



BSN Student Handbook 2025-2026

*Lansing School of Nursing & Clinical Sciences Bellarmine
University*

Table of Contents

Department Overview	6
Mission.....	6
Vision	6
Core Values.....	6
Philosophy of the Department of Nursing.....	7
BSN Program Overview	9
Nursing Technical Standards	10
Nursing Student Code of Conduct.....	11
Student Responsibility for Policies and Procedures	12
Undergraduate Nursing Employment Recommendation	12
Registered Nurse Professional Licensure	12
Student Nurse Professional Associations	13
School of Nursing Committees	14
Communicable Illness Policies and Procedures	14
Admission to the Nursing Major.....	16
Admission Criteria.....	16
Admission to the Nursing Major—Second-Degree Baccalaureate Track	16
Admission to the Nursing Major—Four Year Traditional Baccalaureate Track.....	17
LPN Validation of Nursing Content and Clinical Competence	17
Progression in the Nursing Program	18
General Progression Policies	18
Withdrawal from a Nursing or Natural Science Course.....	19
Accel Summer Session #1 Withdrawal Policy	19
First Unsatisfactory Grade After Admission to Nursing Major	19
Repeating Nursing and/or Natural Science Courses.....	20
Continuation in the Nursing Program.....	20
Reenrollment to the Nursing Program	21
Waiver or Exception to Policy.....	22
Program Transition for Second-Degree Nursing Students	23

Dismissal from the Nursing Program	23
Admissions, Progression & Graduation (APG) Committee Processes.....	24
How an APG decision is made	24
When will decisions be known?	24
Appeal Process for Admission, Progression, & Graduation Decisions	24
Grades.....	24
Rounding of Grades for Undergraduate Nursing Courses	25
Exam Average Policy	25
Extra Credit Policy.....	25
Graduation with Honors	25
Grade Appeal Policy.....	26
Medication Administration Competency for Clinical Courses.....	26
Academic Policies	27
Use of Instructor Related Materials & Communications.....	27
Academic Honesty and Integrity Policy	27
Course Evaluations	27
Student Fees	28
Formal Complaint Policy.....	28
Academic Grievance Policy	28
Course Substitution for Nursing Courses Policy	28
Professionalism	28
Professionalism Within the Classroom	28
Professionalism Within the Lab/Clinical Setting.....	29
Professional Appearance	30
Professional Hospital & Lab Attire	31
Professional Community Attire	32
Electronic Devices, Electronic Communication & Social Media	32
Electronic Device Use in Class.....	32
Electronic Communication & Online Etiquette (Netiquette)	32
Social Media Use in the Clinical Setting.....	33
Attendance.....	34

Clinical/Lab Attendance & Make-up.....	35
Testing Policies	36
Examinations	36
Makeup Exams.....	36
Testing Environment and Student Behavior	36
Examsoft Information	37
NCLEX PREPARATION ASSESSMENTS.....	38
ATI Assessments	38
ATI Test Plan	39
NURSETHINK PRODUCTS	40
ExamSoft®	40
ExamID & ExamMonitor	41
Electronic Device Requirements During Testing	42
Final Exam Policy	42
The Clinical Recitation Initiative for Student Enrichment (RISE)	42
College of Health Professions Student Drug and Alcohol Policy	43
Policy.....	45
Mandatory Drug Screening.....	45
Drug and Alcohol Screening for Reasonable Suspicion	46
Student Conduct Proceedings for Violation of the Drug and Alcohol Policy.....	47
Clinical Requirements	48
Vaccination Policy	49
Other requirements include:	51
CastleBranch Student Instructions.....	52
Clinical-Lab-Simulation Policies	53
Simulation Policy Statement.....	53
Clinical Facilities, Placement & Transportation	54
Clinical, Simulations, and Skills Lab Attendance & Participation (CAP) Tool.....	54
Insurance	55
Incident Management.....	55
Services	55

BSN Handbook Forms Links	58
Policy Acknowledgment Signature Documents	58
Application to 4-year Baccalaureate Nursing Major	58
Immunization Documents	58
TB Testing Helpful Information.....	58
Admission, Progression, and Graduation (APG) Forms	58
Clinical RISE Referral Form.....	58
Clinical Forms.....	58

Department Overview



Mission

The Department of Nursing, consistent with an inclusive Catholic university, prepares nurse leaders with a global perspective, capable of improving practice through sound nursing judgment and clinical scholarship. Students are educated - mind, body, and spirit – for meaningful lives, rewarding nursing careers, ethical leadership, and service to improve the human condition.

Approved 08/2019

Vision

The Department of Nursing is recognized as a diverse and innovative learning community seeking and offering collaborative, creative opportunities to advance health knowledge, engaging in partnerships and alliances to promote health, and developing leaders in health care through transformative student experiences.

Approved 08/2019

Core Values

Academic Excellence

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

Intrinsic Dignity

We respect the intrinsic dignity of every individual.

Social Responsibility

We cultivate professional nurses who contribute to, and advocate for, the public good, environmental sustainability, global understanding, and informed civic engagement.

Integrity

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

Hospitality/Student Centered Learning

We are committed to education that is student centered, inclusive, and responsive to diverse learners.

Quality Service

We are committed to exercising thoughtful stewardship of resources while providing quality services that support a diverse constituency.

Caring

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

Philosophy of the Department of Nursing

Consistent with Catholic social teaching, the faculty believes that quality health care should be available to all, with each individual in a society having the right to pursue the highest level of health. Nursing is a scientific discipline with a professional practice domain. The faculty supports the definition of nursing proposed by the American Nurses Association in the 2021 publication *Nursing: Scope and Standards of Practice* (3rd ed.)

Nursing integrates the art and science of [caring](#) and focuses on the protection, promotion, and optimization of health and human functioning; prevention of [illness](#) and injury; facilitation of healing; and alleviation of suffering through [compassionate presence](#). Nursing is the [diagnosis](#) and treatment of human responses and [advocacy](#) in the care of individuals, families, groups, communities, and populations in recognition of the connection of all humanity.
(p.11)

Faculty beliefs also include the following:

Person

The person receiving nursing care may be an individual or an aggregate (i.e., family, social group, community, or population). Each person is unique and worthy of respect with intrinsic value and inherent dignity. Diversity and inclusion are valued and celebrated; no individual or group should be excluded or marginalized. Persons are greater than the sums of parts, having integrated and interacting dimensions of mind, body, and spirit. Each person has a right to autonomy in care decisions.

Environment

Environment is the setting for the human experience, composed of multiple interacting dimensions including physical, biological, social, political, and global aspects. Persons adapt to changing situations

and habitats. Environments are influenced by the norms of a person, particular region, and culture.

Health

Health is a dynamic, multidimensional experience of well-being perceived individually by each person, including physical, physiological, emotional, intellectual, cultural, social, community, and spiritual aspects. Health is holistic wellness existing along a continuum, reflecting the person's adaptation to changing environments, with the person's goals for health changing during all stages of life from birth to death.

Health is different from "cure" and is not simply the absence of illness. Persons can and should experience health even in the presence of illness.

Nursing

Nursing, steeped in a tradition of caring for all persons, is a unique professional and academic discipline grounded strongly in the liberal arts and sciences. Nursing also has its own unique body of scientific knowledge, developed through theory and research, which interfaces with the scientific knowledge from other healthcare disciplines. Grounded in this scientific foundation, professional nurses deliver evidence-based nursing care through the systematic implementation of the steps of the nursing process: assessment, diagnosis, outcomes identification, planning, implementation, and evaluation. Professional

nurses engage with scholarship for evidence-based practice and are competent with information management and the application of patient care technologies.

Professional nursing practice is also an art and a person-centered relational process that is deliberate, systematic, and performed collaboratively with the person receiving nursing care. Nursing is a therapeutic process reflecting critical thinking, clinical reasoning, clinical judgment, human caring, and compassion. Nursing is uniquely different from other health care disciplines; however, nurses work collaboratively within interprofessional health care teams. Nurses must possess specific knowledge, skills, and attitudes to deliver safe and effective nursing care, adapting quickly and effectively to rapidly changing clinical situations. Clinical skills are an essential component of nursing practice; however, it is essential that professional nurses have an understanding of the evidence supporting clinical practice/skills. Skills should be applied in an evidence-based and holistic manner.

