BELLARMINE UNIVERSITY

Donna and Allen Lansing School Of Nursing and Health Sciences

2012-2013 BSN Student Handbook

BELLARMINE UNIVERSITY
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BSN STUDENT HANDBOOK
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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.

PROFESSIONAL LICENSURE INFORMATION
Kentucky Board of Nursing
Licensure (Registered Nurse) in Kentucky
www.kbn.ky.gov

Professional licensure is required to practice nursing as a Registered Nurse (RN). The RN licensure examination, called the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and known generally as the "State Board Exam," is administered via computer at any one of many conveniently located test centers across the United States and its territories. This method of testing is referred to as computerized adaptive testing (CAT).

Completion of the BSN program and graduation does not guarantee eligibility for RN licensure. The statue [KRS 314.091] (1) (b)] states that the Kentucky Board of Nursing may take action on any felony or a misdemeanor that involved drugs, alcohol, fraud, deceit, falsification of records, a breach of trust, physical harm or endangerment to other, 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.

During the last semester, seniors receive information about applying for the NCLEX-RN. Students who wish to obtain licensure outside Kentucky must contact the board responsible for licensure of RNs in that state. Students are encouraged to seek out pertinent information early in their senior year in order to meet required deadlines.

Revised 3/28/2008

APPLICATION FOR THE NCLEX-RN

To take the NCLEX in Kentucky, applicants must complete (1) registration for the NCLEX-RN and (2) the Kentucky Application for Licensure as a Registered Nurse. These forms and directions for completion can be obtained at www.kbn.ky.gov . Additional information may be obtained from the Kentucky Board of Nursing at 312 Whittington Parkway, Suite 300, Louisville, KY 40220. Phone 502-429-3300 or 1-800-305-2042.

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 can 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)

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 • NCLEX-RN Review • Health and accident insurance • Member Loan Program • NSNA Partnerships with specialty nursing organizations • Reduced subscription rates to select nursing journals	• Mid-year Conference and Annual Convention • Nursing Apparel Discount from www.allheart.com • Awards and Recognition • Liability insurance • Scholarships • Subscription to Imprint

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.nsna.org

BELLARMINE ASSOCIATION OF NURSING STUDENTS (BANS)

BANS serves as the registered student organization 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. For more information about BANS, students are encouraged to review the university website (www.bellarmine.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 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.

ADMISSION, PROGRESSION and GRADUATION (APG) COMMITTEE

Responsibilities of the Admission, Progress and Graduation Committee are:

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

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.bellarmine.edu)
.

ADMISSION CRITERIA FOR BSN PROGRAM
ONE YEAR BSN ACCELERATED 2ND DEGREE TRACK

1. Complete a bachelors degree or higher in any discipline from a regionally accredited college or university.
2. Minimum prerequisite GPA of 2.75 on a 4.0 scale
3. Minimum cumulative GPA of 2.75 on a 4.0 scale
   If the cumulative GPA is less than 2.75, a student may be admitted if the following criteria are met:
   - pre-requisite GPA of 3.0 or higher
   - grades of B or higher in Anatomy & Physiology I and II, Microbiology and Nutrition
   - no pre-requisite grade below a C
4. Grade of B- or better in all pre-requisite natural science and nutrition courses
5. Grade of C or better in all other prerequisite courses
6. Complete 5 of the 7 prerequisite courses prior to application
7. Submit a complete BSN Accelerated 2nd degree track application to the university's Office of Admission (including official transcripts for all colleges and universities attended)
8. Submit a personal statement that addresses educational and professional goals
9. Personal interview if requested
10. Complete all program pre-requisites and degree by January 1 of the program year
11. Successfully complete a Medicaid approved certified nurse aide course, and receive certification as a CNA by January 1 of the program year.
12. 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.

