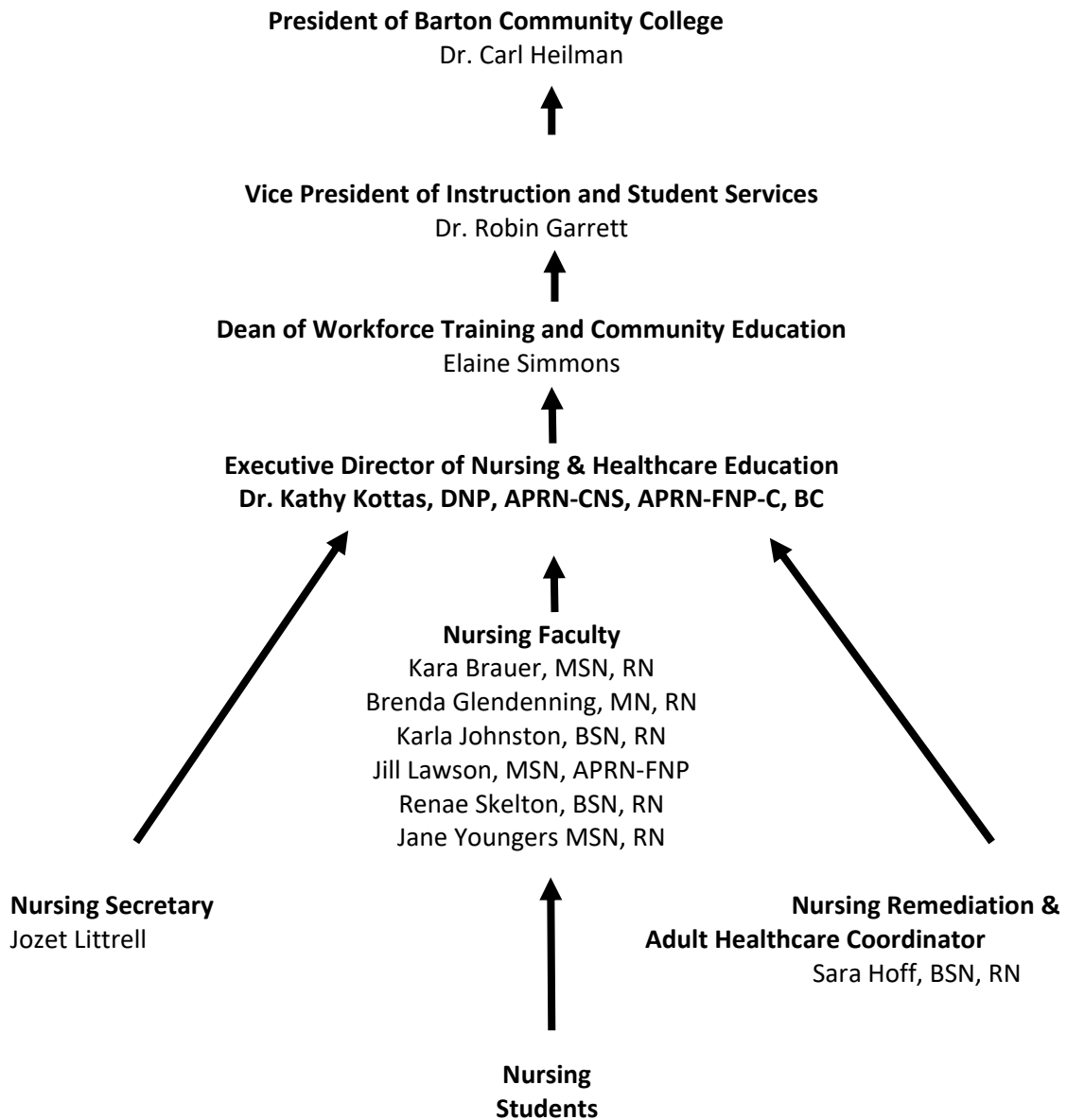
Suite 1051

Topeka, Kansas 66612-1230

Main: (785) 296-4929

www.ksbn.org

NURSING PROGRAM ORGANIZATIONAL CHART



FACULTY & STAFF

	<u>Home / Cell</u>	<u>Office</u>
Executive Director Dr. Kathy Kottas, DNP, APRN-CNS, APRN-FNP-C, BC kottask@bartonccc.edu	(620) 786-1211(C)	(620) 792-9357
NURSING OFFICE Secretary-Jozet Littrell littrellj@bartonccc.edu		(620) 792-9357
Nursing Office Fax		(620)786-7476
INSTRUCTORS		
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Jane Youngers, MSN, RN youngersj@bartonccc.edu	(620) 569-2471 (H) (620) 639-2471 (C)	(620) 792-9220

CLINICAL FACILITIES

Barton Department of Nursing	(620) 792-9357 or (800) 748-7594
Barton County Health Department	(620) 793-1902
Clara Barton Hospital (Hoisington)	(620) 653-2114
Ellinwood District Hospital.....	(620) 564-2548
Ellsworth County Medical Center	(785) 472-3111
Golden Belt Home Health & Hospice	(620) 792-8171
Great Bend Children’s Clinic	(620) 792-5437
Great Bend Regional Hospital	(620) 792-8833
Hays Medical Center	(785) 623-5000
Hospital District #1 – Rice County (Lyons)	(620) 257-5173
Larned State Hospital	(620) 285-2131
Life Care Unit, Edwards County Hospital (Kinsley).....	(620) 659-3621
Locust Grove Village	(785) 222-2131
New Chance, Inc. (Dodge City)	(620) 225-0476
Pawnee Valley Community Hospital	(620) 285-3161
Russell Regional Hospital	(785) 483-3131
Salina Regional Health Center.....	(785) 452-7000
St. Rose Health Center.....	(620) 792-2511
Via Christi Regional Medical Center- St Francis (Wichita)	(316) 268-5000

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.