The nurse-person relationship transpires within the environmental realities of the person, with nursing care supporting the person's adaptation to changing environmental conditions and ensuring safety. Nurses anticipate, plan, and intervene to optimize environmental conditions, reduce health risks, and assist persons in maintaining integrity. Goals of nursing care include alleviating pain and suffering while promoting, maintaining, and restoring health. Professional nurses view persons holistically to plan and implement nursing care that addresses biological, psychological, social, and spiritual needs.

Nursing care is provided in a manner that respects the uniqueness, dignity, worth, self-determination, and cultural needs of the person, focusing on care needs across the lifespan and in different roles and contexts (such as healthy, chronically ill, acutely ill, injured, at risk for injury). Although nursing care includes prevention of injury and disease and symptom management, the primary focus of nursing is optimizing holistic wellness. Through a variety of roles (including nurse leader, clinician, teacher, consultant, manager, and advocate), the professional nurse cares for persons in many settings as a member of the interprofessional health care team. Professional nurses provide leadership and serve as

change agents within complex healthcare systems and in healthcare policy, public policy, financial, and regulatory environments to improve health and optimize quality of care for populations and individuals.

Learning and Teaching

Learning and teaching are collaborative, iterative processes that are lifelong and experiential. Learning is a process of self-discovery and engagement allowing for intellectual and spiritual growth. Educators facilitate the learning process through mentoring, feedback, open communication, and reflection. Experiential learning, systems thinking, the meaningful use of technology, and the engagement of learners embody the learning and teaching philosophy of the nursing faculty.

Liberal arts education introduces learners to the value of the person and the meanings of ethics, equity, and social justice. In the profession of nursing, the learning process continues with self-discovery that introduces learners to health and wellness, the environment's influence on these constructs, and health promotion.

Educators individualize the approach to learners, exposing learners to diverse settings and delivery methods while modeling, recognizing, and rewarding professionalism and leadership. Educators also foster safe learning environments with mutual respect among all partners in the learning/teaching endeavor. Educators challenge the learner to think critically, ultimately synthesizing learned content within a nursing perspective. Educators work diligently to help learners move into the multifaceted professional nursing role by fostering the growth of passion, compassion, respect, accountability, flexibility, competence, teamwork, communication, collegiality and finally cautious confidence, independence, and leadership. Learners have responsibilities to engage actively with their learning and to strive for high-level mastery of nursing knowledge and nursing practice.

Through increasingly complex active learning and teaching exchanges as the learner moves through the curriculum, learners move from knowing self to knowing others and from delivering simple to more complex nursing care. Through engagement with the curricular journey, learners move from a novice level of practice in their new nursing role towards expertise. Bellarmine University recognizes teaching as a departmental and institutional priority, providing community and institutional support that is vital to learner and faculty excellence.

*Approved 3/2017
Revised 7/25/24*

BSN Program Overview

The purpose of the 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 Baccalaureate degree program in nursing, Master's degree program in nursing, and Doctor of Nursing Practice Program at Bellarmine University are accredited by the Commission on Collegiate Nursing Education (<http://www.ccnaccreditation.org>).

BSN Program Outcomes

Bellarmine BSN Program Outcomes	AACN Domains
---------------------------------	--------------

1. Synthesize knowledge of the liberal arts and sciences and the discipline of nursing, in the provision of professional nursing care.	1. Knowledge for nursing Practice
2. Integrate best evidence with patient uniqueness to support clinical judgement in planning & delivery of care across time, spheres of care & developmental levels.	2. Person-centered Care
3. Collaborate to manage population health including health promotion & illness prevention to improve health outcomes across the health care delivery system.	3. Population Health
4. Apply, synthesize, and translate best evidence for clinical judgement to improve health and transform health care systems.	4. Scholarship for the Discipline
5. Demonstrate leadership skills to enhance quality and minimize risk of harm to patients and providers through individual performance and coordination of system resources for efficiency & effectiveness.	5. Quality & Safety 7. System Based Practice
6. Collaborate & coordinate across professions and with team members including patient, families, and communities to enhance the healthcare experience and improve outcomes.	6. Interprofessional Practice
7. Incorporate informatics & healthcare technology to manage & improve high-quality, safe, and efficient healthcare services in accordance with professional & regulatory standards.	8. Informatics & Healthcare Technology
8. Function as a leader in nursing in accordance with professional values, standards of care, ethical and legal conduct.	9. Professionalism 10. Personal, Professional & Leadership Development

Revised 4/2022

Nursing Technical Standards

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.

Technical Standards define the observational, communication, cognitive, affective, and physical capabilities deemed essential to complete this program and to perform as a competent practitioner of nursing. Students matriculating through this program must be capable of performing the following functions, with or without reasonable accommodations, throughout the professional curriculum, through a continuous evaluation process:

- 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 written documents and computer-information systems (including literature searches and data retrieval), and identify information presented in images from paper, video, transparencies, and slides.
- 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 evaluate a client's condition adequately and effectively.
- 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.
- Exercise proper judgment in planning and providing accurate and timely care to clients.
- Maintain effective, mature, and sensitive 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 client's condition as called for under the circumstances.
- Practice in a safe manner and respond appropriately to emergencies and urgencies.
- Demonstrate the ability to deliver safe client care while under stress and/or in 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).

Upon admission, a candidate who discloses a disability and requests accommodation will be referred to the Disability Services Office, 502-272-8490. The University will provide reasonable accommodations but is not required to make modifications that would substantially alter the nature or requirements of a program or provide auxiliary aids that present an undue burden to the University. 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. Approved 11/2020

Nursing Student Code of Conduct

Students admitted to the Bellarmine University, School of Nursing are expected to conduct themselves in a professional and civil manner in all matters related to the University (classroom, clinical, campus, electronic and virtual interactions). Among other things, Bellarmine University's and the School of Nursing's missions both affirm excellence and the intrinsic dignity and infinite value of each and every

human being. It is expected of all members of the Bellarmine University community, therefore, that in our interaction and discourse, we conduct ourselves in a manner fully consistent with these basic values. Given the nature and purpose of a university learning community, vigorous, thoughtful debate; fair, well-informed criticism; and professional disagreements are expected and indeed, welcome. It is further expected, however, that our interaction and discourse always be characterized by the collegiality, civility, mutual respect, and professionalism that reflects the deep commitment of the Bellarmine University community to excellence and to the intrinsic dignity and infinite value of ourselves and others. Students must be respectful to their classmates, instructors, staff and faculty. They must also exhibit a genuine willingness to participate in the culture and responsibilities associated with university life.

Approved 11/2020

Student Responsibility for Policies and Procedures

Students are responsible for following the current policies and procedures in the BSN Handbook, the Bellarmine University Student handbook, and the Bellarmine Catalog. Students should review these policies at the following websites:

- [BSN Handbook](#)
- [Bellarmine University Student Handbook](#)
- [Bellarmine University Catalog](#)

Revised 12/2023

Undergraduate Nursing Employment Recommendation

Some students choose to have part-time jobs while in school. We strongly suggest that you find a position with flexible hours and on weekends, with a limit of 20 working hours per week. The prelicensure curriculum is NOT designed to accommodate a schedule that includes a full-time job. If students are working night-shift hours, they should NOT work past 11pm the night before an expected daytime clinical experience. Nursing courses and clinical schedules are prioritized over outside work. The nursing department cannot accommodate individual student schedules.

Revised 12/2023

Registered Nurse Professional Licensure

General Information

Professional licensure is required to practice nursing as a Registered Nurse (RN). Students will receive information regarding state licensure in their Senior Comprehensive Review Course.

Completion of the BSN program and graduation does not guarantee eligibility for RN licensure.

