

BELLARMINE UNIVERSITY



Donna and Allen Lansing School Of Nursing and Health Sciences

2013-2014 BSN Student Handbook

**BELLARMINE UNIVERSITY
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Revised 4/22/2013

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LANSING SCHOOL OF NURSING AND HEALTH SCIENCES

MISSION

The Department of Nursing, an integral component of the Donna and Allan Lansing School of Nursing and Health Sciences of Bellarmine University, prepares nurse leaders with a global perspective, capable of improving practice through sound nursing judgment and clinical scholarship. Consistent with Bellarmine's Catholic values-centered education, graduates have the intellectual, moral, and ethical competencies to address health care disparities and improve health care outcomes. Intellectual curiosity and educational excellence are fostered through innovative teaching, high academic standards, and service to others.

Accepted 3/27/2008

CORE VALUES

Respect

We believe in the dignity of all persons.

Integrity

We believe that personal and professional integrity guides the practice of nursing and health sciences.

Caring

We believe that caring is an essential component of the art and science of all healthcare practitioners.

Student Centered Learning

We are committed to professional undergraduate and graduate education that is student centered and responsive to diverse learners.

Academic excellence

We are committed to providing a scholarly and creative environment grounded in the Catholic liberal arts tradition.

Quality Service

We are committed to providing quality services that support a diverse constituency.

PHILOSOPHY OF THE DEPARTMENT OF NURSING

A liberal arts education in the Catholic tradition, along with scientific knowledge, provides a foundation for the development of clinical judgment and ethical decision-making essential for nursing practice. The liberal arts core introduces students to diversity of thought that enables them to integrate varied perspectives and experiences. Educational experiences are designed to develop the whole person intellectually, morally, aesthetically, and spiritually. A variety of creative delivery systems and technologies enhance student learning. Students are prepared to think critically, solve problems, and communicate effectively as caring leaders in society. In order to be caring leaders, students are also encouraged to be of service to their profession and to the institutions of a well-ordered and pluralistic society.

Nursing practice is based on nursing knowledge, theory, and research, and is consistent with professional standards. As patient advocates, nurses deliver high quality care, evaluate care outcomes, and provide leadership to improve care. As educators, nurses help patients and families acquire, interpret, and use information related to health care, illness, and health promotion. Nurses also use research findings to design and implement interventions that are high quality, efficient, and effective.

Clinical decision-making, however, often has as much to do with values and ethics as with science and technology. As a professional discipline, nursing requires the understanding of sciences, humanities, and nursing science. To fully integrate this understanding with nursing skills and caring attitude, education for nursing practice is a life-long process that results in changes in behavior, perceptions, attitudes, and values.

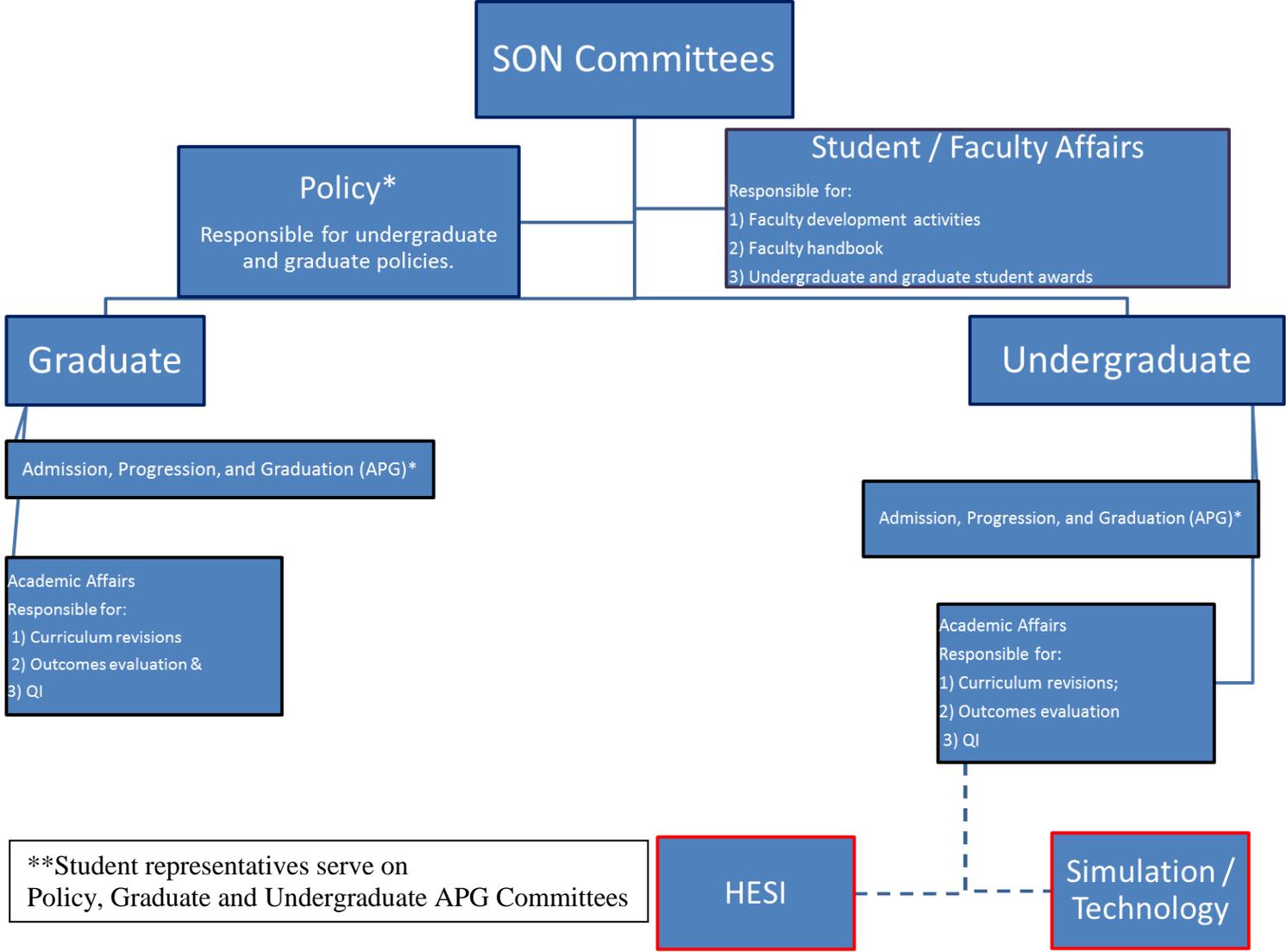
BSN PROGRAM OVERVIEW

The purpose of the Bachelor of Science in Nursing program is to provide basic professional education. Graduates are prepared to function independently or in collaboration with other health care providers to serve individuals and families in hospitals and community settings.

The Bachelor of Science in Nursing program is accredited by the Commission on Collegiate Nursing Education.

BSN Program Outcomes

1. Synthesize knowledge of the liberal arts and sciences, and the discipline of nursing, in the provision of professional nursing care.
2. Demonstrate leadership skills to ensure patient safety and enhance quality of care, within the context of the interprofessional team.
3. Integrate evidence-based practice in the planning of care for individuals, families, groups, and populations.
4. Demonstrate basic knowledge of healthcare policy, finance, and regulatory environments in healthcare delivery and practice.
5. Utilize health/illness beliefs, values, attitudes and practices to guide nursing interventions across the lifespan.
6. Function as a professional nurse in accordance with standards of moral, ethical, and legal conduct.
7. Incorporate information systems and patient-care technologies in the delivery of quality nursing care.



REGISTERED NURSE PROFESSIONAL LICENSURE INFORMATION

www.kbn.ky.gov

Professional licensure is required to practice nursing as a Registered Nurse (RN). If you are planning to license and work in the Commonwealth of Kentucky you will need to apply for licensure at www.kbn.ky.gov and follow the link to Apply for License. Application for licensure can begin in your last semester but no later than four weeks prior to graduation. If you are planning to license and work outside of Kentucky you must contact the state board responsible for the licensure of RNs in that state.

Kentucky is a member of the Nurse Licensure Compact. This allows multistate licensure for the licensee. Go to <http://kbn.ky.gov/compact/> or <https://www.ncsbn.org/nlc.htm> to find out more about Nurse Licensure Compact and the states involved.

Completion of the BSN program and graduation does not guarantee eligibility for RN licensure. Statue KRS 314.091 (l) (b) states that the Kentucky Board of Nursing may take action on any felony or a misdemeanor that involves drugs, alcohol, fraud, deceit, falsification of records, a breach of trust, physical harm or endangerment to others, dishonesty, or sexual offenses. The Kentucky Board of Nursing can deny an application for a license for criminal convictions. Denial of licensure is a formal disciplinary action. RN licensure applicants who have past criminal convictions should go to www.kbn.ky.gov Kentucky Administrative Regulation 201 KAR 20:370 <http://www.lrc.state.ky.us/kar/201/020/370.htm> for further information. If the circumstances of a conviction apply, the student should contact the Kentucky State Board of Nursing for current, specific policies and procedures.

Revised 3/6/2013

APPLICATION FOR THE NCLEX-RN® EXAM

After you have applied for licensure, the licensure site will have a link to register to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). The NCLEX-RN® (sometimes called "State Board Exam") is taken after graduation. It is administered via computer at any one of many conveniently located testing centers across the United States and its territories. The testing center is responsible for sending your test results to the state in which you applied for licensure. Once you have passed the NCLEX-RN®, the state board of nursing will issue your nursing license. To find out more about the NCLEX-RN® go to <https://www.ncsbn.org/index.htm> or contact the board of nursing in the state in which you plan to practice nursing.