The mission of Barton Community College is to provide quality educational opportunities that are accessible, affordable, continuously improving and student focused. Barton is driven to provide an educational system that is learning-centered, innovative, meets workforce needs, and strengthens communities.

Revised 9/2010

We will seek to achieve our mission through five interrelated themes that define our commitment to excellence in education:

Empowerment

We strive to empower all students to formulate and realize educational goals which will promote their personal growth and facilitate their full participation in a rapidly changing world.

Learning

We invite and assist all students to master a core of knowledge and skills needed for advanced learning, employment, personal growth, and responsible citizenship.

Evaluation

We evaluate the relevant skills and knowledge acquired by all students so as to enhance their meaningful and productive educational experiences. Similarly, Barton evaluates its performance in terms of its contribution to student learning and success.

Discovery

Because we are a force for innovation, we continually strive to discover better ways to empower all students to learn and grow. Barton is a learning institution in both its means and its ends; we facilitate our students' discovery of what they need and want to know.

Growth

We strive to grow each year in our ability to accomplish our mission through purposeful enrollment and a commitment to quality.

CURRICULAR FRAMEWORK OF THE NURSING PROGRAM

Mission Statement

The mission of Barton Nursing is to provide quality education that prepares caring, competent nurses who communicate effectively, utilize critical thinking skills, and demonstrate professional behavior guided by American Nursing Association Code of Ethics for Nurses in meeting the workforce needs of communities.

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

Reviewed 5/15

Nursing Program Philosophy

The faculty of the Barton Community College Nursing Program, in support of the mission of the College, is 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:

Each **individual** is unique, innately worthy of respect and dignity, and has the ability to contribute to the environment. The individual is viewed as multifaceted with physiological, psychological, sociocultural, and spiritual components. The individual's behavior is motivated by a set of basic human needs and has the ability to adapt to environmental changes as they progress through the life span.

The **environment** is an aggregate of all internal and external dimensions affecting the health and self care abilities of all individuals.

Health is a dynamic state of harmony and balance between individuals and their environments. Health is defined by the individual and reflects the individual's physical, psychosocial, and spiritual well-being along the health-illness continuum. Humans constantly adjust to their internal and external environments as they strive to meet their needs.

Nursing is a dynamic, caring profession, which respects human dignity and helps clients meet their needs. The practice of nursing occurs within an outcome-oriented, evidence-based framework using the nursing process, therapeutic communication and critical thinking. Nurses use the nursing process to systematically assess, analyze, plan, implement, and evaluate the quality of individualized nursing care throughout the lifespan. Nurses help the client learn how to care for themselves safely and effectively. The faculty believes that all care must be based on the client as an individual and as a member of the community.

The practical nurse (PN), functioning under the direction of qualified health professionals, uses knowledge and skills, which meet the health needs of people with commonly occurring health issues that have predictable outcomes (NCLEX-PN, 2005; NCSBN Practice Analysis, 2013).

The associate degree registered nurse (RN) promotes and directs continuity of care, assists the client and the family or significant other toward wellness or to a peaceful death through independent and interdependent nursing actions. As a provider of care, coordinator of care and a member of the profession the nurse works in collaboration with other health care providers (NCLEX-RN, 2004; NCSBN Practice Analysis, 2014).

The role of **nursing education** is to facilitate learning and to provide professional role models. This process provides the necessary tools and environment to support the learning process, therapeutic **communication** and **critical thinking**. The use of meaningful learning experiences with varied opportunities, throughout the lifespan, is to stimulate learning directed toward achievement of desired competencies.

Both theory and clinical course instruction integrate and utilize standards of care, advanced technology, and other modalities that are physiologically, psychologically, spiritually, sociologically, and culturally sensitive. The most effective education process instills self-direction and internalization of the concept that learning is a lifelong process. The goal of the program is to produce graduates from both the Practical and Associate Degree Programs that are **caring, competent, and professional** to meet the needs of a socially diverse community.

Revised 8/07. Approved by KSBN & NLNAC

Reviewed 5/15

Nursing Program Organizing Framework

Caring. “Care is the essence of nursing and the central, dominant, and unifying focus of nursing” (Leininger, 1991). Caring is creating a trusting environment where the client's choices are respected. The following are a list of caring behaviors; attentive listening, comforting, honesty, patience, responsibility, providing information so the client can make an informed decision, touch, sensitivity, respect, and calling the client by name.

Competent. An application of knowledge and the interpersonal, decision-making and psychomotor skills expected for the practice role, within the context of public health, safety and welfare. Competent nursing interventions are derived from evidence-based nursing practice and are implemented within the legal and ethical framework of nursing and adhere to the standards of nursing practice.

A nursing student is expected to:

1. Apply knowledge and skills at the level required for a particular situation.
 - Determines actions needed to achieve desired outcomes
 - Performs nursing activities in a safe/effective manner
 - Demonstrates current knowledge necessary to provide safe client care
 - Delegates in accordance with established guidelines
 - Collaborates with appropriate professionals to attain client health care outcomes
2. Demonstrate responsibility and accountability for practice and decisions.
 - Exhibits ethical behaviors
 - Assures client welfare prevails
 - Establishes and maintains therapeutic boundaries
 - Limits practice to current knowledge, skills and abilities
 - Clarifies expectations of the role
 - Intervenes when unsafe nursing practice occurs
 - Practices within the legal authority granted by the jurisdiction
 - Implements professional development activities based on assessed needs
3. Restrict and/or accommodate practice if cannot safely perform essential functions of the nursing role due to mental or physical disabilities. Identify abilities necessary to perform the essential functions of the nursing practice role. Implement accommodations when needed. Safely performs essential functions of the nursing practice role. Limits practice when accommodations are not sufficient to enable *safe* performance of essential functions of the nursing practice role (National Council Position Paper, 1996).