Approved 9/11/2008

ADMISSION CRITERIA FOR BSN PROGRAM
4-YEAR TRADITIONAL BSN TRACK

1. Acceptance to Bellarmine University
2. A completed application for admission to the nursing major on file in the Lansing School of Nursing Department
3. Completion of all courses designated in the BSN curriculum for the freshman year
4. A minimum cumulative GPA of 2.75 on a 4.0 scale. The GPA is based on all earned academic credits earned at Bellarmine and other colleges and/or universities
   - If the cumulative GPA is less than 2.75, a student may be admitted if the following criteria are met:
     - pre-requisite GPA of 3.0 or higher
     - grades of B or higher in Anatomy & Physiology I and II, Nursing 110 and Nutrition
     - no pre-requisite grade below a C
5. A minimum grade of C in pre-requisite natural science courses (Biology 108 & 109).
6. A minimum grade of C in the freshman level nursing courses (Nursing 110 & 200)
7. Personal interview if requested
8. Prerequisite courses must be completed prior to the first day of class in the nursing major. Official transcripts validating grades must be received within 30 days of course completion
9. 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.

Approved 9/11/2008

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.bellarmine.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 arises and 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.bellarmine.edu/arc/

PROGRESSION IN THE BSN PROGRAM

A student in good standing is one who:

- Adheres to the planned sequence of nursing courses cited in the current university catalog
- Achieves and maintains a minimum GPA of 2.0 on a 4.0 scale
- Achieves and maintains safe nursing practice in clinical performance as well as a passing grade in clinical practice
- Earns a minimum grade of C in all natural science and nursing courses
- Removes an “incomplete” received in a nursing clinical course before progressing to the next nursing clinical course
- Maintains current CPR and health requirements
- Has on file criminal background check, HIPAA and Universal Precautions certificate

Graduation with Honors: In order to be considered for Latin Honors (cu*m 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) at Bellarmine to be considered for Latin Honors in addition to the required GPA as specified in the BU Catalog.

RE-ENROLLMENT

Re-enrollment applies to a student who has been admitted to the nursing major and has **withdrawn** from a course or 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

CONTINUATION

Continuation applies to a student who has been admitted to the nursing major and has failed to achieve satisfactory clinical and/or academic performance (received a grade lower than C) in a nursing or natural science course. The student **must** request continuance in the BSN program and must be reviewed by the APG Committee. If approved for continuation by the APG Committee, the student must repeat the course in its entirety.
When requesting continuation in the nursing major, the student must:

1. Submit an Application for Continuation (see Forms Section). **The completed form must be submitted to the APG Committee Chair at least 2 weeks before registration begins for the semester in which the student wants to return. Students applying for continuation will not be allowed to register to re-take a course in which they were unsuccessful until the Application for Continuation is approved by the APG Committee**.
2. Achieve a minimum cumulative GPA of 2.0
3. Complete all necessary prerequisite courses

UNSATISFACTORY GRADE IN CLINICAL

A student who receives an unsatisfactory evaluation in clinical 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 above. If approved for continuation by the AP&G Committee, the student must repeat the course in its entirety.

If a student is allowed to continue in the program and <u>at a later time receives a second grade lower than C in a natural science or nursing course</u> the student will be dismissed from the nursing major. In addition, if a student receives two unsatisfactory grades (lower than C) in a natural science and/or nursing course in the <u>same semester</u> will be dismissed from the nursing major. A nursing or natural science course may only be repeated once. A student much achieve a grade of C or higher and a passing grade in clinical practice for a repeated course.

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

<u>APPEAL PROCESS</u>

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. 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. 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.

PROGRAM TRANSITION FOR ACCELERATED STUDENTS

Students enrolled in the BSN Accelerated track who are unsuccessful in a course and wish to retake that course in the BSN Traditional track must complete an Application for Continuation (see Forms Section)**. Such requests must follow the policy regarding Continuation and must clearly state that the student is requesting permission to take a course in the BSN Traditional track.** Requests will be granted based on committee approval and available clinical space and resources.