Revised 3/6/2013

STUDENT NURSE PROFESSIONAL ASSOCIATIONS

**NATIONAL STUDENT NURSES ASSOCIATION (NSNA)
KENTUCKY ASSOCIATION OF NURSING STUDENTS (KANS)
BELLARMINE ASSOCIATION OF NURSING STUDENTS (BANS)**

NSNA connects 60,000 nursing students with programs and benefits to prepare entrance into the profession of nursing. The following benefits are available:

- | | |
|------------------------------------|----------------------------------|
| • Career Counseling and Job Search | • Mid-year Conference and Annual |
|------------------------------------|----------------------------------|

<ul style="list-style-type: none"> • NCLEX-RN Review • Health and accident insurance • Member Loan Program • NSNA Partnerships with specialty nursing organizations • Reduced subscription rates to select nursing journals 	<p>Convention</p> <ul style="list-style-type: none"> • Nursing Apparel Discount from www.allheart.com • Awards and Recognition • Liability insurance • Scholarships • Subscription to <u>Imprint</u>
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KENTUCKY ASSOCIATION OF NURSING STUDENTS (KANS)

Kentucky Association of Nursing Students, KANS is a pre-professional organization for pre-nursing and nursing students enrolled in Kentucky accredited diploma, associate, and baccalaureate degree programs. KANS is a constituent member of the National Student Nurses Association (NSNA) and students may elect to become members of KANS and NSNA by completing an application and paying membership dues. For more information, students are encouraged to visit the websites: <http://kansnews.wordpress.com/> and www.nсна.org

BELLARMINE ASSOCIATION OF NURSING STUDENTS (BANS)

BANS serves as the registered student organization (RSO) for nursing students at Bellarmine University. The purpose of BANS is to offer nursing students opportunities for professional development and to foster interest in nursing roles. This is accomplished through participation in service projects and campus activities. Students have the opportunity to participate in leadership roles in BANS by serving as a member of the executive board. The executive board includes President, Vice-President, Secretary, Treasurer, and class representative. Students may also chair committees for special projects or events. Membership is open to all nursing and pre-nursing students. No dues are required. For more information about BANS, students are encouraged to review the university website (www.bellarmino.edu) and contact the BANS president or the faculty advisor.

SIGMA THETA TAU INTERNATIONAL

Sigma Theta Tau is the Honor Society of Nursing; its mission is to be a leader in promoting leadership and scholarship in practice, education and research to enhance the health of all people. Lambda Psi is the Bellarmine University chapter. Membership is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship, and to nurse leaders exhibiting exceptional achievements in nursing. Additional information may be found at the following websites:

Sigma Theta Tau International: <http://www.nursingsociety.org>

Lambda Psi Chapter: <http://lambdapsi.nursingsociety.org/LambdaPsiChapter/Home/>

ADMISSION TO THE NURSING MAJOR

Admission to Bellarmine University does not automatically admit a student to the BSN program. Students must make formal application and be accepted into the nursing major by the BSN Admission, Progression and Graduation Committee (APG). Admission to the nursing major grants the student the right to take nursing courses in the professional sequence.

BSN ADMISSION, PROGRESSION and GRADUATION (APG) COMMITTEE

Responsibilities of the BSN Admission, Progress and Graduation Committee are as follows:

1. Develop, implement, and review policies for the admission, progression and graduation of undergraduate nursing students.
2. Review applications to the BSN-Traditional and BSN-Accelerated tracks.
3. Review undergraduate student requests for continuation & re-enrollment.
4. Review undergraduate student requests for exceptions to nursing department policies.

Students are responsible for knowing current policies and procedures as written in the BSN Student Handbook, the University student handbook and the course catalog. All of these resources are available online through the university website (www.bellarmino.edu)

ADMISSION CRITERIA

ONE YEAR ACCELERATED SECOND DEGREE BSNTRACK

The one-year accelerated second degree BSN program is specifically designed for the individual holding a bachelor's degree in another field who is drawn to the rich and diverse experience that nursing offers.

1. All applicants must apply through the centralized application service, Nursing CAS. Please visit www.nursingcas.org to complete your application.
2. Earned bachelor's degree or higher in any discipline from a regionally accredited college or university.
3. Minimum prerequisite GPA of 2.75 on a 4.00 scale.
4. Minimum cumulative GPA of 2.75 on a 4.00 scale.
5. Grade of B minus or better in all prerequisite natural science and nutrition courses.
6. Grade of C or better in all other prerequisite courses:

Applicants who do not have a minimum 2.75 cumulative undergraduate GPA will be reviewed for admission if they meet the following requirements:

- prerequisite GPA of 3.0 or higher
- grades of B or higher in Anatomy & Physiology I and II, Microbiology and Nutrition
- no prerequisite grade below a C.

7. Submit a personal statement which describes experiences which have led you to consider nursing as a career.

8. The Office of Graduate Admission reserves the right to request additional information or a personal interview.
9. Provide to Bellarmine proof of successful completion of a Medicaid approved Certified Nurse Aide course prior to March 15 of the program year. Students do not need to complete the state certification examination.
10. If any transcript(s) or undergraduate degree(s) is from an international institution, you must provide an official copy of a third party course by course credential evaluation to Nursing CAS and Bellarmine University. The Office of Graduate Admission reserves the right to request a certified copy of the original transcript(s).
11. Upon admission, you must have ALL final, official transcripts mailed directly from any institution in which you were ever enrolled to our Office of Graduate Admission. Official transcripts cannot be marked "Issued to Student". Nursing CAS does not provide your official transcript(s) to Bellarmine University.
12. If your undergraduate degree is from an international institution, you were born outside the United States, or English is your second language, you will be required to take the TOEFLiBT (internet-based test) and receive a total score of 83 or higher and a 26 or higher on the speaking test. Only official score reports will be accepted. The APG Committee reserves the right to require a TOEFL from any applicant. The official TOEFL score should be sent directly to Bellarmine University.

Revised 2/22/2013

ADMISSION CRITERIA

FOUR YEAR TRADITIONAL BSN TRACK

1. Students must submit an application for admission to the nursing major. This application is provided to students during NURS 110, or the student may obtain the application from the administrative assistant in the nursing department.
2. The following items must be submitted to the online tracker using the nursing department documents for submission (See Forms Section)
 - Acknowledgment of BSN Program Requirements
 - Health record and physical examination forms
 - Immunization record
 - PPD/TB screening
 - CPR (American Heart Association Basic Life Support Healthcare Provider)
 - Criminal Background Check
3. Students must complete all courses designated in the BSN curriculum plan for the freshman year.
4. GPA Admission Criteria (**effective Fall 2013**).
 1. A minimum cumulative GPA of 2.75 on a 4.0 scale.
 2. Grade of B minus or better in Biology 108 & 109
 3. Grade of B minus or better in Nursing 110 & 200

5. A student is **not eligible for admission** to the nursing major if he/she earns **three** or more unsatisfactory grades in the same course or any combination of these 4 courses: BIOL 108, BIOL 109, NURS 110, and NURS 200

- An unsatisfactory grade is defined as one grade lower than B minus; or two withdrawals from any single course or combination of the courses listed above.
- The policy refers to the final course grade, not a grade on a specific assignment.

6. If the student's cumulative GPA is less than 2.75, the application for admission to the nursing major will be reviewed by the APG committee if **all** of the following criteria are met:

- Pre-requisite GPA of 3.0 or higher
- Grades of B or higher in Biology 108 & 109, N110 and N200
- No pre-requisite grade below a C

7. The APG committee reserves the right to request additional information or request a personal interview.

8. ** Students for whom English is a second language or who have a degree from an international institution will need to take the TOEFL-iBT (internet-based test) and receive a total score of 83 or higher AND a score of 26 or higher on the speaking test. Only official score reports will be accepted.

9. Transfer students will be held to the same admission criteria into the nursing major regarding grades in comparable courses to BIOL 108, BIOL 109, NURS 110, and NURS 200. *Approved 3/1/2013*

PRE/CO-REQUISITE COURSES

Course work in the nursing program is sequenced to maximize the student's success. If it is determined that a student has not completed the required pre/co-requisites, or has not been granted a waiver of policy, the student must immediately withdraw from the nursing program.

PROGRESSION IN THE NURSING MAJOR

A student in good standing is one who:

- Earns a minimum grade of C in all natural science and nursing courses
- Adheres to the planned sequence of nursing courses cited in the current university catalog
- Adheres to university policies regarding a student in good standing as defined in the course catalog and university student handbook
- Achieves and maintains safe nursing practice in clinical performance
- Removes an "incomplete" received in a nursing clinical course before progressing to the next nursing clinical course
- Maintains current student clinical requirements as outlined in the BSN Student Handbook

GRADING SCALE

Grades are determined as defined in the course syllabus and may include quality of work, performance on course assignments, examination grades and class attendance.

Nursing students must earn a minimum GPA of 2.0 and grade of C or higher in required science and nursing courses in order to progress in the nursing program.

Pre-licensure Grading Scale for Undergraduate Nursing Courses.

A+ =	98 – 100	4.0 quality points
A =	92 – 97	4.0
A- =	91	3.67
B+ =	90	3.3
B =	84 – 89	3.0
B- =	83	2.67
C+ =	82	2.33
C =	77 – 81	2.0
C- =	76	1.67
D+ =	75	1.33
D =	71 – 74	1.0
D- =	70	.67
F =	Below 70	0.0

No more than 15% of the final grade can be derived from non-exam materials (e.g. papers, presentations, projects) in any pre-licensure clinical course.