Critical thinking. Critical thinking skills are used in the nursing process for making decisions and solving problems. Inductive and deductive reasoning are used to identify and analyze problems found when assessing the client. Critical thinking skills are required for making decisions about how to problem solve based on gathered data. Critical thinking is purposeful, creative and flexible. Critical thinking is based on facts, not opinions.

Communication. A process by which there is an effective exchange of information. Communication may occur verbally, non-verbally, in writing or through information technology, which allows an opportunity to ask and respond to questions. The information given is clear, concise, accurate and complete. Included in this process are the nurse, client, significant support persons, members of the health team, and appropriate community agencies.

Professionalism is characterized by a commitment to the profession of nursing, accountability for competent practice and guided by a code of ethics.

Leininger, M. M., (1991). *Culture care diversity and universality: A theory of nursing.*

National League of Nursing Press, New York.

Adopted 6/06. Approved by KSBN & NLNAC; Reviewed 5/15

Nursing Program Outcomes

The following are outcomes for the Nursing program:

1. 70% of PN students will complete the PN program within 4 semesters or less.
2. 80% of the RN students will complete the ADN program in 4 semesters or less from the start of the RN completion program.
3. NCLEX pass rates of nursing program completers on first attempt will meet or exceed the state and national averages.
4. Job placement rates of program completers (no longer attending school), will be 90% employment in nursing within six months of program completion.
5. Program completers that respond to surveys will report a rating of satisfactory or above with program preparation for assumption of an entry level nursing position 90% of the time.
6. Employers responding to follow-up surveys will report performance of program completers as good or above, 90% of the time.

Revised 4/11, 5/15

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

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

1. Provide nursing care within the scope of the ethical and legal responsibilities of practical nursing.
2. Utilize the nursing process to identify basic needs of the client throughout the lifespan for health promotion and maintenance, or when biological, spiritual, cultural and psychosocial needs are not being met.
3. Provide safe and skillful therapeutic care in simple nursing situations based on knowledge of biological, cultural, spiritual, and psychosocial needs of the client throughout the lifespan.
4. Demonstrate effective interpersonal relationships with the client, the client's family, and members of the interdisciplinary health care team.
5. Demonstrate responsibilities of the practical nurse as an individual who collaborates within the healthcare system and the community.

Revised 5/09, Revised 7/15, Alignment Core PN Program Outcomes; Approved by KSBN 7/15.

Practical Nurse Competency Levels

The Practical Nurse will:

1. Assist in the identification of a data base utilizing established assessment tools.
2. Assist with the identification of nursing diagnoses and goals.
3. Assist in planning individualized nursing care that promotes clients dignity and honors emotional, cultural, religious and spiritual influences on client's health.
4. Perform delegated nursing care to clients in structured settings.
5. Apply basic communication techniques in structured settings. Communicate relevant, accurate and complete information maintaining confidentiality.
6. Maintain an effective relationship with the client and functions as an advocate for health care consumer.
7. Implement a teaching plan and assists with implementation of individual plan of care for clients and significant support person(s).
8. Evaluate nursing care and participate in the revisions of the plan of care.
9. Efficiently organize time and resources.
10. Participate as a member of the health care team.
11. Assign and/or delegate nursing care and prioritizes nursing care needs of clients. Maintains accountability for outcomes of care.
12. Maintain accountability for own practice and care delegated to others to ensure adherence to ethical and legal standards.
13. Identify the need for referral.
14. Promote a professional image of nursing and serves as a positive role model within healthcare settings and community.
15. Demonstrate responsibility for professional lifelong learning.
16. Participate in collaborative relationships with other members of the healthcare team.
17. Participate in performance review process.
18. Acknowledge research as a basis for nursing practice.
19. Identify current nursing issues and trends.
20. Demonstrate an awareness of the significance of nursing history and professional nursing organizations.
21. Identifies the impact of economic political, social, cultural, spiritual and demographic forces on the role of the PN in the delivery of health care.
22. Act in an advocacy role to protect client rights.

*Taken from the Report of the Council for Nursing Articulation in Kansas (CNAK): November 2001,
CNAK Updated 3/12*

Revised 3/12

Revised 5/15 - Incorporating NAPNES PN Competencies, 2007

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 interprofessional 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. Manage care and provide leadership 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 methods to manage client needs and to interact with other health care team members.

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

Reviewed 5/15

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.

Adopted updated SLO's 1/16.

Associate Degree Nurse Competency Levels

The Associate Degree Nurse will:

1. Develop a data base utilizing established assessment tools. Collects comprehensive data pertaining to the healthcare consumer's health and/or situation.
2. Prioritize nursing diagnoses and goals by analyzing assessment data.
3. Develop individualized nursing care.
4. Perform collaborative and independent nursing care in structured settings.
5. Apply basic theories of communication in structured settings and communicates effectively in a variety of formats in all areas of practice.
6. Promote therapeutic relationships with clients, families, and communities.
7. Formulate a teaching plan and identifies expected outcomes for a plan individualized to the healthcare consumer.
8. Modify the care plan based on client response and established standards of practice.
9. Efficiently organize time and resources.
10. Promote functioning of the health care team and coordinates care delivery.
11. Assign and/or delegate nursing care.
12. Maintain accountability for own practice and care delegated to others to ensure adherence to ethical and legal standards.
13. Initiate the referral and utilizes appropriate resources to plan and provide care.
14. Promote a professional image of nursing and demonstrates leadership in professional practice setting and the profession.
15. Demonstrate responsibility for professional lifelong learning and competence that reflects current nursing practice.
16. Maintain collaborative relationships.
17. Implement performance review process.
18. Utilize interpreted research findings in nursing practice.
19. Respond to the impact of current issues and trends in nursing and health care.