Statute 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 [201 BOARDS AND COMMISSIONS Chapter: \201\020.370 \(ky.gov\)](#) for further information. If the circumstances of a conviction apply, the graduate should contact the Kentucky State Board of Nursing.

Revised 2/2024

Student Nurse Professional Associations

[National Student Nurses Association \(NSNA\)](#) connects 60,000 nursing students with programs and benefits to prepare entrance into the profession of nursing. Benefits of membership include:

- Scholarships
- NCLEX-RN Review
- Liability insurance
- Awards and Recognition
- Member Loan Program
- Health and accident insurance
- Career Counseling and Job Search
- Subscription to Imprint at [Imprint \(nsna.org\)](http://Imprint(nsna.org))
- Mid-year Conference and Annual Convention
- Nursing Apparel Discount from www.allheart.com
- Reduced subscription rates to select nursing journals
- NSNA Partnerships with specialty nursing organizations

Bellarmine Association of Nursing Students (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, and several executive officers. 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 and contact the BANS president or faculty advisors.

[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.

American Nurses Association (ANA) and Kentucky Nurses Association (KNA) provide professional support and growth for student nurses. These organizations provide support to allow you to advance your career, stay current, networks and connect with other nurses and make your professional nursing voice heard. Students who are a member of the NSNA are eligible for free membership. Additional information about membership may be found at the following websites: [ANA student membership](#) & [KNA student membership](#).

Sigma Theta Tau (SIGMA) 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 285. 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 International](#) & [Lambda Psi Chapter](#)

School of Nursing Committees

***Admission, Progression & Graduation (APG) / Awards**– Develop, implement, and review policies for the admission, progression, and graduation (APG) of nursing students. Review applications to the BSN nursing program. Review student progression petitions. Review undergraduate student requests for exceptions to nursing department policies.

Clinical Instruction/Quality – Responsible for identifying evidence-based practices regarding clinical instruction and developing policies and procedures to monitor and improve clinical instruction at the undergraduate and graduate levels.

***Curriculum** – Responsible for completing curriculum revisions in the Nursing programs.

***Policy** – Responsible for reviewing, revising, updating, and/or developing policies in the undergraduate, graduate, and faculty handbooks and course syllabi.

Evaluation and Program Effectiveness – Responsible for undergraduate and graduate program outcome evaluation, and reporting to faculty, accrediting bodies, and stakeholders.

Student Success – Responsible for identifying best practices to facilitate student success in undergraduate and graduate programs.

**Student representatives serve on the Curriculum, Policy, and APG/Awards Committees.*

Communicable Illness Policies and Procedures

Lansing School of Nursing and Clinical Sciences

The Donna & Allan Lansing School of Nursing and Clinical Sciences at Bellarmine University upholds its mission to educate current and future healthcare practitioners, fostering meaningful lives, rewarding careers, ethical leadership, and service to enhance the human condition. We are dedicated to advancing innovative methods in didactic instruction and experiential learning activities, prioritizing a safe and healthy environment. In times of communicable illnesses outbreaks, preventive measures and policies are implemented to protect our students, faculty, staff, patients, and the community. In addition to university-wide policies, the Lansing School has instituted the following:

Handbooks

Policies outlined in any Lansing Student Handbook are subject to modification during public health emergencies and as directed by our healthcare partners.

Face Coverings & Distancing

Students are required to adhere to university policies, clinical affiliates' guidelines (during clinical placements), and state and federal guidelines related to face coverings and social distancing, should

there be a need for these measures. Bellarmine University follows guidance provided by the Center for Disease Control and Prevention (CDC).

Clinical/Practicum Experiences with Known or Suspected Communicable Illnesses

Recognizing students as integral members of the healthcare team, Lansing students may be assigned to provide direct care to patients with communicable illnesses, including COVID-19. All necessary safety measures and personal protective equipment (PPE) will be in place during such encounters. In the event a Lansing student is determined to have been exposed to a patient with a communicable illness (without proper PPE), they must follow the university's guidelines for exposure to communicable illnesses.

COVID- 19 Policy and Vaccine Exemptions Policy

While the university has transitioned from a vaccination requirement to a recommendation for COVID-19, the Nursing department still reviews exemption requests due to our relationship with community clinical partners. A formal process is established for students to petition for exemptions for both the Influenza and COVID vaccines through the nursing department.

In the Donna & Allan Lansing School of Nursing and Clinical Sciences, students are subject to restrictions set by community clinical partners due to the heightened risk of exposure to communicable illnesses while providing patient care.

Revised 12/2023

The current policies of our clinical partners include the following:

Vaccinations for Influenza (Flu)

Vaccinations are required to be completed and submitted in CastleBranch by fall requirement unless an approved exemption is granted for religious or medical reasons.

Vaccinations for Covid - 19

Covid Vaccination requirements are to be completed prior to the start of the semester per the dates outlined in CastleBranch. **Our community partners recommend a 2 shot series.** Community partners follow CDC guidelines with varying exceptions. Please consult the CDC website to obtain personalized recommendations based on age and risk.

Exemption Request Procedure:

Exemption requests for the nursing department should be submitted on the [Bellarmine University Immunization Exemption Request Form](#) and submitted to the nursing department in writing or by email to the BSN administrative assistant.

1. Complete and submit the Vaccination Exemption Request form as early as possible.
2. All persons seeking exemption are required to complete Section IV: Assumption of Risk.
3. The review process may take up to 14 days. Non-compliance with the CastleBranch system may result in the accumulation of disciplinary or professional CAP points.
4. You will be notified of the decision via email, with attached documentation.

For questions, please contact the BSN Administrative Assistant.

Potential Exemptions:

Medical Exemptions:

Medical exemptions can be submitted and will be reviewed for legitimate medical contraindications to the injection(s). The proper exemption form must be completed by a medical provider with the following credentials: MD, DO, NP, or PA. The following reasons must be included in the statement:

- Name of the student requesting exemption
- The reason for this exemption is:
 - Documented anaphylactic allergic reaction or other severe adverse reaction. Include a description of the specific reaction.
 - Documented allergy to a component of the vaccine. Include a description of the specific reaction.
 - Another contraindication or other health concern not listed. Please describe the concern.

Religious Exemptions:

If the deeply held religious beliefs of a student (or parent/guardian if under age 18) are contrary to the immunization requirement, the student may be exempt upon submission of a written statement below.

Please include specifics, if possible, that will aid the exemption review committee such as:

- Does this exemption apply to certain immunizations or all immunizations?
- Religious identity/denomination
- Link to a website that provides commentary related to this exemption
- Student statement (attach additional pages if necessary)

Revised 2/2023

Admission to the Nursing Major

Admission Criteria

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. The criteria for admission to the nursing major are in the Bellarmine University Course Catalog—Academic Programs—Nursing.

Admission to the Nursing Major—Second-Degree Baccalaureate Track

- The 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.
- Applicants who do not have a minimum 2.75 cumulative undergraduate GPA will be reviewed for admission if they meet the following requirements:
 - Prerequisite courses GPA of 3.0 or higher

- Grades of B or higher in Microbiology and Nutrition. Grades of C or higher in Anatomy & Physiology I and II.
- No prerequisite grade below a C
- Any student enrolled in a previous professional program (nursing, physical therapy, pharmacy, medical etc.) must provide a letter of good standing from the previous school stating that the student was not dismissed and could re-apply or return if the student chose to do so.
- International students with a bachelor's degree in Nursing from a regionally accredited (or equivalent) college or university, non-AACN accredited nursing program are **not** eligible to apply for the Accelerated Second-Degree BSN program. Any student in this category who wants to become a registered nurse in the United States should go through the Commission on Graduates of Foreign Nursing Schools process found at cgfns.org.