ROUNDING OF GRADES FOR UNDERGRADUATE NURSING COURSES

All grades will be recorded to the tenth (one decimal point); the final grade will be rounded according to the following rubric:

- 0.1 to 0.4 rounds **down** to the nearest whole number (e.g. 76.4 rounds to 76)
- 0.5 to 0.9 rounds **up** to the nearest whole number (e.g. 76.5 rounds to 77)

Clinical/Lab is graded on a pass/fail basis. Students **must** receive a passing grade in clinical/lab in order to successfully complete the course. In addition, all clinical objectives must be successfully completed. **A failure in any aspect of the clinical/lab experience results in a grade of “F” for the entire course.**

TESTING POLICY

EXAMS

- All students will be required to present a valid picture identification (ID) card before taking a nursing exam. Failure to produce an acceptable ID may result in a missed exam or grade reduction.
- Exams are to be taken according to the published schedule.
- Students who are unable to take an exam at the scheduled time must notify faculty **PRIOR** to the exam.
 - “Prior to” is defined as at least one hour before the exam is scheduled.
 - A student failing to notify the faculty will receive an exam grade of zero.

- Student arriving after the exam has started will be considered “late” and will be allowed to complete the exam in the remaining amount of class time. No additional time will be provided to complete the exam.
- Make Up Exams
 - An opportunity for a make-up exam will only be possible if the student presents evidence of illness, extenuating circumstance, or participation in approved college functions.
 - Documentation will be required before an exam may be rescheduled. Failure to produce documentation will result in the exam grade remaining a zero.
 - Documentation may include healthcare provider statements, police accident reports, court records, etc.
 - The professor retains discretion about the window of time during which documentation must be submitted
 - Arrangements for taking an exam must be initiated by the student. The make-up exam will be given at time, date, and place of the faculty’s discretion.

TESTING ENVIRONMENT AND STUDENT BEHAVIOR

- Students are not permitted to ask questions during an exam unless the question relates to a potential typographical error.
- During an examination, the only objects permitted in the testing environment are the test, scoring sheet, and pencil or marking device.
- Calculators will be provided by the professor. Students are not permitted to bring their own.
- At no time will any electronic devices (cellular or smart phones, iPads or similar devices) be allowed in the testing environment.
- All textbooks, class notes, backpacks/purses and all electronic devices are to be stored at designated area during an exam.
- Faculty must be alerted to the use of any medically required electronic device prior to the first exam in a course.
- If a medical device in use is not publicly known, a letter of accommodation must be presented to the professor or Chair.
- Students may not leave the classroom during the exam. If a student must leave for a personal reason, the professor may choose to reschedule completion of that student’s exam.
- No hats, caps, gloves, or bulky clothing of any type will be permitted in the testing environment.

STANDARDIZED EXAMS

Nursing students are required to take a standardized HESI exam in selected courses (see course syllabus). The HESI exam is a computerized exam administered in a proctored setting at a designated date. The purpose of this standardized test is to evaluate student learning at various points throughout curriculum. The HESI exams are cumulative and may cover concepts from the current course as well as previous courses. Therefore, student preparation for this exam is ongoing throughout the nursing program and students are accountable for past coursework. To help prepare for course exams and the HESI, practice tests are available online and can be accessed through a student EVOLVE/Elsevier account.

The HESI exams provide test questions in a format similar to the NCLEX exam. Research has indicated that students who score in the satisfactory range or higher range are more likely to pass the NCLEX exam after graduation (see score sheet).

At the completion of the HESI exam, students will have ONE opportunity to review rationales. In addition, students may log into their Evolve accounts and review HESI scores with identified weaknesses and strengths at any time once the exam has been completed. Students will be expected to use the results from the HESI exam to develop a remediation plan.

NOTES

- **Academic Honesty:** refer to existing policy in the BSN Handbook
- **Identification and Evolve Account:** students are required to present a Bellarmine issued picture identification card to the HESI proctor at the time of the exam. No other identification will be accepted. All students must register for an EVOLVE/HESI account for online access. Students are limited to their account only. Any sharing of user name/password, or use of another student's EVOLVE account will result in a grade of zero on EVOLVE assignments or HESI exams. **Students must register for their EVOLVE account using the Bellarmine student email address.** Students must only use ONE account for EVOLVE resources and HESI Exams.
- **Administration of the HESI exam:** Based on computer availability, the HESI exam may be administered on a different day and time than the regular classroom meeting. Make up HESI exams will follow existing testing policy.

STUDY ABROAD

Nursing students who are traveling abroad for academic purposes, and whose travel requires an amended curriculum plan, must receive approval by the APG committee during the semester prior to the student's travel.

For traditional track students whose academic travel would necessitate their taking one or more courses in the accelerated track, the following minimum criteria must be met to receive approval:

- Cumulative GPA 3.5 or higher
- Nursing course GPA 3.25 or higher
- No grade below B in nursing courses, Biology 300 or MDLS 200

If a student's amended curriculum plan would include taking a course in the accelerated format, the student will be allowed to carry a maximum of 15 credit hours during that semester.

Approved 4/19/2013

GRADUATION WITH HONORS

In order to be considered for Latin Honors (*cum laude*, *magna cum laude*, and *summa cum laude*) at graduation, a BSN student must have 60 hours in residence (i.e. take 60 credit hours at Bellarmine) to be considered for Latin Honors in addition to the required GPA as specified in the university course catalog.

WITHDRAWAL FROM A NURSING OR NATURAL SCIENCE COURSE

Students should refer to the university course catalog regarding the procedure to withdraw from a nursing course. Effective May 2013, **two withdrawals** from any single nursing or natural science course or combination of courses (after admission to the nursing program) will be considered as equal to **one unsatisfactory grade**. This policy applies to withdrawals from any nursing or science course in the accelerated or traditional tracks.

Approved 3/1/2013

RE-ENROLLMENT

Re-enrollment applies to an accelerated or traditional student who has been admitted to the nursing major and has **withdrawn from one course or deviated from the program sequence**.

When requesting to return to the program sequence, the student must:

1. Submit an Application for Re-enrollment (see Forms Section). **This form should be submitted to the BSN Department Chair at least two weeks before registration begins for the semester in which the student wants to return.** Re-enrollment is based on available clinical space and resources.
2. Achieve a minimum cumulative GPA of 2.0
3. Complete all necessary prerequisite courses

UNSATISFACTORY GRADE IN CLINICAL OR LAB

A student who receives an unsatisfactory evaluation in clinical or lab will receive a grade of F for the course, regardless of classroom grade. The student must request continuation in the nursing program according to the procedure outlined in the BSN Student Handbook. If the student is approved for continuation by the APG Committee, the student must repeat the course in its entirety and complete the requirements as outlined by the APG Committee.

FIRST UNSATISFACTORY GRADE AFTER ADMISSION TO NURSING MAJOR

For purposes of continuation, **one unsatisfactory grade** is defined as any of the following:

- a **grade of C minus or lower in any nursing or natural science course** OR
- **two withdrawals** from any single course or combination of nursing and/or natural science courses

The student must request continuation in the nursing program according to the procedure outlined in the BSN Student Handbook. If the student is approved for continuation by the APG Committee, the student must repeat the course in its entirety and complete the requirements as outlined by the APG Committee in order to continue in the nursing major.

Approved 3/1/2013

CONTINUATION IN THE NURSING MAJOR

A student who earns **the first unsatisfactory grade** after admission to the nursing major (grade of C minus or lower OR two withdrawals from nursing and/or natural science) and wishes to continue in the nursing major must submit the Application for Continuation for approval by the APG Committee.

When requesting continuation in the nursing major, the student must:

1. Submit an Application for Continuation (see Forms Section).
 - The Application for Continuation must be submitted to the APG Committee Chairperson at least **2 weeks before registration** begins for the semester in which the student wants to return.
 - Students who register prior to receiving approval for continuation from the APG committee may have their course schedule modified at the discretion of BSN Department Chairperson.
2. Achieve a minimum cumulative GPA of 2.0
3. Complete all necessary prerequisite courses

A nursing or natural science course may only be repeated once. Students must repeat all aspects of the course (competencies, skills, clinical, lab, and classroom assignments).

A student must achieve a grade of C or higher (including a passing grade in clinical/lab) for the repeated course.

If the student does not request continuation, it is assumed that the student has withdrawn entirely from the nursing major.

PROGRAM TRANSITION FOR ACCELERATED STUDENTS

Students enrolled in the BSN Accelerated track who are unsuccessful in a nursing course and wish to retake that course in the BSN Traditional track must submit an Application for Continuation (see Forms Section) to the APG Committee. **The Application for Continuation must clearly state that the BSN Accelerated Student is requesting permission to take a course in the BSN Traditional track.** Requests will be granted based on APG committee approval and available clinical space and resources.

If the BSN Accelerated student desires to return to the accelerated format after taking courses in the BSN Traditional track, the following conditions must be met:

1. Completion of a letter outlining a plan for academic success
2. A minimum cumulative GPA of 2.0
3. A grade of B minus or higher in the repeated nursing or science course
4. Personal interview, if requested, with the APG committee

Any second degree BSN student who takes a nursing and/or natural science course in the traditional track and earns an unsatisfactory grade(C- or lower) or withdraws from that nursing or natural science course due to a failing grade (less than 77% or unsatisfactory clinical/lab performance at the time of withdrawal) will not be allowed to re-apply for entrance into the 2nd degree BSN track at any time.

DISMISSAL FROM THE NURSING MAJOR

Grounds for dismissal from the nursing major are any of the following:

- **Two unsatisfactory course grades during any time after admission to the nursing major** (within one semester or multiple semesters).
 - Two unsatisfactory grades are defined as a **grade of C minus or lower in any two nursing or natural science course after admission to the nursing major**. The grades may occur in a single semester or different semesters.
 - **Two withdrawals** from any single course or combination of nursing and/or natural science courses will also be considered to equal **one** unsatisfactory grade.
 - A combination of two withdrawals and one unsatisfactory grade equals two unsatisfactory grades. The withdrawals and unsatisfactory grades may occur within the same semester or multiple different semesters.
 - This policy applies to grades received in either accelerated or traditional tracks. Thus, a student who withdraws from two accelerated nursing courses has one unsatisfactory grade on record. If the accelerated student desires to take courses in the traditional track, the student must submit the Re-enrollment form for approval by the BSN Department chairperson. Subsequently, if this student has one unsuccessful grade in the traditional track, the two withdrawals from the accelerated track and the one unsuccessful grade in traditional track equals two unsatisfactory grades. The two unsatisfactory grades result in the student's immediate dismissal from the nursing major.
- **Unprofessional behaviors, violations of the nursing department policies or violations of the university code of conduct by the student**

Students who are dismissed from the nursing major are not necessarily dismissed from the university. Students who are dismissed from the nursing major are encouraged to consult with their academic advisor or an advisor in the Academic Resource Center (ARC) about changing to a different major at Bellarmine University. *Approved 3/1/2013*

APPEAL PROCESS

1. If the student decides to appeal the decision from the APG committee, the first appeal must be submitted in writing within 7 calendar days to the BSN Department Chairperson. There must be some clear basis for the student's appeal, such as the student's belief that a **procedural violation** occurred.