If the student then wishes to return to the BSN Accelerated 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- or higher in the repeated nursing or science course
4. Personal interview, if requested, with the Admission, Progression and Graduation Committee

PRE/CO-REQUISITE COURSES

Course work in the BSN 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 designated course.

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.bellarmine.edu/studentaffairs/disabilityservices/

WAIVER OR EXCEPTION

Students may request a waiver or exception of requirements in the nursing curriculum 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 Vice President of Academic Affairs (VPAA) 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 205, Foundations of Nursing, by successfully completing the following:

RN Mobility I Exam	Pass 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.

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.**

Lansing School of Nursing Department Prelicensure 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

Note: No more than 15% of the final grade can be derived from non-test materials in any pre-licensure clinical course.

ROUNDING OF GRADES FOR UNDERGRADUATE 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, for example, 76.4 rounds to 76.
0.5 to 0.9 rounds up to the nearest whole number, for example, 76.5 rounds to 77.

Clinical is graded on a pass/fail basis. Students **must** receive a passing grade in clinical in order to successfully complete the course. In addition, all critical skills must be successfully completed. A failure in any portion of the clinical results in a grade of "F" for the course.

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.

***For Fall 2012 semester (Traditional students) and Spring 2013 semester (Accelerated students), the test will be given in NURS 401 instead of NURS 330.

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 College'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 for clinical practice labs; 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 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 then 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 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 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

ELECTRONICS

- 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 recording

COMPUTERS

- 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.

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
    - Stays in clinical setting until clinical group is dismissed
    - Returns from breaks on 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. Unprofessional behaviors on behalf of the student can result in the student receiving a failing grade in clinical and/or the course.

Revised 3/12

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/

Bellarmine University Student Handbook (2011). Retrieved on April 12, 2012 from http://www.bellarmine.edu/documents/StudentAffairs/studenthandbook.pdf

HONESTY POLICY IN CLINICAL/ LABORATORY SETTINGS

Any breech 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

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 on file with the Lansing School of Nursing Department office prior to the beginning of semester. 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. **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 a letter after the deadline notifying them if the health record file is complete or 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 specified deadline will incur a **$50.00 fine** charged to their account and will be unable to attend clinical until the deficiency in documented information has been resolved.

1. Completed **Health History and Physical Exam** (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 student's first clinical experience.

A current physical examination is required after an absence of one academic year from the program.

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 (See page 9).

2. Completed **Immunization Certificate** (See Forms Section)
3. Current **TB screening** status
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 provide a copy of the card to the nursing department secretary prior to entering clinical courses. Students will not be allowed to begin or participate in clinical experiences in any nursing course without current 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 organizations other than AHA or other than Healthcare Provider CPR will not fulfill this requirement. CPR Revised 3/28/2008

Certification must not expire for the following periods:
Second-degree BSN students: April through April.
Traditional students: August through May

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** permission will be granted to attend **any** clinical experience or patient contact experience. 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.

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

All students must submit this form electronically to the designated provider prior to beginning the nursing program

Revised 12/11

PROOF OF IMMUNIZATIONS OR IMMUNITY STATUS

An Immunization Form (see Forms Section) should be completed by a health care provider and submitted to designated provider prior to beginning clinical courses. Policy guidelines are based on the Centers for Disease Control (CDC) recommendations for adult immunizations (http://www.cdc.gov/vaccines/recs/schedules/adult-schedule.htm#print). 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).

Proof of immunization/immunity is required for the following:

MEASLES (MMR trivalent vaccine is vaccine of choice recommended by CDC)

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

- Immunization with **two (2)** doses of licensed live measles virus vaccine, given after age of twelve months and the second given in accordance with CDC guidelines **OR**
- Laboratory evidence of immunity as determined in a certified laboratory

MUMPS (MMR trivalent vaccine is the vaccine of choice recommended by CDC)

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

- Immunization with a licensed live mumps vaccine after age of twelve (12) months **OR**
- Laboratory evidence of immunity as determined in a certified laboratory

RUBELLA (MMR trivalent vaccine is vaccine of choice recommended by CDC)

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

- Immunization with **two (2)** licensed live rubella vaccinations after age of twelve (12) months. **OR**
- Laboratory evidence of immunity as determined in a certified laboratory. If non-immune, proof of post-test immunization is required.