Admission to the Nursing Major—Four Year Traditional Baccalaureate Track

- Students must apply for admission to the nursing major spring semester of sophomore year. The application can be found in the BSN handbook.
- The following items must be submitted to the online tracker using the nursing department documents for submission (See Forms Section):
 - Policy Acknowledgement Signature Documents
 - Immunization record/certificate
 - TB screening with negative result (See Clinical Requirements)
 - Basic Life Support (BLS) Health Care Provider CPR
 - Criminal Background Check
 - Mandatory Drug Screening
 - HIPPA/OSHA e-learning certification
- Applicants who do not have a minimum cumulative GPA of 2.75 will be reviewed by the APG committee if all the criteria are met:
 - Prerequisite courses GPA of 3.0 or higher
 - Grades of C or higher in Biology 108, 109, and 300, Chem 214, and MDLS 200. A grade of B- or higher in NURS 200.
 - No pre-requisite grade below a C
- The APG committee reserves the right to request additional information or request a personal interview.

LPN Validation of Nursing Content and Clinical Competence

A student holding an LPN license and accepted to the nursing major may challenge NURA 205/NURS 300 (Foundations of Nursing Concepts) by successfully completing both of the following:

- ATI Fundamental proctored assessment: Score level 2 or greater.
- Clinical Competency: Faculty-validated demonstration of selected clinical competencies.

Validation must be completed 30 days prior to the first day of class in NURS 205/NURS 300.

DEMONSTRATED COMPETENCY

Challenge a Nursing Course

Students enrolled in the Lansing School of Nursing and Clinical Sciences 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.

Revised 4/2020, Revised 10/2023

Progression in the Nursing Program

General Progression Policies

1. The BSN program curriculum is sequentially arranged to progress the student from foundational courses to those with more advanced concepts and principles. Program progression is based on successful completion of the pre- and co-requisite course(s). Therefore, the faculty believes that courses should be taken and successfully completed in the sequence established in the curriculum. Any deviation from the established curriculum sequence must be approved by the APG committee using the Progression Petition form.
 - a. If it is determined that a student has not successfully completed the required pre-/corequisites, or has not been granted a waiver to policy, the student must immediately withdraw from nursing courses.
2. All Progression policies apply to grades received in either NURA (accelerated) or NURS (traditional) track courses as well as natural science courses.
3. A student wishing to complete a second major, or a minor must meet the requirements of the department offering that major or minor and should seek additional advisement from that department.
4. A student in good standing in the nursing major is one who:
 - a. Earns a minimum grade of C in all nursing and natural science courses.
 - b. Adheres to the planned sequence of nursing courses cited in the current university catalog.
 - c. Adheres to university policies regarding a student in good standing as defined in the course catalog and university student handbook.
 - d. Achieves and maintains safe nursing practice in clinical performance.
 - e. Removes an “incomplete” received in a nursing clinical course before progressing to the next clinical course.
 - f. Maintains current clinical requirements as outlined in the BSN Student Handbook.
5. All BSN students must achieve a minimum grade of C in **all** nursing (NURS/NURA) **and** natural science courses. Grades of C minus and lower are not acceptable.
6. For the purposes of program continuation, *one unsatisfactory grade is defined as* any of the following:
 - a. A grade of C minus or lower in any natural science or nursing course

- b. Two withdrawals from a single course or combination of nursing and/or natural science courses
7. A grade of S for a course taken as Satisfactory/Unsatisfactory will not count toward requirements for the nursing program.
8. A grade of Pass for a course taken as Pass/Fail in 2020, will count toward requirement for the nursing program.
9. A student who receives an unsatisfactory evaluation in clinical or lab will receive a grade of F for the course, regardless of classroom grade.

Withdrawal from a Nursing or Natural Science Course

A student may choose to withdraw from a course due to academic, personal, or medical reasons. These policies are outlined in the Bellarmine University Student Handbook.

- Nursing (NURS/NURA) and natural science courses with a grade of W must be repeated.
- **Two withdrawals** from a single course, or combination of a nursing and/or natural science courses, will be considered to equal **one** unsatisfactory grade. Two unsatisfactory grades will result in student dismissal from the nursing major.
- A BSN student who is absent from the nursing clinical/practicum courses for more than one semester/term must petition APG to be considered for reenrollment to the nursing program.

Approved 3/2013

Accel Summer Session #1 Withdrawal Policy

Students who choose to withdraw from the Accelerated (7 week) format and transition to the Traditional (14 week) format during the first session may do so without a Lansing School of Nursing (LSN) penalty as outlined in the BSN handbook.

The Admissions, Progression, and Graduation Committee will defer the ½ failure policy for each withdrawal if the course withdrawal occurs PRIOR TO the first course exam. The University policies regarding withdrawals do not change.

The Admissions, Progression, and Graduation Committee will NOT defer the ½ failure policy for each withdrawal if the course withdrawal occurs AFTER the first course exam. The University policies regarding withdrawals do not change.

NOTE: This policy only applies to students admitted to the accelerated program and are in the first session of classes.

Approved 4/2021

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 to continue in the nursing major.

Approved 3/2013

Repeating Nursing and/or Natural Science Courses

Permission to repeat a nursing course must be formally requested using the Progression Petition form, at least **2 weeks before registration begins** for the semester/term in which the student is planning to repeat a course. 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. If the student does not request continuation, it is assumed that the student has withdrawn entirely from the nursing major.

1. Nursing (NURS/NURA) and natural science courses with grades less than C or a W must be repeated. These courses may only be repeated once.
2. Students must repeat all aspects of the course (competencies, skills, clinical lab, and classroom assignments).
3. A student must achieve a grade of C or higher (including a passing grade in clinical/lab) for the repeated course.
4. If a nursing course is not successfully completed after the second attempt, the student will be dismissed from the nursing program.
5. When completing the Progression Petition form, be sure to obtain the required information. In the petition, the track in which the student is requesting to repeat the course should be clear.
 - a. For second-degree students who have *not* taken a course in the traditional track, they may repeat a course in the accelerated (NURA) track or the traditional (NURS) track.
 - b. For second-degree students who have *only* taken a course in the traditional track, they may only repeat a course in the traditional (NURS) track.

Students who register prior to receiving approval for continuation from the APG Committee may have their schedule modified at the discretion of the BSN Department Chair or Accelerated Program Director.

Revised 4/2021

Continuation in the Nursing Program

Who Must Apply for Continuation:

- Students who withdraw from/drop a nursing course, regardless of reason.
- Students with a final course grade below a C in their first nursing or natural science courses.

Students petitioning for continuation must meet the following criteria:

1. Apply for reenrollment to the nursing program by petitioning the Admission, Progression, and Graduation (APG) committee of the Lansing School of Nursing (LSON).

- a. The student initiates this process by meeting with their advisor at least **2 weeks before registration begins** for the semester/term in which the student is planning to resume coursework in the nursing major.
 - b. The student will continue this process by completing the Progression Petition form in the BSN handbook.
 - c. The student is responsible for ensuring all the sections are completed.
 - d. Once the petition is complete, it should be submitted to the student's advisor at least **2 weeks before registration begins** for the semester/term in which the student is planning to resume coursework in the nursing major.
 - e. The petition will be reviewed by the APG committee, and the student will be notified in writing of the committee's decision.
2. Students who are granted continuation may be asked to complete an individualized Student Success Plan and schedule a meeting with the course faculty within two weeks of the beginning of the semester.
 - a. Students may be required to schedule and attend a minimum of two meetings with course faculty prior to midterm and an additional two meetings with course faculty after midterm.

Reenrollment to the Nursing Program

Who Must Apply for Reenrollment:

- Students with a final course grade below a C in two (2) or more nursing or natural science courses.
- Students who deviate from the program sequence greater than one semester due to personal or academic reasons.

Students petitioning for reenrollment must meet the Reenrollment to a Nursing Program criterion as follows:

1. Apply for readmission to the University if not enrolled for the past year. An Application for Readmission is required and may be submitted online.
<https://www.bellarmino.edu/admissions/applyNow/>
2. Apply for reenrollment to the nursing program by petitioning the Admission, Progression, and Graduation (APG) committee of the Lansing School of Nursing.
 - a. The student initiates this process by meeting with their advisor or BSN chairperson at least **2 weeks before registration begins** for the semester/term in which the student is planning to resume coursework in the nursing major.
 - b. The student will continue this process by completing the Progression Petition form in the BSN handbook.
 - c. The student is responsible for ensuring all the sections are completed.
 - d. Once the petition is complete, it should be submitted to the student's advisor or BSN chairperson at least **2 weeks before registration begins** for the semester/term in which the student is planning to resume coursework in the nursing major.