20. Demonstrate an awareness of the significance of nursing history and professional nursing organizations.
21. Employs strategies to promote health and a safe environment.
22. Evaluates progress towards attainment of outcomes.

*Taken from the Report of the Council for Nursing Articulation in Kansas (CNAK): November 2001 ;
CNAK Revised 3/12;
Revised 5/15 incorporating the ANA Scope & Standards of Practice: Nursing 2011.*

ANA Code of Ethics for Nurses

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the client, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the client.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum client care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contribution to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing as represented by associations and their members is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

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Nursing Program Curriculum

1st Year of program -- 2 semesters -- Practical Nursing

2nd Year of program-- 2 semesters-- Associate Degree Nursing (RN completion program)

<u>Prerequisite</u>	Theory	Lab	Hours	Credit
General Psychology	37.5		37.5	3
Public Speaking	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>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>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>Co-requisites</u>				
Microbiology (3:2)	37.5	50 (1:2)	87.5	5
				5
<u>Third 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
RN Leadership & Management	25		25	2
				11
<u>Fourth Semester (Spring) 18 Weeks</u>				
Mental Health Nursing II (2:2)	25	90 (1:3)	115	4
Medical – Surgical Nursing IV (3:2)	37.5	90 (1:3)	127.5	5
				9
TOTAL FOR PROGRAM				70

Clinical -1 credit hour=45 clock hours; Theory-1 credit hour=12.5 clock hours

Revised 5/09, 4/11, 4/12, 7/14 (Approved by KSBN and KBOR)

Approved by KSBN, KBOR, HLC, USDOE, ACEN: 7/04, 4/11, 4/12, 7/14

Reviewed 5/15

ADMISSION POLICIES & PROCEDURES

Admission Procedure

1. Request admission packet from the nursing office or download from www.nursing.bartonccc.edu.
2. Complete the packet requirements:
 - Applications
 - 1) 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.)
 - TEAS V Prior to beginning the practical nursing program the student must complete the admission test. Contact the nursing office for information; there is a charge for this test.
 - TOEFL If English is a second language, the applicant must complete the Test of English as a Foreign Language (TOEFL) exam.
5. Complete Prerequisites for the PN Program
 - 1) Anatomy & Physiology (5 cr hrs)
 - 2) General Psychology (3cr hrs)
 - 3) Developmental Psychology (3 cr hrs)
 - 4) Public Speaking (3 cr hrs)
 - 5) English Composition I (3 cr hrs)
 - 6) Kansas CNA Certificate
6. Complete General Education for Nursing Curriculum
 - 1) Complete Anatomy & Physiology course within the last 5 years of 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.
7. Requirements for the RN Program
 - 1) Microbiology (5 cr hrs)
 - 2) Kansas LPN License
8. Applicants must have a social security number to get licensed in the State of Kansas.
9. 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 Absolute Bars to Licensure as a Practical or Registered Nurse in Kansas**) P. 39 of BCC Nursing Student Handbook
10. **Functional capabilities** (P. 47-49 of BCC Nursing Student Handbook)
11. All students will participate in an interview process. The interview score will be a part of their candidate score for potential acceptance.

12. 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 presented 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.

13. 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:

- TEAS V Math score of 50 or higher
- ACT Math score of 21 or higher
- ASSET College Math score of 39 or higher
- Accuplacer College level math score of 1-44+
- Completed Basic Algebra with a grade of "C" or better.

If a student does not meet the minimum Math requirement, they must first complete Math modules 108 in College Preparatory Math.

Revised 4/11, 4/12, 5/13,6/14

Reviewed 5/15

Selection Process

A misdemeanor or felony conviction may 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 scores.
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. Current Kansas CNA Certificate (PN Program admission only).
6. CNA Experience
7. Interview
8. Professionalism

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. Overall college GPA of 2.5 or greater.
2. Required general education courses GPA of 3.0 or greater.
3. Completed general education courses.
4. Required 3.0 GPA for general education pre-requisite courses including the courses taken during the selection process.
5. Current Kansas LPN license.
6. Letters of endorsement from employer or BCC non-nursing faculty.
7. Interview
8. Professionalism

Revised 4/11, 4/12, 4/13, 6/14; Reviewed 5/15

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 consecutive hours at Barton, a minimum of 9 of these hours must be in nursing courses.
5. All LPNs who are applying for ADN completion must show a current LPN license.
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 will 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.

Revised 4/11, 4/12, 5/14, 5/15

Kansas Nursing Articulation Plan

Kansas Nursing Articulation Model: Practical Nurse to Associate Degree Nurse		0-5 Years After Graduation	6-10 Years After Graduation	More Than 10 Years After Graduation
Articulation Criteria: <ul style="list-style-type: none"> • Must meet program admission requirements. • Must be a graduate of a Kansas program. • Must receive credit equivalent to a minimum of 40% of the admitting program’s nursing credit hours. • Must validate previous nursing information when required through NCLEX-PN, testing, escrow, or portfolio according to school policy. 	Nursing Credits:	No validation required if hold current PN license. No work experience required.	No validation required if hold current PN license. Nursing work experience (1000 hours) required during last 3 years.	Validation required. Current PN license required. Must have 1,000 hours of nursing work experience in last 3 years.
	Non-Nursing Credits:	May be transferred from colleges (subject to individual school policies).	May be transferred from colleges (subject to individual school policies).	May be transferred from colleges (subject to individual school policies).

Taken from the Report of the Council for Nursing Articulation in Kansas (CNAK): 11/ 2001, 3/12.