2. If a student desires to appeal the chair's decision, the second appeal must be submitted in writing within 7 calendar days to the Dean of the Lansing School of Nursing and Health Sciences.

3. If a student desires to appeal the decision of the dean, the third and final appeal must be submitted in writing within 7 calendar days to the Assistant Vice President of Academic Affairs (AVPAA). The decision of the AVPAA is final.

TECHNICAL STANDARDS

Each student must be able to meet the basic technical standards of performance necessary for the practice of nursing for progression in the program of study.

Technical Standards at the Bachelor's Level

Each student must be able to meet the basic technical standards of performance necessary for the practice of nursing for admission and progression in the program of study.

The bachelor's degree program curriculum is designed to provide the education necessary for the practice of nursing as a generalist. Students build on the fundamental principles of nursing, acquire skills of critical judgment based on education and experience, and develop an ability to use principles and skills wisely in decision-making and problem solving pertaining to the delivery of high quality nursing services. Undergraduate students are expected to fulfill the following technical standards:

- Acquire information from demonstrations and experiences in the basic and applied sciences, including but not limited to information conveyed through lecture, group seminar, small group activities and physical demonstrations.
- Acquire information from documents, video, transparencies, slides and computer-information systems (including literature searches and data retrieval).
- Use and interpret information from diagnostic maneuvers (e.g., sphygmomanometer, otoscope, ophthalmoscope, etc.), and other diagnostic representations of physiological phenomena during the course of conducting a comprehensive physical assessment of a client.
- Accurately elicit information, including a medical history and other information required to adequately and effectively evaluate a client's condition.
- Synthesize information to develop a plan of care.
- Problem-solve and think critically to judge which theory and/or strategy of assessment and intervention is most appropriate.
- Demonstrate skills and principles taught in class, exercise proper judgment, and accurately complete responsibilities attendant to the delivery of care to clients.
- Maintain professional relationships with clients, students, faculty, staff and other professionals under all circumstances.
- Perform specific procedures and interventions (e.g., Basic Life Support techniques) sufficient to provide safe and effective nursing care according to prescribed therapeutic regimens.
- Communicate effectively and efficiently with faculty, patients, families and all members of the health care team about a patient's condition as called for under the circumstances.
- Practice in a safe manner and respond appropriately to emergencies and urgencies.

- Possess the ability to function effectively under stress and adapt to changing environments inherent in the clinical practice of nursing.
- Practice universal precautions against contamination and cross contamination with infectious pathogens (e.g., wearing personal protective equipment, working with sharp objects and hazardous chemicals, treating clients with infectious diseases).
- Demonstrate manual dexterity and motor skills in performing nursing procedures such as positioning and transferring clients safely and taking accurate vital signs.

Upon admission, a candidate requesting accommodation will be referred to Disability Services Phone (502) 272-8480; website: <http://www.bellarmino.edu/studentaffairs/disabilityservices/>

The University will provide reasonable accommodations, but is not required to make modifications that would substantially alter the nature or requirements of a program. To matriculate or continue in the curriculum, the candidate must be able to perform all the essential functions outlined in the Technical Standards either with or without accommodation.

ACADEMIC ADVISEMENT

Each student is assigned a nursing faculty advisor to assist with academic planning. All students must see their academic nursing advisor prior to registration each semester. Students may need to be moved from their registered section of nursing courses due to clinical group placements, changes in class size, and other extenuating circumstances which pertain to clinical experiences. The BSN department chairperson will contact the student if this situation occurs. The advisor will assist the student in revising his/her schedule.

A student can learn who the assigned academic advisor is by logging into the student portal through *myBellarmine*. Contact information for the academic advisor is provided there as well as on the university website. Students are also encouraged to contact the Academic Resource Center (ARC) for any advising questions: <http://www.bellarmino.edu/arc/>

DISABILITY SERVICES

Students with disabilities who require accommodations (academic and/or clinical adjustments, auxiliary aids or other services) must contact the Disability Services Coordinator. Please do not request accommodations directly from the course instructor or nursing department. The Disability Services Coordinator is located in the Counseling Center, 4th floor of the Allen Building. The phone number is (502) 272-8480. More information is provided at the website <http://www.bellarmino.edu/studentaffairs/disabilityservices/>

WAIVER OR EXCEPTION

Students may request a waiver to policy by petitioning the APG Committee (see Forms Section). The student submits the completed form to the Chairperson of the APG Committee. All requests are considered and decisions are based on the student's academic and clinical performance. Exceptions will be made only in extenuating circumstances.

The student's GPA must be 2.0 or higher. The student's previous academic performance must indicate his/her ability to succeed in view of the requested deviation from the planned sequence of the nursing curriculum.

DEMONSTRATED COMPETENCY
Challenge a Nursing Course

Students enrolled in the Lansing School of Nursing Department may petition the APG Committee to take a comprehensive examination on the material covered in any credit course. The examination must be taken no less than 30 days prior to the first day of class.

LPN VALIDATION OF NURSING CONTENT AND CLINICAL COMPETENCY

A student holding an LPN license and accepted to the nursing major may challenge NURS 110 Introduction to Nursing and NURS 205, Foundations of Nursing, by successfully completing both of the following:

Comprehensive Exam	Conversion Exam Score: 77%
Clinical Competency	Teacher-validated demonstration of selected clinical competencies Validation must be completed 30 days prior to the first day of class in NURS 205.

NUMERACY COMPETENCY POLICY

The Numeracy Competency Policy exists to insure math and dosage calculation competency necessary for safe nursing practice. The nursing literature reports that the majority of nursing errors occur in medication administration. Some hospitals require nurses to demonstrate dosage calculation proficiency as a requirement for employment.

Therefore, it is imperative that nursing students assume personal responsibility for maintenance of math and dosage calculation skills throughout the nursing curriculum. The numeracy competency testing serves as a means for continued assessment by students and faculty of these essential required skills.

Policy:

Students taking NURS 205, 230, 310, 330, 305, 430 are required to pass a math/ drug dosage calculation test prior to providing patient care in the clinical setting.

The student is provided up to three attempts to pass the test. A passing grade is defined as the following:

- NURS 205, NURS 230:
 - 1st attempt = 80% or higher
 - 2nd attempt = 90% or higher
 - 3rd attempt = 100%

NURS 310, NURS 330: 1st attempt = 90% or higher
 2nd attempt= 100%
 3rd attempt = 100%

NURS 305, NURS 401,
NURS 430: 1st attempt = 100%
 2nd attempt = 100%
 3rd attempt = 100%

Once a student has passed the test, no further testing is required for that semester. **Should a student be unsuccessful in all three testing attempts, the student is required to withdraw from the course immediately.**

STUDENT FEES

In addition to the university's academic fees, the nursing student will be responsible for:

1. Uniform (scrubs, required Bellarmine Nursing polo shirt, shoes, etc.)
2. Additional equipment (stethoscope, watch, nurse pack)
3. Health Requirements (physical exam, immunizations, and required health screenings)
4. Course/Lab Fee – includes liability insurance coverage; materials for class such as, tests, handouts and other items not available from Blackboard; supplies and equipment for clinical practice labs and simulation; and mileage for faculty to commute to and from clinical sites.

CLASS ATTENDANCE

Each student is expected to attend all classes. The attendance policy for each course is determined by the faculty member and is stated in the course syllabus.

ATTENDANCE AT WEEKEND CLASSES

Students are not excused from weekend classes. A student who cannot be present for all weekend classes will be advised not to take the course or to withdraw if class has started.

CLINICAL/LAB ATTENDANCE

Students are expected to attend all clinical/lab experience hours, including the first clinical day or orientation to the clinical agency.

Students missing experiential clinical hours (non-direct patient care) will be required to provide the clinical faculty member a plan indicating how the clinical objectives for the experience will be met.

A record of all clinical/lab absences will be maintained in the student's permanent folder.

CLINICAL/LAB MAKE-UP

Clinical/Lab make up day(s) must be arranged as directed by the course faculty member.

A fee of \$250 will be charged for an experience to make up a missed first clinical day and/or orientation to clinical agency. Students who are absent from any part of the clinical experience must make up the entire clinical day.

The course faculty member will notify the student concerning the specifics regarding the substitute experience. The fee for a single clinical absence of 8 hours or less is \$150. The fee for a single clinical absence greater than 8 hours will result in a fee of \$300.

If a student experiences multiple clinical absences within the semester, the student may receive a grade of Incomplete for the course. All Incompletes from a clinical course must be resolved prior to progression in the nursing program.

Students who are not passing clinical must arrange make-up days in consultation with the course faculty member and the BSN Department Chairperson.

Skills lab/simulation experiences may be used for make-up clinical experiences. The ratio will be 1:1.5 simulation hours to clinical hours.

The fee for clinical absence will be waived in the event of the death of the student's parent, spouse, sibling, or child.

DRESS CODE FOR CLINICAL ROTATIONS

This dress code is congruent with the majority of health care agencies. Some agencies may have more restrictive dress codes. Compliance with each agency's code is expected, in addition to the code listed below.