TETANUS (Td) or TETANUS, DIPTHERIA, and PERTUSSIS (TDaP) All students must provide proof of immunization with an adequate primary series of Td, using licensed vaccine, with an adequate schedule of boosters, the most recent of which is within ten (10) years. Booster status must be kept current throughout enrollment in the nursing program. All adults who have completed a primary series of a tetanus/diphtheria –containing product (DTP, TDaP, DT, Td) should receive Td boosters every 10 years.

As soon as feasible, health care providers younger than age 65 years with direct patient contact should be given a **one-time dose of TDaP**, with priority given to those having contact with infants younger than age 12 months.

VARICELLA All students must provide proof of immunity to varicella before entering the clinical setting.

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

- Documentation of **two (2)** doses of varicella-containing vaccine (at least 28 days apart) **OR**
- Laboratory evidence of immunity or laboratory confirmation of disease **OR**
- A healthcare provider diagnosis of varicella or healthcare provider verification of history of varicella disease **OR**
- History of herpes zoster based on healthcare provider diagnosis

INFLUENZA VACCINATION

Students are **required** to receive an annual influenza vaccination in the fall. Documentation must be submitted to the designated provider by the posted deadline in order for students to attend clinical.Revised 03/12

TB SCREENING: See TB Flow Sheet for policy regarding TB Screening. Revised 04/11

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. 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 designated provider within 7 days of administration. Students are strongly advised to have a Hepatitis B titer drawn at least 2 months after completion of the 3-shot series to confirm immunity.
- 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 provider 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.

INJURY/ACCIDENT/EXPOSURE

The Nursing Department is not responsible for any personal injury or illness that occurs to the student in the classroom or clinical setting. Injuries or illnesses and the emergency care for these injuries or illnesses are the direct responsibility of the student.

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).

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

Bellarmine University is a smoke-free campus. No smoking is allowed in university buildings or property. No smoking is allowed 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.