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

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 Verified Credentials.

The Nursing Program Director 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/him as not having a criminal record will be automatically and permanently disqualified from admission.
5. A violation of any of the 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

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 two (2) times, 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. If in first year of the program, must attend weekly skills practice sessions in fundamentals. If in the second year the student needs to document 15 hrs of practice on skills needed to be successful.
4. Complete and obtain required documentation as stated in your dismissal form.
5. Interview by director and faculty.
6. Will be required to perform a skills demonstration for faculty.

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 & skills demonstration.
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.

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

Reviewed 5/15

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	20
Listening	20

Contact TOEFL Publications for testing sites.

Requirements taken from the Kansas Nurse Practice Act

TOEFL Publications

609-771-7100

www.toefl.org

If a prospective student has successfully completed English as a Second Language (ESL) classes, 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; Reviewed 5/14

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.
- Looks beyond the task and asks how, what, and wherefore.
- 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. 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, 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.
9. Disruptive behavior, violence, 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.

At the discretion of the faculty you may be asked to leave class, lab or clinical for the day if your behavior is inappropriate. Habitual 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

Students will not carry cell phones or electronic devices during the assigned off campus clinical hours, including meals and break times. If the student has a cell phone in the clinical setting, the student:

- 1) Will be counted as an unexcused absence. (see clinical grading policy)
- 2) Will earn a "U" for that clinical day.
- 3) May be asked to leave according to the clinical site policy.
- 4) Will be given a Learning Agreement and may result in a clinical failure. The consequences depend on the circumstances and/or the clinical sites criteria for cell phone.

In the case of an emergency, students may be contacted at clinical sites through the facility phone number. While on campus for clinical experiences, cell phones may be used during break times only.

Reviewed: 4/11, 4/12, 5/14, 5/15

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
4/2011, 4/12, 5/14

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 submitting their information to the nursing office prior to the start of the nursing courses. Students will not be allowed to begin clinical coursework if their information is not submitted to the nursing office.

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.

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 placed in the student's file. 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 faculty of Barton Community College Nursing Program has identified five critical areas from the program organizing framework to use for clinical evaluation. The five areas are as follows:

- 1. Caring**
- 2. Competent**
- 3. Critical thinking**
- 4. Communication**
- 5. Professionalism**

Students are to utilize the clinical rubrics and course evaluation tools 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 clinical rubrics, clinical skills form, evaluation tools and any Learning Agreements to complete the final evaluation.

In order to pass the clinical portion of the course, a satisfactory in each of the five critical areas on the final clinical evaluation tool must be achieved by the end of the course.

The nursing student is accountable to learn and practice on a contingency permit granted by the Kansas State Board of Nursing while they remain as students 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 satisfactory in all 5 areas of the final clinical evaluation tool by the end of the course to pass the clinical.
2. A missed clinical day could impact your daily clinical evaluation. Students, not family members, friends, spouses, etc., are to report his/her absence to the clinical instructor responsible for that clinical day 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/Lateness- (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/lateness- Will impact your daily clinical evaluation and the student will have to make up the day/time.
 - o Unexcused absences/lateness may include child care issues, appointments, illness without notification of instructor.
 - **You will earn a clinical failure with two or more unexcused absences per course.**
 - o Lateness to clinical will result in an unsatisfactory score on area related to punctuality and accountability for competent practice on the clinical rubric, for the day.
 - **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 paperwork 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 paperwork per course instructors. Students may receive an "S"(satisfactory), "N"(needs improvement) or "U"(unsatisfactory) for this paperwork.
 - C. The instructor may require a student to redo required clinical paperwork or turn in missing clinical paperwork. Students having difficulty completing paperwork satisfactorily may be referred to the Nurse Remediator for assistance.
 - D. A learning agreement will be completed with two (2) late paperwork assignments.
 - E. **You will earn an unexcused absence if you have three late or missing papers in a course.** This includes any assigned paperwork 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 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, Competent, etc) .
 - A student breaches confidentiality of client information.
 - A student is compromised and standard of client care potentially impacted negatively (i.e lack of sleep, substance abuse, ineffective coping strategies, etc).
 - A student breaches a critical policy/procedure as identified by the clinical site (i.e having cell phone on the unit, etc).
 - A student displays unsafe or unprofessional behavior (Barton Nursing Student Handbook, pg 22).

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, pg 26).

- 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 (i.e. Caring, Competent, etc) per course. Failure to exhibit improvement within a category may result in a clinical failure for that course.

Revised 4/13, 5/14, 9/14

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. mannequin). 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:

First year 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.

Second year 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. *Once a second year student has satisfactorily been checked off on medication administration, **except IV's**, the nursing instructor, clinical associate, or staff nurse of the facility may allow the student to give medications without supervision following co-signature in electronic document. **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

Lab Rules

1. Lab usage hours are Monday thru Friday 0730-1630.
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 and practice times.
12. Report any defective equipment to your clinical instructor immediately.

Revised 5/10, 5/12, 5/14

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 mannequins 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 mannequins 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 Department of Nursing.

While on campus, the campus dress policy must be followed. Because of the special role of nursing students to model professional behavior, they must dress and act in a health conscious, professional manner at all times.

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.

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. Non-ornate, simple headband may be worn. 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 a 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 or royal blue 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 or black, with matching shoelaces.**

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, this includes eCigarettes.

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

Tattoos: Tattoos in general are discouraged. They must be covered while working in clinical sites or on campus. Medical alert tattoos are allowed to be uncovered.

Jewelry: No earrings, observable body piercing or facial jewelry is allowed. No necklaces are allowed. A wedding 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.