Student Name Pins

Students are required to wear their Bellarmine nursing name pins at all times in the clinical setting. The name pin should not be covered by stickers and/or pins unless as a course requirement (e.g., psychiatric rotation).

Hair

Hair should be tucked behind the ears; if it is shoulder length or longer it should be pulled back and secured with neutral elastic or headband. Hair decorations are inappropriate. Hair should conform to natural hair colors and non-extreme styles.

Moustaches and beards must be neatly groomed and relatively close to the face to avoid contaminating the work environment.

Body Piercing and Other Jewelry

- All visible body piercing jewelry (e.g., nose, eyebrow and tongue piercing) should be removed prior to the clinical experience. No more than one stud-style earring per earlobe may be worn.
- Religious necklaces and jewelry may be worn inside the uniform. Rings that are bands may be worn but rings with large stones present a safety risk to patients.

Tattoos

- All visible tattoos must be covered during the clinical experience (i.e., if a student has an ankle tattoo, it may be covered by pantsuit uniform or opaque hosiery; if upper extremity tattoo it should be covered by sleeves of uniform). If the tattoo is in an area that cannot be covered by clothing, it must be covered by a bandage.

Personal Hygiene

All students are required to maintain high standards of personal cleanliness.

- Non-scented makeup and hair products may be worn. No perfumes or colognes may be worn.
- Makeup should conform to general body tones avoiding extreme colors.
- Nails should be clean, well kept, and neutral colored, without designs and no longer than the tip of the finger. **Artificial nails are not to be worn.**

Professional Uniform Attire

(All uniforms should be neat, clean, opaque, wrinkle free, and properly fitting with appropriate undergarments.)

- White uniforms or scrubs are required. Only solid white shirts can be worn underneath a white scrub shirt for warmth.
- A hip-length white lab-coat with Bellarmine name tag can be worn over the uniform.
- All students are required to wear white hose or socks at all times. Bare skin on the legs should not be visible.
- White enclosed, flat-heeled non-canvas shoes, either uniform or leather athletic shoes are required. All shoes must be kept clean and polished. No thongs, heel-less shoes or sandals may be worn.

Professional Casual Attire

(All clothing should be neat, clean, opaque, wrinkle free, and properly fitting with appropriate undergarments.)

- Many community agencies require the student to wear professional casual attire; the clinical instructor will advise students when professional casual attire is appropriate.
- Polo shirts with Bellarmine Nursing logo over the left chest, solid color polo shirts or solid colored button down shirts worn with khaki, black or navy slacks or skirt and name tag should be worn as directed by clinical faculty.
- Unless otherwise specified by the instructor, scrub attire, hats, shorts, denim jeans, see-through blouses, halter dresses, athletic attire (sweatshirts, sweatpants, hoodies and jogging suits), tight knit clothing, leggings, imprinted t-shirts and any type of attire which is low-cut, shows the breasts, or exposes the midriff may not be worn. Paraphernalia such as buttons and/or armbands are not appropriate. Extreme styles should be avoided.
- Students are required to wear hose or socks at all times. Bare skin on the legs should not be visible.
- Enclosed, flat-heeled non-canvas shoes are required. All shoes must be kept clean and polished. No thongs, heel-less shoes or sandals may be worn.

PROFESSIONAL BEHAVIORS

Each student contributes to the learning of the entire class. Courteous and professional behavior is expected at all times in the classroom and clinical setting.

STUDENT CLASSROOM RESPONSIBILITIES

- Promptness
- Attendance at all classes
- Bring class notes/materials in hand, prior to class
- Notification to professor when unable to attend class
- Completes reading assignments before class
- Appropriate contributions to class
- Appropriate conduct during class

for example:

- Arrives on time
- Remains in classroom until class is dismissed
- Returns from breaks on time
- Stays awake in class
- Refrains from having side conversations
- Attends to speaker during class time
- Allows others to hear and learn

ELECTRONIC DEVICES

- Portable electronic devices must be turned off and no electronic devices should be on any person during exams/test reviews.
- Permission should be obtained from instructor or guest speakers before video/audio recording
- Courteous and professional responsibilities extend to electronic communication.
- Computer etiquette should be used when communicating with professors. Professors will respond within a reasonable period during the week. Students should not expect responses to queries over the week end
- Students should ask permission from the course faculty to use electronic devices in the classroom. Students using electronic devices for non-academic purposes during class will be asked to leave the classroom.

STUDENT CLINICAL RESPONSIBILITIES

- Prepares adequately for nursing responsibilities
- Maintains prompt attendance
- Notifies clinical instructor and clinical unit of absence at least an hour prior to beginning of clinical
- Wears professional attire
- Maintains appropriate demeanor during clinical
 - for example:***
 - Remains alert and actively engaged during clinical experience
 - Shows respect for patients staff, faculty and peers
 - Keeps a positive attitude toward learning
 - Upholds confidentiality and HIPAA guidelines
 - Stays in clinical setting until clinical group is dismissed
 - Returns from breaks on time
 - Does not leave the clinical site during assigned time
 - Identifies own learning goals
- Uses clinical time to maximize learning
- Participates in clinical conferences
- Seeks instructor's guidance and direction appropriately
- Completes all clinical work by specified date
- Students are not permitted to use personal electronic devices in the clinical setting unless directed by the faculty member.

Use of portable electronic devices in clinical is regulated by the clinical agencies, local, state, and federal regulations and laws. All students and faculty are fully responsible for following all regulations of the Health Insurance Portability and Accountability Act (HIPAA).

Protected health information (PHI) must be removed from any data that the student gathers for documentation and no PHI should leave the clinical work area. Students must adhere to all professional standards regarding communication including maintaining confidentiality, proper conduct for communication and communicating appropriate material. Violation of HIPAA guidelines is cause for dismissal/termination from the School of Nursing.

A student who demonstrates unprofessional behavior in either the classroom or clinical setting will meet with a designated faculty member and/or BSN department chairperson to determine the consequences for the behavior. Consequences of unprofessional behaviors by the student may result in a failing course/ clinical grade or dismissal from the nursing major.

Revised 2/22/13

USE OF SOCIAL MEDIA

Nursing students must be aware of the risks associated with the improper use of social media as there is an ethical and legal obligation to protect patient privacy and confidentiality. The following policy is based on the National Council of State Boards of Nursing (2011) *White paper: A nurse's guide to social media*. This document has been recognized as a primary resource by the Kentucky Board of Nursing and the American Nurses Association and is available online for any person at the NCSBN website. Students should familiarize themselves with the technology policy in the University student handbook. This nursing policy is congruent with the policies in the University student handbook, which is available online via the student portal on the Bellarmine University website.

- Students are restricted from posting any information which may lead to the identification of a patient. Privacy settings within websites are not sufficient to protect patient privacy and confidentiality. If there is a reasonable basis to believe that the person could be identified, then use or disclosure of the information could constitute a violation of the Health Insurance Portability and Accountability Act (HIPAA).
- Students and faculty have an ethical/legal responsibility to promptly report an identified breach of confidentiality or privacy to the appropriate course instructor and the Department Chairperson.
- Students are strictly prohibited from transmitting by means of any electronic device any patient-related information. This includes but is not limited to photographs or audio/video recording. Students are restricted from transmitting any information that could be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.
- Students should not refer to patients, staff members, faculty members, or other students in a harassing manner via social media, even if the individual cannot be identified. Harassment includes, but is not limited to, verbal harassment, sexual harassment, hate speech, cyber-bullying, and verbal threats. This includes conduct which is disorderly, obscene, lewd, indecent, or a breach of peace.
- Students must maintain professional boundaries in the use of electronic media. The fact that a patient initiates contact with a student does not permit the student to have a personal relationship with the patient.

Non-adherence to these guidelines will result in charges under the Code of Conduct as noted in the University student handbook. The Student Conduct Procedures (Non-Academic) will be

used to adjudicate student conduct cases involving alleged violations of the Code of Conduct. All confirmed incidents of academic dishonesty via social media will be reported to the Assistant Vice President for Academic Affairs, and sanctions will be imposed as dictated by the academic honesty policy. The use of social media policies apply to a student's use at any time, in any place, and with any medium.

Resources:

National Council of State Boards of Nursing. (August 2011). *White paper: A nurse's guide to social media*. Retrieved on April 12, 2012 from https://www.ncsbn.org/Social_Media.pdf

American Nurses' Association. (2011). *ANA Principles of social networking and the nurse*. Silver Springs, MD; American Nurses' Association
Kentucky Board of Nursing. (2011) <http://kbn.ky.gov/>

HONESTY POLICY IN CLINICAL/ LABORATORY SETTINGS

Any breach of professional and/or ethical conduct in the clinical area will be viewed as a most serious offense. For instances of dishonesty in the laboratory or clinical settings, the nursing department will follow the procedures outlined in the academic honesty policy in the university student handbook. The clinical instructor must notify the course instructor regarding the incident. The student handbook may be accessed online via the student portal on mybellarmine.edu.

Revised 11/15/09

NURSING SKILLS and SIMULATION LAB

The labs are available for reference, practice, and demonstration of skills learned. The lab setting provides for simulation of nursing procedures.

The student will use the labs as part of course work, but may determine the need for additional hands-on practice and reinforcement outside of class-time. The labs and the equipment are available for independent use. Use of the labs outside of designated class or clinical time may be arranged through the course faculty or simulation lab coordinator.

All equipment must be returned to its proper place and the area left clean and neat. Supplies and equipment in the labs are not to be removed.