- e. The petition will be reviewed by the APG committee, and the student will be notified in writing of the committee's decision.
3. Have a minimum GPA of 2.0 at the end of the semester prior to the requested re-entry date. Reenrollment may be provisional upon achieving a 2.0 GPA for undergraduate students.
4. Reenrollment is based on available clinical space and resources.
5. Reenrolled students must meet curriculum requirements effect at the time of reenrollment.
6. Students who are granted reenrollment will complete an individualized Student Success Plan and schedule a meeting with the course faculty within two weeks of the beginning of the semester.
 - a. Students are required to schedule and attend a minimum of two meetings with course faculty prior to midterm and an additional two meetings with course faculty after midterm.
 - b. Students are responsible for bringing the completed Student Success Plan to each meeting with the faculty.

Waiver or Exception to Policy

In the event of extenuating circumstances that affect progression, the student may petition the Admission, Progression, and Graduation (APG) Committee of the Lansing School of Nursing requesting a waiver to policy so the student may continue in the nursing program. 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.

The procedure to follow is outlined below. The student should:

1. Make an appointment with their advisor to discuss options.
2. Complete the Progression Petition form; be sure to obtain the required information. Submit the petition at least **2 weeks before registration begins** for the semester/term in which the student is planning to repeat a course.
3. Notify, and submit the completed Progression Petition form for review by the APG Committee Chairperson. Documents must be submitted one week prior to the next regularly scheduled APG Committee meeting. This allows Committee members time to carefully review all materials prior to the meeting.
4. The student may be asked to be present to answer questions at the APG Committee. The APG Chairperson will contact the student to coordinate.
5. The APG Committee will make a recommendation for progression based on a review of the:

- a. Change in Progression Petition request
 - b. Academic record of the student
 - c. Factors contributing to the student's failure(s)
 - d. Supporting documentation, either provided by the student or by request of APG
 - e. Student advisor and faculty member statements
6. The APG Committee Chairperson will notify the BSN Chairperson of the Committee's decision.
7. The student can expect a written response from the APG Committee within one week following the date of the committee review.
8. If the petition is approved, the student will be required to complete the requirements as outlined by the APG committee.

Program Transition for Second-Degree Nursing Students

Second-degree BSN nursing students have the option to start their program of study in the traditional BSN program (NURS designated courses). If a Second-degree nursing student wishes to move to the accelerated track (NURA designated courses) they must meet the following requirements:

1. The student must have a cumulative GPA of 3.00 in nursing courses.
2. The student's coursework must be completed for the current semester.
3. The student must achieve a grade of B or better in all nursing and/or natural science courses taken within the BSN traditional (NURS) track.
4. The student must submit in writing to the ABSN Program Director to request placement in the accelerated track (NURA designated courses).

Any Second-degree BSN student who begins the accelerated track (NURA designated courses) but later transitions to the traditional track (NURS designated courses) is NOT eligible for readmission to the accelerated track (NURA designated courses). Students are required to remain in the traditional track (NURS designated courses) for the remainder of their program of study.

Approved 06/2023

Dismissal from the Nursing Program

All BSN students are subject to dismissal from the nursing major when they:

1. Earns **two unsatisfactory grades** (a grades of C minus or lower in any two nursing or natural science courses after admission to the nursing major).
 - a. An unsatisfactory grade may include:
 - i. An unsatisfactory grade in a course/clinical
 - ii. **Two withdrawals** from a single course, or combination of a nursing and/or natural science courses, will be considered to equal **one** unsatisfactory grade.
 - b. The grades/withdrawals may occur in the same or different course and in the same or different semesters.

2. **Exhibit unprofessional behaviors, violations of the nursing department policies, or violations of the university code of student conduct.**

Students who are dismissed from the nursing major may not be 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 Student Success Center (SSC) about changing to a different major at Bellarmine University.

Approved 3/2013

Admissions, Progression & Graduation (APG) Committee Processes

How an APG decision is made

The committee will consider multiple factors and performance in previous courses. Recommendations will be based upon:

- Complete record of academic performance, including grade point average and performance in the course(s) for which the student seeks to repeat.
- The number of times the student has repeated other courses.
- The nature of any documented deficiencies (academic, clinical, moral, ethical) and whether they lend themselves to further successful progression in Baccalaureate Nursing.
- Evidence that the student has sought or will seek ways to correct deficient areas.

Approved 4/2021

When will decisions be known?

- Students will be notified by letter sent to the student's Bellarmine email address within (10) days following the APG meeting.
- The student's advisor and appropriate course faculty will receive a copy of the committee's decision and recommendations.
- When the case has been heard and the parties notified, all supporting documentation will be placed in the student's file.

Approved 4/2021

Appeal Process for Admission, Progression, & Graduation Decisions

If the student chooses to appeal the decision from the APG Committee, the first appeal must be submitted in writing within seven (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 seven (7) calendar days to the Dean of the Lansing School of Nursing and Clinical Sciences. The decision of the Dean is final.

Grades

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 to progress in the nursing program.

Pre-licensure Grading Scale for Undergraduate Nursing Courses.

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

1 - Pre-licensure Grading Scale for Undergraduate Nursing Courses

Rounding of Grades for Undergraduate Nursing Courses

All grades will be recorded to the tenth (one decimal point); the final **course 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)

When Clinical/Lab is graded on a pass/fail basis, students **must** receive a passing grade in clinical/lab 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.**

Exam Average Policy

Students must achieve at least a 77% exam average in nursing courses with exams to successfully complete the course. The final course grade for students who earn at least 77% on exam averages will be determined by weighting exam averages and all other assignments per the syllabus. Students who do not earn a 77% exam average will receive a grade that reflects the exam average grade. Students will receive a C- if the average is 76%; a D+ if the average is 75%; a D if the average is 71-74%; a D- if the average is 70%; and, an F for a grade equal to or below 69%, as noted in the undergraduate grading scale. Quizzes and ATI assessments are not included in exam averages.

Approved 8/2022, revised 10/2023, revised 1/2025

Extra Credit Policy

The Lansing School of Nursing and Clinical Sciences does not permit extra credit.

Approved 11/2018, Reviewed 08/2019

Graduation with Honors

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) in addition to the required GPA specified in the university course catalog.

Grade Appeal Policy

The University recognizes that it is the course faculty's prerogative to determine students' grades on coursework, as well as final grades for courses.

If, however, students are confused about how a FINAL grade was determined, they have 10 days after the grade has been assigned to set up an appointment to meet with the faculty member to discuss the grade in question. If the student does not receive a response to his/her appointment request within the 10-day timeframe, the student should contact the Department Chair of the course for assistance.

If the matter remains unresolved, students, within 10 days after meeting with the faculty member, may request in writing a meeting with the Department Chair of the course, with the knowledge that the burden of proof lies with students. The Department Chair will respond to a student's query within 15 days of notification.

If the course faculty is the Chairperson, or if the matter continues to remain unresolved, the student may request in writing a consultation with the Dean of Nursing. The Dean will review the situation and respond to the student's appeal within 10 days; the decision of the Dean is final and is reported in writing to the student, faculty member and department chair. If the faculty member in question is a Dean, the Vice Provost for Academic Affairs addresses the situation, following the procedure noted in this paragraph.

Medication Administration Competency for Clinical Courses

Purpose:

The Medication Administration Competency is designed to ensure that students possess the necessary mathematical and administration skills to administer medications accurately and safely in clinical settings. Proficiency in medication calculations is essential to prevent medication errors and ensure patient safety.