Pre-Clinical Visits or Medical Record Visits:

When visiting the clinical setting, the student is expected to dress professionally in their scrubs and royal blue scrub jacket or wear royal blue scrub jacket over appropriate street clothes (no jeans, shorts or sweats) and wear their student identification name tag.

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

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 exposed to blood or body fluids, the student is to inform the instructor immediately at the clinical site at the time of the occurrence.
3. If a student is exposed to blood and body fluids, the student is to inform the instructor or preceptor at the clinical site at the time of the occurrence.
4. At the clinical site, notify the appropriate personnel and follow the clinical site policy and procedure.
5. For an 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 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 75% and earn a Satisfactory for the clinical component.**

A student passing the theory component but failing the clinical component will receive a grade of "F" for the course and will be dismissed from the nursing program.

Grading Scale

The nursing program grading scale is:

- A 100-91
- B 90-84
- C 83-75
- D 74-70
- F 69 and below

The student must earn at least a 75% 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 75% 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.

Testing

- Only basic calculators may be used during tests.
- Books may not be used during the test.
- If applicable, all tests, answer sheets, and scratch paper must be turned in to the instructor at the end of the test period and accounted for prior to students leaving.
- No assistance with 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 are not allowed in the testing room during an exam.
- No other use of the computer will be allowed during testing, i.e. searching websites, etc.
- Students must make sure that their computer and the cord matches.
- The computer used by a student must be powered off at the completion of the test and stored as instructed.

Testing Policy

1. All tests, including the course Math Test, must be taken at the scheduled time or the instructor has the right to give an alternate form of the test.
2. If a student does not take the test on the day given, **it is the student's responsibility to call** and talk to the instructor giving the test as soon as possible to make arrangements for a make-up date & time. The student is not to leave a message with the secretary or any other instructor.
3. Any missed test needs to be made up in a timely matter, more than 7 business days will result in a zero being given for the test.
4. There will be a 5% reduction per business day from the test score until make-up arrangements are made.
5. The student is to take the test by the arranged date and time. If the student misses the arranged date and time, the student will have 5% reduction per business day from the test score until arrangements are made again.
6. After the student has made arrangements with the instructor, the test may be made up in the Testing Center located in the Learning Resource Center or in the nursing office.
7. The student needs to present a picture ID to the Learning Resource Center personnel in order to be able to take the test.
8. Any missed test will have a minimum of 5% reduction from the test score.
9. Any student that does not score a minimum of 75% on an individual test will be required to spend at least one hour in content review/remediation with the Nursing Remediation instructor.

The final decision of point deduction will be left to the discretion of the Barton faculty and/or the Executive 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.

Revised 4/11, 5/13, 5/14, 5/15

Math Testing Policy

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 during this course. A score of **90%** must be achieved to be successful on the math proficiency exam to pass this course. The student may have three attempts to pass the exam.

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

Medical-Surgical Nursing IV: A math proficiency exam is administered during this course. A score of **90%** must be achieved to be successful on the math proficiency exam to pass this course. 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

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. This documentation may be completed by utilizing the Barton Nursing Illness Form or providing written verification from the student's healthcare provider. Unexcused absences are scheduled appointments, car trouble, child care issues, calling in sick for 3 or more absences without providing the illness form, etc. **Any unexcused absence must be avoided. (Students should refer to the 'Clinical Grading' policy on page 26) You 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.

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 will also miss any credit gained during the class time from quizzes or activities.

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

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 mediator 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 and the Readiness Test as scheduled. 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.

Readiness Test and Review Course

The Readiness Test evaluates the nursing student's readiness to take the NCLEX examination for licensure as a practical or registered nurse and has a high predictive probability for obtaining a successful outcome on the NCLEX examination. The Readiness Test is administered approximately two weeks before the end of the second semester for the PN students and the fourth semester for the RN students.

All PN and RN 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 year and a comprehensive NCLEX-RN review course at the end of the RN 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 Kaplan Review at another site if seating is available. Course grades will be held until proof of completion of a Kaplan course review is received by the Executive Director of Nursing or nursing course instructor. If a Kaplan 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

CONCERNS, CORRECTIVE & DISCIPLINARY ACTIONS AND DUE PROCESS

Student Complaint Policy

If a situation occurs in which students believe that a conflict they are experiencing needs to be resolved, or if they feel a decision affecting them is unjust or inequitable, they are encouraged to resolve the problem at the lowest level possible and make use of the following steps. All information obtained in resolving problems shall be considered confidential by all parties involved. The student may discontinue the procedure at any step. **This procedure does not apply to grade appeals.**

1. The student should present the problem/concern to the instructor immediately after a situation is identified. If the instructor is unavailable or if the student believes it would be inappropriate to contact the instructor, the student may present the problem in writing to the Executive Director of Nursing & Healthcare Education within seven days.
2. If the student talks to the instructor and does not feel the concern was resolved, the student may present the problem/concern in writing to the Executive Director of Nursing & Healthcare Education within seven days.
3. If the student is not satisfied with the results after meeting with the Executive Director, then the student may present the problem/concern in writing to the Dean of Workforce Training & Community Education. This written documentation is to be submitted to the Dean within three days of meeting with the Executive Director. Within seven days or receipt of the written document, the Dean will convene a subsequent meeting with the student.

Revised 4/11, 7/11, 5/12; Reviewed 5/14

Disciplinary Action

If the Executive Director of Nursing & Healthcare Education finds that a student has violated nursing program policies, rules, or regulations, disciplinary action shall be taken. The disciplinary procedure will be carried out as written in the most expedient manner possible. The Executive Director of Nursing & Healthcare Education shall impose such discipline as he/she determines is warranted taking into consideration the seriousness of the offense and the students' discipline history. Disciplinary action may include a written Learning Agreement, removal from class or clinical, dismissal and/or immediate termination from the nursing program. Disciplinary action may also include a restriction against readmission to the nursing program.