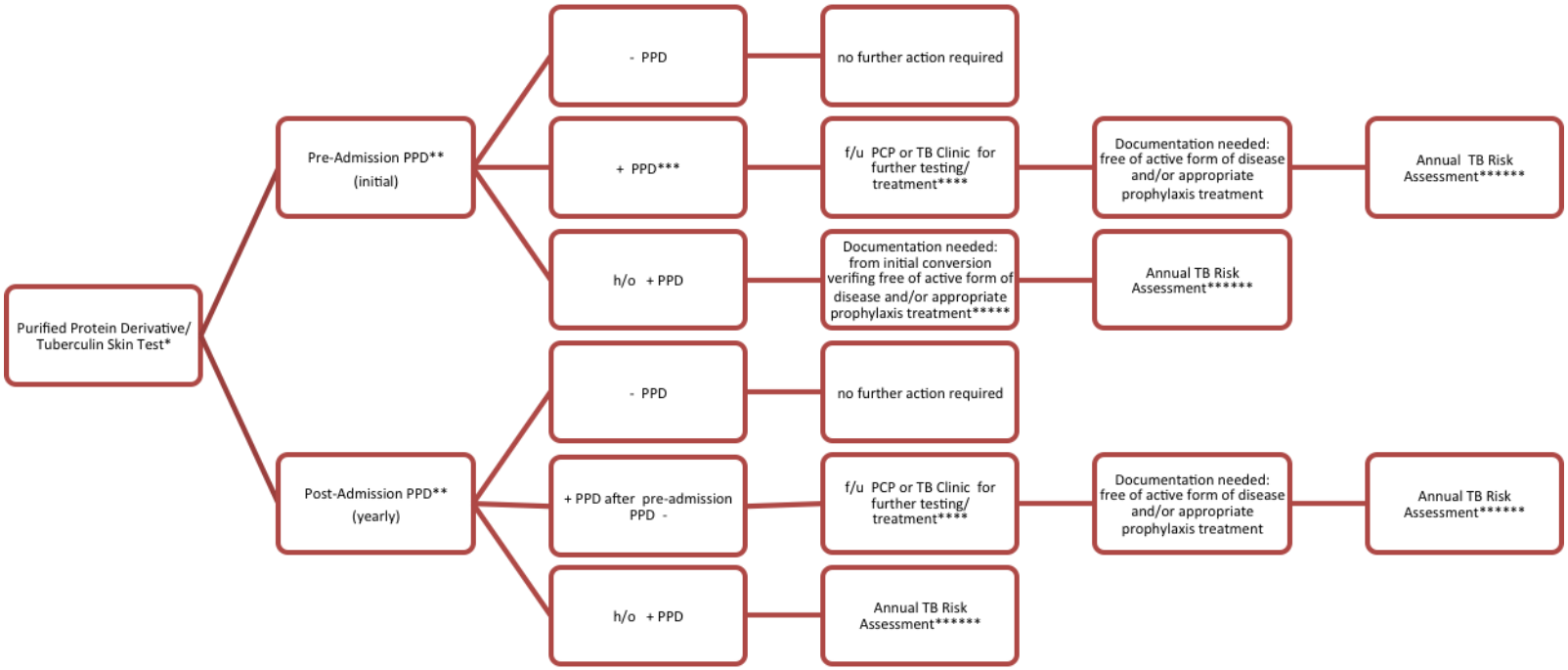
CLINICAL PLACEMENT

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.

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.

TB SCREENING POLICY



FLOWSHEET
Approved 3/11

*** If BCG vaccine within the past three years a false positive result can occur**
**** Initial/baseline PPD must be the 2-step method unless documentation of 2 negative PPDs within last 12 months.**
PPD #2 must be given within 1-3 weeks of PPD #1
***** + PPD is an induration of 10mm or greater (to be read by "trained" healthcare provider)**
****** Can include QuantiFERON - TB blood test used to diagnose latent (non-active) form of TB (s/b patient choice r/t expense $200)**
******* Prophylaxis medications strongly encouraged in diagnosis of latent form of TB infection**
******** Annual TB Risk Assessment (to be done by healthcare provider)**

REQUIRED DOCUMENTATION TO FULFILL REQUIREMENTS FOR CLINICAL ATTENDANCE

- The Student/Faculty Health Record and immunization policy have been established to protect health care providers and their patients within the clinical setting.

- It is mandatory that students/faculty adhere to the immunization requirements in order to be permitted to engage in clinical activities. Students/faculty will not be permitted to attend clinical until the health records are complete. The only exclusion to this requirement is a medical contraindication, which must be documented and have the appropriate waiver submitted (See Forms Section).

- A physical exam must be performed by a health care provider **within one year** prior to starting clinical courses –with findings documented on the Health Record.

- No immunizations, CPR or TB tests may expire during the academic school year.

- Students/faculty are required to submit the following forms/documentation to the Nursing Department/vendor no later than the published dates:

    - Acknowledgement of BSN Program Requirements
    - The Student Health Record and Physical Examination (See Forms Section)
    - A COPY of the required immunization certificate completed by a health care provider (see Forms Section)
    - A COPY of the required annual TB Screening results
    - A COPY of the American Heart Association Healthcare Provider CPR card
    - Completed Criminal Background Check

The following immunizations/health screenings are required for all students/faculty that represent Bellarmine University Lansing School of Nursing and Health Sciences in clinical settings. Proof of immunizations must be documented on the immunization form provided in the BSN Handbook (See Forms Section). **See BSN Handbook for specific immunization policies.**

- **MMR vaccination or proof of immunity** - proof of immunization for Measles, Mumps, and Rubella (MMR), See BSN Handbook for policies concerning the criteria for proof of immunity, and policy concerning documentation required if a medical contraindication to vaccination exists.