COMPUTER LABORATORY

The Computer Lab and the Student Lounge contain computer hardware and software for faculty and student use. This is an unassisted lab, but assistance can be sought from the Help Desk (272-8301)

CLINICAL PRACTICE REQUIREMENTS

The purpose of the clinical practice requirements is to ensure the safety and health of students and clients in various clinical settings. For any course that has a clinical component, the student is required to have documentation of health records and immunizations submitted online to the vendor used by the nursing department. The nursing department uses an outside vendor to track completion of these requirements. Student will receive information about how to submit this

information to the vendor as part of the admission process. Students must submit updates to the tracker concerning certain items (TB Screening: yearly, CPR: every 2 years)

Health screening and clinical practice requirements must not expire during the academic year.

All required health records are due by requested deadline. Students must submit health information on the forms in this handbook. Students will receive communication from the tracking vendor indicating if the student's file is incomplete. If the file is incomplete, the student will be given specific information regarding what records are missing. Those students with incomplete clinical documentation after the beginning of the academic year will incur a **\$50.00 fine** charged to their bursar account and will be unable to attend clinical until the deficiency in documented information has been resolved.

1. Completed Health History and Physical Exam within one year of first day of class (See Forms Section)

Students are required to submit the Bellarmine University Nursing Health History and Physical Examination form, which must be completed by a health care provider prior to the first day of class.

A current physical examination is required after an absence of one academic year from the program. This form must be submitted to the online vendor before the first day of class.

A student is required to have a return to school/work statement from a health care provider for readmission, and/or continuance in the nursing program following severe illness, hospitalization, physical injury, pregnancy, emotional disorder, etc. This statement must indicate the student is able to return to the clinical setting and meet the technical standards as outlined in the BSN Student Handbook.

2. Completed Immunization Certificate (See Forms Section)

3. Current TB screening status. This screening must be updated annually and documentation submitted to the tracker.

4. Current American Heart Association (AHA) Healthcare Provider CPR Certification.

Students are required to complete an approved program for American Heart Association (AHA) Health Care Provider CPR Certification. This certification must be renewed every 2 years. Students must submit a signed copy of the card to the online tracking vendor prior to the beginning of the academic year. Students will not be allowed to begin or participate in clinical experiences in any nursing course without current AHA healthcare provider CPR certification. CPR certification must be effective during the academic year and cannot expire during a nursing course: On-line CPR certification courses will be accepted if there is an observed and evaluated mannequin check off. CPR certifications from non-AHA courses or AHA CPR other than Healthcare Provider CPR will not fulfill this clinical requirement. CPR Revised 3/6/2013

CPR Certification must not expire for the following periods:

Accelerated students: May through May (12 months while in nursing program)

Traditional students: August through May (traditional academic year)

5. Completed Criminal Background Check

All students seeking admission into any BSN program must submit a completed criminal background check by the designated provider **before** admission to the nursing program. The

information needed to process/order the background check can be obtained in the Forms Section.

In addition to the background check, all student names and social security numbers will be submitted to the Kentucky Nurse Aide Registry for review before beginning clinical courses.

6. Completed **Acknowledgement of BSN Program Requirements**

All students must submit this form electronically to the designated provider prior to the first day of class.

Revised 3/6/2013

PROOF OF IMMUNIZATIONS OR IMMUNITY STATUS

An Immunization Form (see Forms Section) should be completed by a health care provider and submitted to the online tracking vendor prior to the first day of class. The BSN policies concerning immunization and immunity are based on clinical facility requirements and the Centers for Disease Control (CDC) recommendations for healthcare provider immunizations http://www.cdc.gov/mmwr/preview/mmwrhtml/arerr6007a1.htm?s_cid=rr6007a1_e (<http://www.immunize.org/catg.d/p2017.pdf>)

TB tests and screenings, immunizations are available from campus health services for a fee. Contact the campus health nurse for more information.

If there is a medical contraindication to vaccination, a student must submit documentation from his/her health care provider concerning the waiver for vaccination (See Forms section) to the online vendor prior to the first day of class. *Updated 3/6/2013*

Proof of immunization/immunity is required for the following:

MEASLES, MUMPS, RUBELLA (MMR)

Students can be considered immune to measles, mumps, or rubella only if they have documentation of the following

- (a) laboratory confirmation of disease or immunity (titer) OR
- (b) two doses of MMR vaccine administered at least 4 weeks apart OR
- (c) appropriate vaccination against measles, mumps, and rubella (i.e., 2 doses of live measles and mumps vaccines given on or after the first birthday and separated by 28 days or more, and at least 1 dose of live rubella vaccine)

If the titer of measles, mumps, or rubella is equivocal, the student must obtain one MMR booster shot and submit evidence of the immunization to the online vendor prior to the first day of class.

TETANUS (Td) or TETANUS, DIPHTHERIA, and PERTUSSIS (TDaP)

All students must provide proof of immunization with a **one-time dose of TDaP**, with tetanus (Td) boosters every 10 years after that. The one time TDaP can be administered without regard to the interval since the previous dose of Td.

VARICELLA All students must submit proof of immunity to varicella to the online tracker system prior to the first day of class of the first semester in the nursing program.

Evidence of immunity includes any of the following:

- written documentation of vaccination with 2 doses of varicella vaccine,
- laboratory evidence of immunity or laboratory confirmation of disease (titer),
- diagnosis or verification of a history of varicella disease by a health-care provider
- diagnosis or verification of a history of herpes zoster (shingles) by a health-care provider.

INFLUENZA VACCINATION

Every fall semester, students must submit proof of influenza vaccination or the declination form (See Forms Section) to the online tracking vendor by the posted deadline.

TB SCREENING:

All students should receive baseline TB screening upon admission to the nursing major, using two-step Tuberculin Skin Test (TST) or a single blood test for *M. tuberculosis* to test for infection with *M. tuberculosis*.

Indications for two-step tuberculin skin tests (TST)

No previous TST results	Two step baseline TST
Previous negative TST (documented or not) greater than 12 months before first day of class	Two step baseline TST
Previously documented negative TST less than 12 months before first day of class	Single TST needed for baseline testing. This will be the second step
≥ 2 previously documented negative TST but most recent TST is greater than 12 months prior to first day of class	Single TST, 2 step is not necessary
Previously documented positive TST	NO TST, One-time chest X-ray needed to rule out TB disease; annual TB screening questionnaire
Previously undocumented positive TST	2 step baseline TSTs
Previous BCG vaccination	2 step baseline TSTs

Based on CDC guidelines for HCP

http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5417a1.htm?s_cid=rr5417a1_e#AppendixC

The second TST can be administered within 1-3 weeks after the first TST.

Annual TST after Baseline TST

Students should submit documentation of annual TB screening to the online tracker prior to the first day of class. Evidence of annual TB screening includes any of the following:

- Negative TST or negative serum blood test for *M. tuberculosis*
- First time positive TST with negative chest x-ray and evaluation by health care provider for latent TB infection or active TB disease
- Symptom screening for students with a history of positive TST and negative chest X-ray

Positive TST

Students with a baseline positive or newly positive test result for *M. tuberculosis* infection or documentation of previous treatment for latent TB infection or TB disease should receive one chest x-ray result which excludes TB disease.

Instead of participating in annual TST testing, students with a **history of positive TST** should submit a symptom screen annually which requires evaluation by a nurse. This screening questionnaire must be submitted annually to the online tracker (See Forms Section).

HEPATITIS B VACCINATION

Hepatitis B vaccination is recommended for health care personnel who are exposed to blood or other potentially infectious bodily fluids.

Proof of immunity/immunization must be documented by **ONE** of the following:

- **Three doses of Hepatitis B vaccine** administered at intervals as indicated by the CDC vaccine schedule.
 - Persons who received their initial Hep B vaccination between age 11 and 15 years, a 2-dose series (doses separated by at least 4 months) of adult formulation Recombivax HB is acceptable.
 - If a student is starting the Hepatitis B vaccine series, documentation of each vaccination should be submitted to the online vendor within 7 days of administration. Students are in compliance with the vendor if the series is in progress and documentation is submitted as noted.
 - Students are encouraged to have a Hepatitis B titer drawn at least 2 months after completion of the 3-shot series to confirm immunity. The Hepatitis B titer is not required by the online tracking vendor.
- **Submission of the waiver for Hepatitis B vaccination** (see Forms Section). If a student does not demonstrate evidence of Hepatitis B vaccination or immunity, this waiver form must be submitted with the other health records to the designated online tracker by the posted deadline.

MEDICAL CONTRAINDICATIONS TO VACCINATIONS **(e.g., pregnancy, immune-compromised, etc.).**

A waiver (see Forms Section) must be signed by a health care provider stating the specific contraindication to vaccination and when the student will be able to receive the required immunization. When there is any medical contraindication, a waiver must be signed to

acknowledge that inadvertent, unanticipated exposure might occur and to release health care facility and Bellarmine University from liability in the event of exposure. Revised 03/09

HEALTH INSURANCE

Due to the nature and variety of clinical experiences, it is strongly recommended that all nursing students carry health insurance. Bellarmine University and the Lansing School of Nursing are not responsible for the costs related to health emergencies, injuries, or illnesses occurring while students are engaged in clinical practice. Nursing students are not employed by the affiliating clinical agencies; agencies are not responsible under Worker's compensation for reimbursements if injuries, incidents or illness should occur while in the role of a nursing student. The Office of Student Affairs has information for students regarding health insurance.

Accepted 4/16/2008

LIABILITY INSURANCE (BSN 4 YEAR, BSN ACCELERATED & RN-BSN TRACK)

Nursing students and faculty members are insured through Bellarmine University for professional liability while in the Bellarmine clinicals. The student's lab fees incorporate the cost for this insurance.

INCIDENT REPORT

All incidents, such as medication errors or an injury to a student or a patient, must be reported to the faculty member immediately upon occurrence. Each incident will be handled according to facility policies and procedures. The clinical faculty member is responsible for completing a Bellarmine Incident Report and turning it in to the Department Chair within 24 hours of the incident (see Forms Section).