Competency Requirements:

- To ensure patient safety and competency in medication administration, all nursing students must successfully pass a medication administration competency before administering medications in the clinical setting. This competency is designed to assess students' knowledge of medication calculations, proper administration techniques, patient safety protocols, and documentation practices.
- Successful completion of the competency is required to demonstrate proficiency and readiness for supervised medication administration in clinical settings. Competency is demonstrated with verification and implementation of the five medication rights (right patient, right drug, right dose, right route, right time).
- Students who do not pass the first attempt of the competency will be required to complete remediation. The student must successfully complete the medication administration competency before performing supervised medication administration with patients in the clinical setting. A student who does not demonstrate competency on the second attempt will be required to attend clinical RISE, and a clinical improvement plan will be implemented.

- Until the student successfully demonstrates the medication administration competency, they must not administer medications in the clinical setting. Failure of a student to successfully complete the clinical improvement plan and demonstrate medication administration competency may result in failure of the associated clinical and course. Appeals follow the Academic Grievance Policy as outlined in the course catalog.

Clinical Courses for Medication Administration Competency

ABSN	NURA 331	NURA 425	NURA 450
Traditional	NURS 331	NURS 425	NURS 450

Approved 4/2025

Academic Policies

Use of Instructor Related Materials & Communications

All course materials including but not limited to exam questions, activities, videos, lectures, photos, audio recordings, assignments and communications are the intellectual property of the course faculty or under copyright from the publisher. Posting such materials to any website or platform outside of Bellarmine University, without the expressed permission of the course faculty, is strictly prohibited.

Attempting to access any type of instructor-related materials or resources provided by textbook or educational product vendors or publishers is strictly prohibited.

Students are strictly forbidden from transmitting patient-related information via any electronic device.

All students must request permission from faculty/guest speakers prior to video or audio recording classes, including students with disability accommodations.

Violation of this policy is considered academic dishonesty and appropriate sanctions will be determined by the course faculty.

Approved 4/2021

Academic Honesty and Integrity Policy

Bellarmine University School of Nursing's Academic Honesty Policy follows the [University Academic Honesty and Integrity Policy](#) as outlined in the University catalog.

Approved 11/2020

Course Evaluations

Lansing School of Nursing faculty believe it is very important to receive course and clinical feedback. Therefore, undergraduate students will be awarded one (1) point to the final exam in any NURS or NURA course where there is a minimum of a 90% response rate on course evaluations. The additional point will only be awarded if the student is passing the course once all grades have been calculated.

Approved 11/2019

Student Fees

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

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

Formal Complaint Policy

The nursing department considers a formal complaint as one that cannot be resolved within the academic unit. Within the department, student issues are initially directed to the involved party. For example, if a student has a concern about a grade in a course or on an assignment, s/he will be directed to the course faculty. If the issue is not resolved, the student can appeal to the department chairperson. If the issue remains unresolved, the student has the option of meeting with the Dean. If an academic or non-academic issue is not resolved within the department, the student will be directed to the appropriate university policy (e.g., academic or non-academic grievance).

Academic Grievance Policy

Bellarmino University School of Nursing follows the [Academic Grievance Policy](#) as outlined in the University catalog.

Course Substitution for Nursing Courses Policy

Course substitution requests must be made at least 30 days prior to the start of a course.

A course [substitution request form](#) along with the syllabus from the course previously taken must be submitted to the Department of Nursing Chair at least **30 days prior** to the start of a course **or the request will not be reviewed**. Submission does not guarantee approval of the substitution.

Approved 5/2024

Professionalism

Professionalism Within the Classroom

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

Student Classroom Responsibilities

- Promptness—arrives to class and returns from breaks on time
- Attendance at all classes in their entirety
- Preparation - brings class notes/materials in hand, prior to class
- Notification to professor when unable to attend class

- Completion of assigned reading before class
- Appropriate contributions to class
- Remains alert in class and refrains from having side conversations
- Attends to the speaker and students asking questions during class
- Allow others to hear and learn in class

Professionalism Within the Lab/Clinical Setting

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.

Student Lab/Clinical Responsibilities

- Promptness—arrives to lab/clinical and returns from breaks on time
- Preparation - brings notes/materials/supplies for nursing responsibilities
- Notifies clinical instructor 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 lab/clinical setting until clinical group is dismissed
 - 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 lab/clinical work by specified date

Students are not permitted to use personal electronic devices in the lab/clinical setting unless directed by the faculty member.

It is the student's responsibility to inform the Clinical Instructor when leaving and returning to the clinical setting. The student is responsible for adhering to all policies set forth in the BSN Handbook while away from the clinical campus. The student assumes all liability while away from the clinical campus.

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 are cause for dismissal/termination from the School of Nursing.

Practice of Invasive Skills

In the clinical skills laboratory or clinical setting, nursing students may **NOT**, at any time, practice any invasive skill on another person. This includes, but is not limited to, injections, intravenous techniques, urinary catheter insertion, nasogastric insertion and others. Performance of invasive skills requires the supervision of a clinical instructor or preceptor.

Revised 2/2013

Professional Appearance

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 of any kind are inappropriate.
- Hair should conform to natural hair colors and non-extreme styles.
- Mustaches and beards must be neatly groomed and relatively close to the face to avoid contaminating the work environment and allow safe use of PPE (i.e., masks).
- Head coverings worn for religious reasons must allow the student to use a stethoscope and other medical instruments, and must not interfere with asepsis, patient exams, safe use of PPE, or therapeutic communication.

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.
- Clear spacers may be placed in a piercing site if compliant with clinical facility dress code.
- No more than three piercings per ear may be worn.
- Gauges must be “plugged”.
- Religious necklaces and jewelry may be worn inside the uniform.
- Rings that are bands may be worn. Rings with large stones present a safety risk to patients and should not be worn.

Tattoos

- All tattoos must be covered if they are offensive, depict violence, or advocate sexual, racial or ethnic discrimination.

Nails

- Nails should be clean, neatly groomed, and neutral colored, without designs and no longer than ¼ inch beyond the fingertip.
- It is recommended that healthcare providers do not wear artificial nails or extensions when having direct patient contact per Center for Disease Control (CDC) guidelines.

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 color.

Revised 11/2019

Professional Hospital & Lab Attire

The uniform consists of:

Pants: Black scrub pants, with either an elastic or drawstring waistband, cuffed or uncuffed hems. (Joggers accepted).

Top: Landau brand, "wine" color scrub top.

Base Layer: Clothing worn under the scrub top must be collarless, black, and free from any visible logo or design. Acceptable garments include camisoles, tank tops, and T-shirts (short and long sleeve). All students are required to wear black hose or socks at all times. Bare skin on the legs should not be visible.

Shoes: Black or primarily black with neutral trim enclosed, flat heel, non-canvas shoes; either uniform leather or athletic shoes are required. All shoes must be clean. No heel-less shoes, sandals, or flip-flops may be worn.

Scrub Jacket: A "wine" color scrub jacket with the Bellarmine nametag may be worn over the uniform. The scrub jacket is Landau brand "wine" color. Hoodie style shirts, sweatshirts, or jackets are not authorized attire for clinical sites.

Nametag: The Donna and Allan Lansing School of Nursing and Clinical Sciences will provide each student with a nametag. Each student will be identified by first name and photograph. The nametag should be worn on the upper left side of the scrub top or scrub jacket.

To initiate a name change, a student must do the following:

1. Present an official legal document such as a driver's license or marriage license to the Office of the Registrar's Office. If the student is an employee of the university, the document is presented to Human Resources.
2. Notify the Technology Support Center (502-272-8301) so that Moodle and email can be updated. Changes will be made during the first week of the fall and spring semesters, November and March registration periods, or the 7-10 days at the end of the semester.

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

Note - Items may be purchased through The Bookstore or other suppliers if they meet the above specifications.

Approved 2/2023

Professional Community Attire

Many community agencies require the student to wear professional casual attire; the clinical instructor will advise students when professional casual attire is appropriate.

The uniform consists of:

Pants: Black scrub pants or khaki, black, or navy slacks or skirt. No shorts, denim jeans, sweatpants, jogging suits, athletic attire, or leggings.

Top: Official maroon Bellarmine nursing t-shirt provided by the Department of Nursing.