- **Tetanus (Td) booster** within the last 10 years. TDaP (tetanus/diphtheria/acellular pertussis) should replace a single dose of Td for adults younger than age 65 who have not received a dose of TDaP.

- **Varicella vaccination or proof of immunity** - All students must provide proof of immunity to varicella before entering the clinical setting. See BSN Handbook for policies concerning the criteria for proof of immunity, and policy concerning documentation required if a medical contraindication to vaccination exists.

- **Hepatitis B vaccination or proof of immunity** - series of three injections at recommended intervals, documentation of positive Hepatitis B surface antigen, OR a waiver must be signed.

- **Tuberculosis screening** - annual negative PPD skin test or PPD screening conducted by health care provider. If positive PPD test or history of positive PPD test, see BSN handbook for policy regarding annual TB screening requirement.

- **Influenza vaccination:** All students must submit proof of influenza vaccination in the fall semester of clinical courses.

PAGE 1 of BELLARMINE UNIVERSITY BSN PROGRAM REQUIREMENTS

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 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 by Policy #11 from 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.

☐ **OSHA EDUCATION**: I have read the Infection Control OSHA education module contained within the student handbook. I will follow the infection control guidelines as determined by the facility.

☐ **HIPAA:** I have read the HIPAA booklet. 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 and the make-up policy for simulation is the same as for a clinical absence.

v

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. 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.

Signature of Nursing Student/Faculty: _____

Date of signature _____

Planned start date for clinicals _____

***** THIS INFORMATION WILL BE TREATED CONFIDENTIALLY *****

Form revised 10/11

Part II **PHYSICAL EXAMINATION FORM**

(To be completed by the Physician or Advanced Registered Nurse Practitioner.)

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	_____	_____
Genitalia	_____	_____
Rectum	_____	_____
Musculoskeletal	_____	_____
Neurological	_____	_____

Is there any medical health condition that would hinder progress through a nursing program? Yes [ ] No [ ]

If Yes, please describe 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 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.

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***

****TRADTIONAL 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 Hepatitis 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.

Date: _____

_____ _____
Student or Faculty signature Witness

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 TB or 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 FOR EXEMPTION FOR OF A PRE- OR CO-REQUISITE COURSE

Policy(s) to be waived (note course #s and semesters involved)

_____ _____
Name Date

_____
Address

_____ _____
Phone number Email address

Reason(s) for request:

_____ _____
Student's signature Date

Academic Advisor response to request:

_____ _____
Academic Advisor Date

_____Approved _____ Denied

_____ _____
BSN Department Chair Date

Return completed form to BSN Department Chair

Bellarmine 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)

Name: _____Date:_____
Address: _____
Phone #s: _____ BU ID#:_____

Student: 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 how, if the request is granted, 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.

Academic Advisor:

Department Chair:
Student's GPA: _____ Total hours earned: _____

BSN Admission, Progression, and Graduation Chairperson:
Approved_____ Not approved_____

_____BSN/APG Chair 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 TO THE
UNDERGRADUATE NURSING DEPARTMENT

This is only for students who have been admitted to Bellarmine as an undergraduate student and have not been enrolled to a nursing clinical for consecutive semesters.

Please print clearly:

_____ _____
Name (please include maiden name) SSN

_____ _____
Address City/state/zip

_____ _____
Phone email

_____
Last attended a clinical (course, semester and year)

Please explain your activities and involvements since leaving the nursing clinical sequence.

_____

_____

_____

In which semester course do you wish to re-enroll?

_____ Fall 20___; _____ Spring 20___; _____ Summer 20___.

Course #: _____ Course Title: _____

_____
Employer Approximate hours working per week

_____
Position

I certify that the above information is complete and true.

_____ _____
Student signature Date

Mail or deliver the completed form to:
Bellarmine University
Lansing School of Nursing
Miles Hall
Louisville, KY 40205
ATTN: BSN Department Chair

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: _____