INJURY/ACCIDENT/EXPOSURE

Neither Bellarmine University nor the clinical facility accepts responsibility for any personal injury, illness, or exposure to pathogens that the student experiences. This pertains to incidents in any setting: classroom, lab, or clinical. Expenses incurred for the medical treatment related to incidents are the direct responsibility of the student.

ALCOHOL AND DRUG USE

A student must, at all times, be capable of functioning with adequate capabilities, reason and judgment in the duties and responsibilities to which he/she has been assigned. It is the responsibility of the course faculty to ensure the ability of the student to function in their assigned role.

Should a student be reported or observed as functioning with diminished capabilities that might interfere with the competent and safe performance of their responsibilities, the course faculty will relieve the student of their responsibilities.

If a student is relieved of responsibilities, the course faculty will determine whether the student should be assigned other duties for the duration of the assignment, seek medical care, be sent home, or required to submit to a medical evaluation. The student must comply with the clinical

facility's policy regarding "fitness for duty". Failure of the student to comply with directives will result in disciplinary action.

The Nursing Department adheres to *the Policy on Alcohol and Illicit Drugs* that is found in the Bellarmine University Student Handbook.

SMOKING

Bellarmino University is a smoke-free campus. No smoking is allowed in university buildings , property, or at clinical sites.

PRACTICE OF INJECTIONS OR IV INSERTION

In the clinical skills laboratory or clinical setting, nursing students may **NOT**, at any time, practice injection or intravenous techniques on other students.

CLINICAL FACILITIES

1. Students are not entitled to any type of compensation from the clinical facility for their activities pursuant to the Clinical Facility Agreement.
2. Each clinical facility is responsible for providing instruction regarding institutional policies
3. Clinical facilities will provide workplace/clinical setting protections consistent with those of employees, according to OSHA Standards and Regulations.
4. No eating, drinking, smoking or gum chewing is allowed in the patient care areas.

CLINICAL PLACEMENT

Clinical assignments and rotations are selected and scheduled based on site availability. Clinical days and times are determined by clinical facilities in collaboration with the Nursing Department. Clinical experiences may be scheduled during any day of the week and during the day or evening hours.

TRANSPORTATION

Students are responsible for transportation to their clinical sites each semester. Sites used for student experiences are usually within 50 miles or less of Bellarmine University. In some instances, students may find it efficient to carpool. Some courses require that students provide care in homes of individual clients, and therefore individual transportation is needed. It is the obligation of students to provide vehicle collision and/or bodily injury liability insurance for their personal vehicles. The Nursing Department or Bellarmine University is not responsible for any vehicle occurrences.

Forms

Section

NAME [Click here to enter text.](#) Student ID # [Click here to enter text.](#)

DATE [Click here to enter a date.](#)

Please read this document carefully and check the box next to each item that you accept the following conditions:

GENERAL POLICIES

- I have read the Lansing School of Nursing BSN Student Handbook and agree to abide by the policies and content within the handbook. I understand that changes to this handbook may be made. I will be notified of any changes to the existing policies and agree to abide by these policies.
- I meet the basic technical standards of performance necessary for the practice of nursing for progression in the program of study.
- I have read the Kentucky Board of Nursing (KBN) policy regarding applications for licensure and registration.
- I give permission for my picture to be used for presentations and publications approved by the University.
- I authorize the release of my non-academic records to verify compliance with the responsibilities as stated in the Clinical Facility Agreement.
- I authorize Bellarmine University, its representatives, employees or agents to contact and obtain information regarding me from all public agencies, licensing authorities and educational institutions.
- I hereby waive all rights and claims I may have regarding Bellarmine University, its representatives, employees, or agents gathering and using such information and all other persons, corporations or organizations for furnishing such information about me.
- I understand that if health care is required while participating in a program of study, the emergency/or other health care services shall be at the expense of me or my insurance carrier.
- I agree to allow Bellarmine University to record and/or photograph my performance in the skills labs for teaching purposes.

PROFESSIONAL CONDUCT Each student contributes to the learning during the class or clinical experience and concurrently affects each student, the faculty and the other professionals therein. Courteous and professional behavior is expected at all times in all learning settings.

- I understand the professional conduct expectations as stated in the BSN student handbook. I will abide to these standards in all settings: classroom, laboratory, and clinical because as a student, I am a representative of Lansing School of Nursing and Health Sciences and Bellarmine University.
- I am aware that if I deviate from this policy that an occurrence report will be placed in my permanent file and the occurrence will be reported to the Nursing Department Chairperson and the Dean of the Lansing School and Health Sciences.

PAGE 2 of BELLARMINE UNIVERSITY BSN PROGRAM REQUIREMENTS

OSHA EDUCATION: I have read the Bloodborne Pathogen Handbook assigned in my nursing course. I will follow the infection control guidelines as determined by the facility.

HIPAA: I have read the HIPAA booklet assigned in my nursing course. I agree to follow the guidelines concerning confidentiality. I understand that there may be additional training required by my clinical facility/ies.

SIMULATION LAB

I agree to abide by the simulation lab policies and procedures. I understand that policy changes may occur in the future. I will be notified of any changes to the existing policies and agree to abide by these policies.

I understand confidentiality is essential to the learning process of simulation. Therefore, I agree not to discuss events of simulation/debriefings with anyone other than the students and faculty who participated in the simulation experience. Confidential information includes aspects of the scenarios, patient history information obtained prior to the experience. I understand confidential information includes the performance and actions of other students and faculty participating with me in the simulation experience. I may be recorded, photographed and/or videotaped in the simulation lab for educational purposes.

Simulation lab is considered clinical/laboratory time. If I am absent from simulation lab, I must make-up that time per the policies in the BSN Student Handbook.

✓

BY ENTERING MY NAME HERE: [Click here to enter text](#), THIS SERVES AS MY ELECTRONIC SIGNATURE THAT I HAVE READ THIS DOCUMENT AND AGREE TO THE STANDARDS.

Please confirm that you have completed all highlighted areas in this form. Both pages and all boxes must be completed for the form to be considered complete.

Save this document electronically and submit to the tracking vendor as part of the BSN program requirements.

Contact the BSN nursing department for any questions regarding this document.

**BELLARMINE UNIVERSITY
LANSING SCHOOL OF NURSING AND HEALTH SCIENCES**

HEALTH RECORD

PART I Health History

To be completed by the nursing faculty member/student nurse.

A. Biographical Information

Name: _____ Program: BSN MSN DNP

Birth Date: _____ Clinical faculty

Address (local): _____

(permanent): _____

Telephone (local): _____ (permanent): _____

Telephone (cell): _____ EMAIL address: _____

Notify in Emergency: _____

Relationship: _____

Address: _____ Telephone: _____

Physician/ Nurse Practitioner: _____

Address: _____ Telephone: _____

Health Insurance Company: _____

Identification Number: _____ Group Number: _____

B. Present and Past Health Status

Allergies: _____

Medications: Prescriptions: _____

Over-the-Counter: _____

Previous Surgeries: _____

Chronic Illness/ Problems: _____

Limitations on Activities: _____

Indicate the year in which the following experienced or were diagnosed:

Asthma: _____	Hepatitis: _____
Cancer: _____	Mononucleosis: _____
Diabetes: _____	Lung Disorders: _____
Epilepsy: _____	Muscular Disorders: _____
Emotional Disorders: _____	Rheumatic Fever: _____
Skeletal/Joint Disorders: _____	Heart Disorders: _____
Headaches: _____	Visual Disorders: _____
Hearing Disorders: _____	Other: _____

- I attest that the information in this Student/Faculty Health Record is accurate to the best of my knowledge.
- I understand that I will not be admitted to the clinical experiences if the health record is incomplete, outdated, and/ or all immunizations/health screenings are not properly documented as specified in the BSN Student Handbook.
- I must be able to meet the basic technical standards of performance necessary for the practice of nursing for progression in the program of study.

Signature of Nursing Student/Faculty: _____

Date of signature _____

Planned start date for clinicals _____

***** CONFIDENTIAL INFORMATION *****

Part II

PHYSICAL EXAMINATION FORM

(To be completed by a primary healthcare provider (APRN, MD, PA.)

Patient name _____ **DOB** _____

Start date for clinicals (month/yr) _____

Date of physical exam _____

Vital Signs

Ht: _____ Wt: _____ Temp.: _____ Pulse: _____ Resp.: _____ B/P: _____

NORMAL

ABNORMAL

Skin/ Hair/ Nails	_____	_____
Head	_____	_____
Ears/ Nose/ Throat	_____	_____
Neck	_____	_____
Chest and Lungs	_____	_____
Heart and Peripheral Vascular	_____	_____
Breasts	_____	_____
Abdomen	_____	_____
Musculoskeletal	_____	_____
Neurological	_____	_____

Is there any health condition that would hinder progress through a nursing program? Yes [] No [] Please describe any restrictions or variances in detail

(Print) Examiner's Name

Date of Examination

Examiner's Signature

Examiner's Title

Address: _____

Telephone: _____

IMMUNIZATION CERTIFICATE

(Required of each individual who is enrolled or works in clinical facilities as a representative of Lansing School of Nursing and Health Sciences. Documentation must be on this form; copies of medical records and older immunization certificates will NOT be accepted)

Name of Individual _____
(First) (Middle) (Last)

Birth date _____ Bellarmine ID # _____ Clinical start date _____

Name and Address of Emergency Contact:

(Street) (City) (State) (Zip Code)

I CERTIFY THAT THE ABOVE NAMED PERSON HAS RECEIVED IMMUNIZATIONS AS NOTED BELOW.