Socks-Hosiery: All students are required to wear hose or socks at all times. Bare skin on the legs should not be visible.

Shoes: Enclosed, flat heel shoes are required. All shoes must be clean. No flip-flops, heel-less shoes, boots, or sandals may be worn.

Lab Coat: Hip-length, white lab coat or Landau brand wine color scrub jacket with Bellarmine nametag may be worn in certain clinical settings as directed by the clinical instructor.

Nametag: The Donna and Allan Lansing School of Nursing and Clinical Sciences will provide each student with a nametag. Each student will be identified by first name and photograph. The nametag should be worn on the upper left side of the scrub top or scrub jacket.

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

Revised 2/2025

Electronic Devices, Electronic Communication & Social Media

Electronic Device Use in Class

- 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.
- 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.

Revised 4/2021

Electronic Communication & Online Etiquette (Netiquette)

(Retrieved from Arizona State University [Netiquette for Online Students](#))

Netiquette, a social code that defines “good” online behavior is something to keep in mind during online course interactions. Writing may be the only means of communication the student has with classmates and instructors, so it is especially important to do this effectively. Follow the guidelines below to leave

your mark as a knowledgeable, respectful and polite student who is also positioned to succeed professionally.

Be Scholarly

- **Do:** Use proper language, grammar and spelling. Be explanatory and justify your opinions. Credit the ideas of others through citing and linking to scholarly resources.
- **Avoid:** Misinforming others when you may not know the answer. If you are guessing about something, clearly state that you do not know the answer.

Be Respectful

- **Do:** Respect privacy, diversity and opinions of others. Communicate tactfully and base disagreements on scholarly ideas or research evidence.
- **Avoid:** Sharing another person's professional or personal information.

Be Professional

- **Do:** Always represent yourself well. Be truthful, accurate and run a final spell check. Limit the use of slang and emoticons.
- **Avoid:** Using profanity or participating in hostile interactions.

Be Polite

- **Do:** Address others by name or appropriate title and be mindful of your tone. Treat people as if you were in a face-to-face situation.
- **Avoid:** Using sarcasm, being rude or writing in all capital letters. Written words can be easily misinterpreted as they lack nonverbals.

Approved 4/2021

Social Media Use in the Clinical Setting

Nursing students must be aware of the risks associated with the improper use of social media and social networking, 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.

Social networking examples include but are not limited to:

- Social networking sites such as Facebook or Instagram
- Video and photo sharing websites such as YouTube, Snapfish, Snapchat, or Flickr
- Microblogging sites such as Twitter
- Weblogs and Online forums or discussion boards
- Any other websites or online software applications that allow individual users to post or publish content on the internet (including course materials)

Students are restricted from posting any information that 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, clinical instructors, 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 that is disorderly, obscene, lewd, indecent, or a breach of peace.

Students should not share any course material (including presentation materials such as slides, instructor-developed handouts, rubrics, etc.) on any webpage, discussion boards, and/or social media sites.

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 of Academic Affairs, and sanctions will be imposed as dictated by the academic honesty policy. The use of social media policies applies 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/347.htm>

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/>

Attendance

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 the class has started.

Clinical/Lab Attendance & Make-up

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-Simulation-Lab Attendance Makeup

Clinical, simulation, and skills lab attendance is mandatory. This includes clinical orientation. If a student will be late or absent, the clinical instructor must be notified by phone call or text message a minimum of thirty (30) minutes prior to the scheduled clinical time. Phone numbers are provided to students by the clinical instructors on the first day of class and/or clinical/simulation/lab.

Clinical/Simulation/Lab make up day(s) must be arranged as directed by the course faculty member. Students who are absent from any part of these experiences must make up the entire clinical/simulation/lab day.

Excused absences include:

- the death of the student's parent, spouse, sibling, child, or grandparent.
- participation in a university athletic competition or sanctioned event.
- a documented and submitted communicable condition and/or inability to engage in class/clinical/lab activities on the College of Health Professions Illness Documentation Form.

Please note:

- The College of Health Professions Illness Documentation Form must be submitted within 24 hours of the missed clinical/simulation/lab to the course faculty.
- If a student experiences multiple clinical absences within the term or semester, the student may receive a grade of "Incomplete" for the course.
- All Incomplete grades must be resolved prior to progression in the nursing program.
- A record of all clinical absences, tardiness, unsafe, and unprofessional behaviors will be maintained in the student's permanent file.
- If the student misses any clinical/lab/simulation the student will receive CAP points as directed by the form.
- If the student misses clinical/lab/simulation without notifying faculty and without submitting verification of illness and absence within 24 hours, it could result in course failure.
- Students should communicate with clinical instructors and faculty of any needed absence prior to the start of clinical/lab/simulation.

Approved 08/2019, Revised 12/2024

Testing Policies

Examinations

- All students will be required to present a valid picture identification (ID) card before taking a proctored 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. ***If taking the exam in the Student Success Center, the exam should be scheduled at the same time as the published schedule unless permission is granted from the instructor.***
- Students will have only one attempt on nursing exams.
- 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.
- A student arriving after the exam has started will be considered “late” and may be allowed to complete the exam in the remaining amount of class time or may be asked to take an alternate exam at another day/time. No additional time will be provided to complete the exam if the student is permitted to enter the exam after arriving late.
 - Students arriving to the exam greater than **5 minutes** after the designated start time may receive a 10% grading penalty.
 - A student may not begin an exam after another student has finished and left the exam room. That student will earn a grade of zero for the exam.
- When taking an assessment on ExamSoft, all students are responsible for checking their exam time at the start of the exam. If the time is ***incorrect***, the student must notify the exam proctor ***before*** beginning the exam. If an exam question is answered, this indicates the student has confirmed the exam time is correct, as stated by ExamSoft.

Makeup 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 using the Illness Documentation Form (located in the BSN Student Handbook), 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 the time, date, and place of the faculty’s discretion.
- *Make-up exams may differ from original exams. The format, number of questions, types of questions, and breakdown of material may differ.*

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 electronic device on which the exam is downloaded is allowed in the testing center. No other electronic devices are allowed. A blank piece of paper or dry erase board may be provided, if deemed necessary by the professor. Students will provide their own pencil or pen. Paper/dry erase boards will be returned to the exam proctor at the end of the exam.
- For exams with math calculations, a calculator will be provided by the exam proctor if not already provided in the testing platform.
- ***At no time will the following electronic devices be allowed in the testing environment: cellular or smartphones, Apple watch (or similar), or a secondary computer or iPad.***
- All textbooks, class notes, backpacks/purses, and all electronic devices are to be stored at a 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.
- Students may not leave the classroom (test setting) during the exam. If a student must leave for a personal reason, the professor may choose to reschedule the completion of that student's exam.
- No hats, caps, gloves, or bulky clothing of any type will be permitted in the testing environment. Necklaces must be tucked in shirt during exams. Religious or cultural clothing may be worn during exams.
- Random seating should be done whenever possible.
- Students must show the completion screen of any course assessment to the faculty member prior to leaving the testing environment for all ExamSoft exams and must submit all ATI assessments via the portal. If a student leaves the exam area without uploading and/or submitting their exam/assessment, they may receive a score of 0 for that exam/assessment.

Examsoft Information

Account

- All students must register for an ExamSoft® account for online access. Students must register for their ExamSoft® account using their Bellarmine student email address. Students must only use ONE account for ExamSoft® exams.
- Students are limited to their personal account only. Any sharing of username/password, or use of another student's ExamSoft® account, is considered an academic dishonesty violation and will result in a grade of zero on ExamSoft® assignments/exams and/or other penalties associated from violation of Academic Dishonesty policies.

Required Materials for ExamSoft®

- Students must bring their electronic device (iPad, computer, etc.) to live/virtual class on exam days and other days noted via the Professor(s).
 - Note that on exam days,
 - These electronic devices must be charged to at least 50% (or whatever battery life is needed for a minimum of 75 minutes of off-line work) and the student must bring their own power source/charger.
 - Students must have at least 500 MB of memory free on their device.
 - Students will download the ExamSoft® exam as directed by faculty.
- When taking an assessment on ExamSoft®, all students are responsible for checking their exam time at the start of the exam. If the time is incorrect, the student must notify the exam proctor before beginning the exam.