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 appeal procedure afforded to students available in the College's 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. Failing to follow policies in the nursing student handbook
4. 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; Reviewed 5/14

Disciplinary Procedure

When a complaint is made against a student for unprofessional or unsafe behavior, the Executive Director of Nursing & Healthcare Education shall conduct an investigation of the allegations as soon as possible. The Executive Director is authorized to take any interim action necessary to maintain public safety, integrity of the process, and/or protection of student rights and institutional rights during the formal investigation and determination process.

1. Course or clinical faculty will make the initial judgment as to whether a student's behavior is unsafe or unprofessional. After consultation with the student, the faculty member has the right to immediately remove a student from the instructional area until further judgments regarding progression in the class and/or program may be made.
2. The student shall be given written notice of the complaint and charges against him/her within seven days of receipt of the complaint.
3. The student shall have seven days after receipt of the notice to respond to the charges in writing to the Executive Director of Nursing & Healthcare Education. If it is necessary to mail notice to the student, he/she shall have seven days after the date of mailing to respond in writing to the charges.
4. If the complaint is clinically related, the student will not be able to attend clinical until the investigation is completed. The Executive Director of Nursing & Healthcare Education will determine if the student may continue to attend class and/or clinical based upon the severity and type of behavior demonstrated.
5. The faculty will be required to document the circumstances of the event and provide supporting data from the handbook leading to the removal of a student from the clinical or class within (24) hours of the removal. Documentation is to be given to the Executive Director of Nursing & Healthcare Education.
6. The Executive Director of Nursing & Healthcare Education will meet with the student to discuss the event within three working days after receiving the student's written response to the complaint.
7. The Executive Director of Nursing & Healthcare Education will meet with the faculty member to discuss the event within three working days from the student's removal from class or clinical.
8. Within two days of meeting with the student and Nursing faculty member(s) involved, the Executive Director of Nursing & Healthcare Education will meet with the Nursing faculty members at-large to discuss the situation.
9. The Executive Director of Nursing & Healthcare Education shall render a decision as soon as possible after the investigation. The decision may include dismissal of the complaint, clinical or course failure or dismissal from the program. Notice of the decision shall be served upon the student in person, by certified mail, or by regular mail.
10. If the decision is to dismiss the complaint, the student will be given a plan of action that addresses any restrictions placed upon the student due to the incident as well as plans to make-up any missed clinical or classroom assignments.
11. If the student is not satisfied with the final decision of the Executive Director, he/she may appeal utilizing the appeal procedure afforded to students through the Student Code of Conduct Policy. The policy is available in the College's Student Handbook found on the Barton website.

Dismissal

When students are unable to improve their academic performance or behavior and meet the conditions of a corrective action plan, they are subject to dismissal from the academic program. Students in dismissal status for an academic program may not continue their studies in the program, but may decide to pursue their education with a different program at the institution.

Dismissal status is considered permanent; however a student may request permission to return to a Barton program from which they were dismissed. The student requesting permission to be readmitted must follow the readmission policy of the specific academic program.

A decision made by a program to dismiss 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.

Immediate Removal

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

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/Instructor-Coordinator, Executive Director, and Dean of Workforce Training & Community Education. 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.

Students Rights to Due Process

To protect students from capricious disciplinary action, all proceedings which may lead to the dismissal from the program must be conducted in a manner which insures the charged student due process.

The following elements must be included to ensure 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. 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. The proceedings shall be recorded.

Taken from the Barton Student Handbook; Student Code of Conduct Policy

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 RN Readiness 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 .

If you have questions about a conviction please contact the Kansas State Board of Nursing's Legal Department at 785-296-8401.

Absolute Bars to Licensure as a Nurse in Kansas

Kansas Nurse Practice Act 65-1120(a) (2)

Crime against persons as specified in article 34 of chapter 21 of the Kansas Statutes Annotated

http://kansasstatutes.lesterama.org/Chapter_21/Article_34

Any questions regarding Absolute Bars to Licensure as a Nurse in Kansas should be directed to the Legal Department of the Kansas State Board of Nursing.

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 DONE of such action immediately. Subsequently, the DONE is to be informed of progress toward resolution. When actions are pending under an LPN license, the faculty and DONE 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; Reviewed 5/14, 5/15

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.

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

Student Representation for Nursing Faculty Meetings

Nursing students have the right to representation at the Nursing Faculty meetings. Two student representatives are encouraged to attend each nursing faculty meeting, 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.

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

Reviewed 4/11, 5/12, 5/13, 5/14, 5/15

Estimated Nursing Program Expenses

Acceptance Fee	\$ 100.00
Background Check	\$ 45.00
In-State Tuition & fees (Per credit hour)	\$ 100.00
Books 1 st Year	\$ 1000.00
Books 2 nd Year	\$ 550.00
Nursing Fees 1 st Year	\$ 520.00
Nursing Fees 2 nd Year	\$ 650.00
Assessment Fees 1st Year	\$ 270.00
Assessment Fees 2 nd Year	\$ 445.00
Nursing Club	\$ 30.00
Graduation Fee (due in March)	\$ 30.00
NCLEX & KSBN Fees PN (due the 1 st part of April)	\$ 350.00
NCLEX & KSBN Fees RN (due the 1 st part of April)	\$ 375.00
Nursing Pin (optional, due in Feb)	varies

Nursing fees are assessed at \$50 per each nursing class with a lab/clinical. The fees cover: liability insurance, lab supplies, computer software, mannequins’ 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 must be purchased from:
Medical Park Home Equipment
4010 10th Street
Great Bend, KS 67530
620-793-7828

They must be appropriately embroidered royal blue scrub tops and black scrub bottoms. The jacket must be royal blue. 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.