Signature of Physician, Health Care Provider, or Health Department designee:
 _____ Date _____

Print Name of Physician, Health Care Provider or Health Department designee _____

ADDRESS _____ PHONE # _____

Immunization	Date Administered (00/00)	Comments
Tetanus, diphtheria, pertussis (Td/TDaP) Substitute one time dose TDaP for Td booster, then boost with Td every 10 yrs.	TdAP _____	Next booster due date _____
Measles, mumps, rubella (MMR) 2 doses of vaccine required OR Laboratory evidence of immunity (titers) to all 3 diseases	#1 _____ #2 _____	Titer date and results (include copy of lab report) Measles _____ Mumps _____ Rubella _____
Varicella (Chicken Pox) 2 doses of single antigen varicella vaccine OR Laboratory evidence of immunity (titer) OR HCP diagnosis/verification of varicella or herpes zoster	#1 _____ #2 _____	HCP Confirmation Month/year of disease _____ Titer date and results _____
Hepatitis B CDC recommends that health care personnel receive 3 doses of Hep B vaccine; Student/faculty must sign waiver if not completing the Hep B Series	#1 _____ #2 _____ #3 _____	
Other vaccinations		

Form Revised 10/11. For further information, consult CDC Adult Immunization Schedule at <http://www.cdc.gov/vaccines/recs/schedules/adult-schedule.htm#print>.

Lansing School of Nursing and Health Sciences
Seasonal Influenza Vaccination Form
Complete this section for administration of vaccine.

NAME _____ BU ID # _____ DATE _____

Documentation of Immunization

INFLUENZA VACCINATION GIVEN INTRANASAL INTRAMUSCULAR

LOT ID # _____ EXP DATE _____

DATE GIVEN _____ ADMINISTERED BY _____

Lansing School of Nursing and Health Sciences
Declination of Seasonal Influenza Vaccination Form

Complete this portion of the form only for declination

The Lansing School of Nursing and Health Sciences has recommended that I receive influenza vaccination in order to protect myself and the clients I serve. I acknowledge that I am aware of the following facts:

- Influenza is a serious respiratory disease that kills an average of 36,000 persons and hospitalizes more than 200,000 persons in the United States each year.
- Influenza vaccination is recommended for me and all other healthcare workers to prevent influenza disease and its complications, including death.
- If I contract influenza, I will shed the virus for 24–48 hours before influenza symptoms appear. My shedding the virus can spread influenza infection to clients in the healthcare setting.
- If I become infected with influenza, even when my symptoms are mild, I can spread severe illness to others.
- I understand that the strains of virus that cause influenza infection change almost every year, which is why a different influenza vaccine is recommended each year.
- I cannot get the influenza disease from the influenza vaccine.
- The consequences of my refusing to be vaccinated could endanger my health and the health of those with whom I have contact, including clients in this healthcare setting, my coworkers, my family, my community

Despite these facts, I am choosing to **decline** influenza vaccination right now.

I understand that I may change my mind at any time and accept influenza vaccination, if vaccine is available.

If I remain unvaccinated, I will be required to follow the clinical facility's policies regarding unvaccinated health care providers (for example, in the event of an epidemic of influenza, I will wear a mask within 6 feet of patients).

I have read and fully understand the information on this declination form.

Name (print): _____ BU Student ID _____

Signature: _____ Date: _____ Revised 3/6/2013

Tuberculosis Screening Questionnaire
Bellarmine University Health Services

Student Name (print): _____

Student ID _____

Positive TB Skin Test (PPD) Date: _____

Last Chest X-Ray Date: _____

Please indicate if you have had any of the following problems for three to four weeks or longer:

Chronic cough (greater than three weeks)	Yes _____	No _____
Production of Sputum:	Yes _____	No _____
Blood Streaked Sputum:	Yes _____	No _____
Unexplained Weight Loss:	Yes _____	No _____
Fever:	Yes _____	No _____
Fatigue/Tiredness:	Yes _____	No _____
Night Sweats:	Yes _____	No _____
Shortness of Breath:	Yes _____	No _____

The information I have given is true and accurate AND THERE IS NO EVIDENCE OF PULMONARY TUBERCULOSIS OR CONTAGIUM. Applicants with negative TB skin test results or recent chest x-rays (less than one year) **do not** need the RN signed TB questionnaire.

Date: _____

Student Signature: _____

Reviewed by _____ RN

Date: _____

CertifiedBackground.com

—Student Instructions—

Background Check Required

Bellarmine University (Nursing)

The above organization requires that each student purchase a background check through CertifiedBackground.com.

About CertifiedBackground.com

CertifiedBackground.com is a background check service that allows students to purchase their own background check. The results of a background check are posted to the CertifiedBackground.com website in a secure, tamper-proof environment, where the student, as well as the organizations can view the background check.

To order your background check from CertifiedBackground.com, please follow the instructions below.

Instructions

1. Go to www.CertifiedBackground.com and click on "Students."
2. In the Package Code box, enter package code.

******PACKAGE CODE WILL BE GIVEN TO YOU FROM
the BELLARMINE NURSING DEPT***

****TRADITIONAL 4-year Students are charged through course lab fees**

****ACCELERATED nursing students pay the fee prior to beginning the program in May.**

Once your order is submitted, you will receive a password to view the results of your background check. The results will be available in approximately 48-72 hours. Once your background check is complete, please provide your organization with the password in order to share your background check results.

Notes

Additional charges (if any) will be noted on the website prior to purchasing your background check. If you are having difficulty submitting your online order, please contact Customer Service.

*Current as of April 2011

Bellarmine University
Donna and Allan Lansing School of Nursing and Health Sciences
2001 Newburg Road, Miles Hall, Louisville, KY 40205

WAIVER FOR HEPATITS B VACCINATION

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection. However, I decline vaccination at this time. I also understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B.

Student name (print) _____

Student Signature: _____

Date: _____

Witness name (print) _____

Witness signature: _____

Date: _____

Bellarmine University
Donna and Allan Lansing School of Nursing and Health Sciences
2001 Newburg Road, Miles Hall, Louisville, KY 40205

WAIVER FOR IMMUNIZATIONS
OTHER THAN HEPATITIS B VACCINE

NAME _____ Bellarmine ID # _____

I understand that I may be exposed to communicable disease in the clinical area and that I may be at risk of contracting disease. I am requesting a waiver for the following immunization requirements: _____

This section must be completed by health care provider:

Name of immunization	Reason for request for immunization waiver

Anticipated date immunizations can be administered _____

Signature of Physician, Health Care Provider, or Health Department designee:

Date _____

Print Name of Physician, Health Care Provider or Health Department designee

Address _____ **Phone Number** _____

Revised 01/26/09

Bellarmine University
Donna and Allan Lansing School of Nursing and Health Sciences
2001 Newburg Road, Miles Hall, Louisville, KY 40205

WAIVER TO POLICY

(Type or print clearly, attaching additional pages if needed)

Student Name: _____ Date: _____

Address: _____

Phone #s: _____ BU ID#: _____

Current email: _____

Policy(s) to be waived (note course #s and semesters involved). Provide rationale for request.
Attach separate documentation, if needed

Academic Advisor:

Signature _____ Date _____

BSN Department Chair:

Student's GPA: _____ Total hours earned: _____

Signature _____ Date _____

APG Committee Decision: Approved Not approved

Signature _____ Date _____

Bellarmino University
Donna and Allan Lansing School of Nursing and Health Sciences
BSN Program
2001 Newburg Road, Miles Hall, Louisville KY 40205-0671

APPLICATION FOR CONTINUATION
(Type or print clearly, attaching additional pages if needed)

Student Name: _____ Date: _____

Address: _____

Phone #s: _____ BU ID#: _____

Current email: _____

I give APG committee permission to contact me by email: Yes: _____ No: _____

Student: In a separate document, clearly explain to the committee your request, including course numbers and any unique circumstances that you think would be helpful for the committee in considering your request. Also include in your document, if the application for continuation is approved, how circumstances would be different or what strategies you would implement to be successful.

Course Instructor: Include grades on various assignments, any information the committee should consider, as well as your recommendation.

Signature _____

Date _____

Academic Advisor:

Signature _____

Date _____

BSN Department Chair:

Student's GPA: _____ Total hours earned: _____

Signature _____

Date _____

APG Committee Decision:

Approved

Not approved

Signature _____

Date _____

Bellarmine University
Donna and Allan Lansing School of Nursing and Health Sciences
2001 Newburg Road, Miles Hall, Louisville, KY 40205

APPLICATION FOR RE-ENROLLMENT

This form is only for students who have been admitted to the nursing major but have withdrawn from the program sequence. Please print clearly.

Name (please include maiden name)

Student ID #

Address

City/state/zip

Phone

email

Last attended a clinical (course, semester and year)

I give APG committee permission to contact me by email: Yes: _____ No: _____

Please describe your activities and involvements since withdrawal from the nursing program.

In which semester do you wish to re-enroll? Fall 20__ Spring 20__ Summer 20__.

Anticipated course registration for this semester

I certify that the above information is complete and true.

Student signature

Date of submission

Academic Advisor:

Signature _____

Date _____

APG Committee Decision: Approved

Not approved

Signature _____

Date _____

Lansing School of Nursing and Health Sciences Bellarmine University

CLINICAL INCIDENT REPORT

Date/Time of Incident: _____

Student/Faculty Name: _____

Address: _____

Telephone: _____ Cell Phone: _____

Insurance Company: _____

Named Policy Holder: _____

Clinical Facility: _____

Address: _____

Telephone: _____

Place Incident Occurred: _____

Faculty/Unit Supervisor: _____

Use back of report sheet if more room is needed.

Student's description of incident. Include others involved: _____

Medical Treatment given. Include date and time: _____

Restrictions noted during medical treatment: _____

Yes No Student/Faculty was advised that expenses incurred in emergency treatment are his/her responsibility. These expenses are not the responsibility of the clinical facility or Bellarmine University.

Report prepared by: _____ Date of this report: _____

Signatures:

Clinical Instructor: _____ Date: _____

Department Chair: _____ Date: _____

Dean, Lansing School: _____ Date: _____