Items also required for clinical are: white or black shoes, bandage scissors, stethoscope, pen light, Kelly clamps, protective eye wear (goggles), sharpie, black pen, note pad and watch with second hand. These items will be taken to clinical every day.

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.

Child Development Center

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 or 786-1131 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

Student Health Services are located in the Student Union. Hours during the fall and spring semesters are from 7:30 a.m. to 4:30 p.m. Monday through Friday.

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.

Computer Labs

Computers are available for student use in the Learning Resource Center, Technical Building and Nursing Student Resource Room.

Nursing Remediation & Tutoring

The Nursing Program offers remediation and tutoring on a case by case basis. Please contact The Executive Director of Nursing & Healthcare Education at 620-792-9355 for more information.

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.

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. 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

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 Executive Director of Nursing Education will be notified. The student must sign a release of information to the Executive 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 Executive 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 Executive Director of Nursing, and dismissal from the nursing program.

Adopted 8/1993. Revised 5/05, 4/11, 5/12; Reviewed 5/14, 5/15

Functional Ability Categories and Representative Activities/Attributes

Tactile

- Feel vibrations (e.g., palpate pulses)
- Detect temperature (e.g., skin, solutions)
- Feel differences in surface characteristics (e.g., skin turgor, rashes)
- Feel differences in sizes, shapes (e.g., palpate vein, identify body landmarks)
- Detect environmental temperature (e.g., check for drafts)

Smell

- Detect odors from client (e.g., foul smelling drainage, alcohol breath, etc.)
- Detect smoke
- Detect gases or noxious smells

Reading

- Read and understand written documents (e.g., policies, protocols)

Arithmetic Competence

- Read and understand columns of writing (flow sheet, charts)
- Read digital displays
- Read graphic printouts (e.g., EKG)
- Calibrate equipment
- Convert numbers to and/or from the Metric System
- Read graphs (e.g., vital sign sheets)
- Tell time
- Measure time (e.g., count duration of contractions, etc.)
- Count rates (e.g., drips/minute, pulse)
- Use measuring tools (e.g., thermometer)
- Read measurement marks (e.g., measurement tapes, scales, etc.)
- Add, subtract, multiply, and/or divide whole numbers
- Compute fractions (e.g., medication dosages)
- Use a calculator
- Write numbers in records

Emotional Stability

- Establish therapeutic boundaries
- Provide client with emotional support
- Adapt to changing environment/stress
- Deal with the unexpected (e.g., client going bad, crisis)
- Focus attention on task
- Monitor own emotions
- Perform multiple responsibilities concurrently
- Handle strong emotions (e.g., grief)

Analytical Thinking

- Transfer knowledge from one situation to another
- Process information
- Evaluate outcomes
- Problem solve
- Prioritize tasks
- Use long term memory
- Use short term memory

Critical Thinking

- Identify cause-effect relationships
- Plan/control activities for others
- Synthesize knowledge and skills
- Sequence information

Gross Motor Skills

- Move within confined spaces
- Sit and maintain balance
- Stand and maintain balance
- Reach above shoulders (e.g., IV poles)
- Reach below waist (e.g., plug electrical appliance into wall outlets)

Fine Motor Skills

- Pick up objects with hands
- Grasp small objects with hands (e.g., IV tubing, pencil)

Write with pen or pencil

- Key/type (e.g., use a computer)
- Pinch/pick or otherwise work with fingers (e.g., manipulate a syringe)
- Twist (e.g., turn objects/knobs using hands)
- Squeeze with finger (e.g., eye dropper)

Physical Endurance

- Stand (e.g., at client side during surgical or therapeutic procedure)
- Sustain repetitive movements (e.g., CPR)
- Maintain physical tolerance (e.g., work entire shift)

Physical Strength

- Push and pull 25 pounds (e.g., position clients)
- Support 25 pounds of weight (e.g., ambulate client)
- Lift 25 pounds (e.g., pick up a child, transfer client)
- Move light objects weighing up to 10 pounds (e.g., IV poles)
- Move heavy objects weighing from 11 to 50 pounds
- Defend self against combative client
- Carry equipment/supplies
- Use upper body strength (e.g., perform CPR, physically restrain a client)
- Squeeze with hands (e.g., operate fire extinguisher)

Mobility

- Twist
- Bend
- Stoop/squat
- Move quickly (e.g. response to an emergency)
- Climb (e.g., ladders/stools/ stairs)
- Walk

Hearing

- Hear normal speaking level sounds (e.g., person-to-person report)
- Hear faint voices
- Hear faint body sounds (e.g., blood pressure sounds, assess placement of tubes)
- Hear in situation when not able to see lips (e.g., when masks are used)
- Hear auditory alarms (e.g., monitors, fire alarms, call bells)

Visual

- See objects up to 20 inches away (e.g., information on a computer screen, skin condition)
- See objects up to 20 feet away (e.g., client in a room)
- See objects more than 20 feet away (e.g., client at end of hall)
- Use depth perception
- Use peripheral vision
- Distinguish color (e.g., color codes on supplies, charts, bed)
- Distinguish color intensity (e.g., flushes skin, skin paleness)

Interpersonal Skills

- Negotiate interpersonal conflict
- Respect differences in clients
- Establish rapport with clients
- Establish rapport with co-workers

Communication Skills

- Teach (e.g., client/family about health care)
- Explain procedures
- Give oral reports (e.g., report on client's condition to others)
- Interact with others (e.g., health care workers)
- Speak on the telephone
- Influence people
- Direct activities of others
- Convey information through writing (e.g., progress notes)

National Council of State Boards of Nursing, Inc.

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 school year (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

NOTES

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.