NCLEX PREPARATION ASSESSMENTS

ATI Assessments

ATI assignments provide assessment data about individual student mastery of selected content areas, with guided remediation activities. This process will include:

- Students will be required to take a **practice assessment** prior to taking their first proctored assessment. Students may take the practice assessment more than one time. The required remediation will be from the score on the first attempt. The practice assessment and remediation are required “ticket to test” before taking the proctored assessment.
- Although there may be content areas on the **practice assessment** that have not been discussed in class, the practice assessment will help prepare for the proctored assessment.
- Performance on the practice assessment will be used to identify areas for required focused review remediations with ATI’s books, videos, and online resources.
- Following the practice assessment attempt, students must complete the **focused review remediation** and submit it when they arrive for administration of the first **proctored assessment proficiency test**.

The proficiency breakdown for this assignment is:

Performance	1 st Attempt	Required Remediation/Assessment	Final ATI Grade
Proficiency level 3	10/10	No additional requirements	10/10
Proficiency level 2	9/10	No additional requirements/ 2 nd assessment attempt optional	1 st Attempt OR Average of 1 st & 2 nd Attempts
Proficiency level 1	7/10	Focused review remediation of 1 st attempt required & 2 nd assessment required	Average of 1 st & 2 nd assessment (0 if focused review remediation of 1 st attempt not completed)
Proficiency < 1	0/10	Focused review remediation of 1 st attempt & 2 nd assessment required	Average of 1 st & 2 nd assessment (0 if focused review remediation of 1 st attempt not completed)
Failure to submit practice assessment focused review	0/10	Focused review remediation & 2 nd assessment required	2 nd assessment score (0 if practice focused review remediation not completed prior to 2 nd assessment)

After the initial proctored assessment, students will be given an opportunity for a second attempt at the ATI proctored assessment to earn a higher proficiency level.

- If a student chooses to re-take the ATI proctored assessment the score of the 2 attempts will be averaged for the final ATI score. For example, if a student earns a proficiency level of 2 during the first attempt and level 3 on the second attempt, the student will earn 9.5 out of 10 points for the ATI attempt.

- *Students who earn a proficiency of *level 1* or *below level 1* on their first ATI proctored assessment will be required to take a 2nd proctored assessment. Failure to complete the repeat ATI proctored assessment will result in a grade of 0.

Prior to completing the 2nd ATI proctored assessment:

- Students whose scoring proficiency is at *level 1* or *below level 1* must complete a focused review remediation on the content areas identified on the “focused review” results from proctored assessment #1.
- Students must submit their focused review remediation upon arrival at the second ATI proctored assessment attempt.
- Details and directions for completing the focused review remediation will be provided in the event that the 2nd ATI proctored assessment is required.
- If a student earns a *level 1* or *below level 1* on the second attempt, the student will not be required to take a 3rd ATI proctored assessment, but an average of the 2 attempts will be assigned for the ATI grade.

Specific testing times for students will be posted in Moodle. Students will be expected to attend at their scheduled time. Students who are unable to attend at their scheduled time will be required to show written proof of an extenuating circumstance (e.g., death of immediate family member or a hospitalization). If a student fails to complete the 1st ATI proctored assessment on the assigned date, a grade of 0 will be assigned and the student will be required to take the 2nd ATI proctored assessment.

ATI Test Plan

Course	Nurse Logic	Practice Assessment	Proctored Assessment	ATI Orientation	Practice Questions	Weekly Readings	Nutrition
N205 - Foundations	X	X			X	X	X
N311 – Health Assessment					X	X	
N206 – Transcultural Communication	X Beginner					X	
N230 – Adult I		X	X				X
N221 – Pharm I		X					
N310 – Adult II					X	X	
N312 - EBP		X	X		X	X	
N330 – Women & Families		X	X		X	X	
N401 – Mental Health		X	X		X	X	
N305 - Peds		X	X		X	X	
N415 - Community		X	X		X	X	
N430 - Complex		X	X		X	X	
N455 - Leadership							
N499 – Comp Review	X	X	X				

NURSETHINK PRODUCTS

NurseThink® CJSim™ is an active learning platform that engages students with realistic client cases that enhance prioritization, delegation, and clinical judgment within the framework of Next Gen NCLEX®. CJSim™ may be used in a variety of ways, including pre-class preparation, in-class activities, independent student use for clinical judgement practice, post-conference clinical activities, and exam remediation.

Use of External Examinations

The academic progression policy of the program of nursing and course syllabi shall clearly outline the role of an external examination, including the frequency of and schedule for the testing, and the weight to be applied to results when calculating the final course grade. A course syllabus that references an external examination shall include information needed to calculate the impact of test results in any given external examination on the final course grade. If a course syllabus requires a specific average score for examinations as a condition for passing the course an external examination shall not be weighted more than the lowest weighted individual examination include within the course grade average (201 KAR 20:320, Section 4, 2024).

ExamSoft®

ExamSoft is the recognized testing platform in the Lansing School of Nursing and Clinical Sciences.

Exam Settings

For exams taken using ExamSoft, the following settings will be utilized:

- All tests will be proctored in some way. This may occur in person or using ExamMonitor and ExamID.
- Students will not be able to navigate backward, and an answer will be required before proceeding.
- Test questions and answers will be randomized as appropriate.

Approved 4/2021

Student Responsibilities

To facilitate the testing process the student must comply with the following:

- Students must register for an ExamSoft® account for online access using their Bellarmine student email address.
- Sharing username/password or use of another student's ExamSoft® account is considered academic dishonesty. In the event of such an occurrence, both students will receive a grade of zero.
- The student must bring his/her own charged electronic device for the exam.
- The student must bring current Bellarmine ID to any testing session.
- Students who receive testing accommodations through the Academic Resource Center (ARC) must take the initial practice test in the ARC to ensure all accommodations, i.e., extended time (1 ½ - 2x original length of time) are being met.

- When taking an assessment on ExamSoft®, all students are responsible for checking their exam time at the start of the exam. If the time is incorrect, the student must notify the exam proctor before beginning the exam.

Approved 08/2019; Revised 4/2021

ExamID & ExamMonitor

The ExamMonitor software system and ExamID will be used with remote assessments/exams to help ensure a fair and equal assessment for every student.

These tools provide:

- Identity verification via facial recognition
- Video/Audio recording with artificial intelligence (AI) and human review

What to Expect

Before the Student Begins

Follow these steps to minimize the risk of being flagged during the exam.

- Disconnect external cameras and mics - use built-in resources only, if available
- Remove all textbooks, notes, or other materials from the testing workspace unless instructed otherwise by the instructor
- Turn off cell phone and other electronic devices
- Remove headphones/earbuds
- Use the bathroom before starting the test!

Exam Start

Here is what to expect once the student enters the exam password.

- Biometric Consent - On the first test, the student must consent to ExamSoft capturing biometric information (i.e., taking picture). This is a requirement for the student to access the exam.
- Webcam/Microphone Access - On the first test, the student will be asked to allow access to their webcam and microphone. This is a requirement for the student to access your exam.
- Facial Recognition - Smile for the camera! The program will take the student's picture to verify their identity each time the student takes a test - no photo ID is required.

During the Exam

Video recording will begin automatically, including both webcam and screen capture throughout the entire assessment.

To avoid being flagged, be sure to follow these best practices. The student should:

- Ensure they have privacy for the entire exam. It is critical that the student not interact with other people or receive any outside assistance
- Remain focused on the exam, without looking at supplemental materials or devices (e.g., phone, textbooks, or notes)
- Not read exam questions out loud
- Not use their mobile phone at any time
- Not get up from your computer for any reason until the exam is complete

Finishing the Exam

Once the exam is complete, Exemplify will automatically upload the answer file along with the video recording to be proctored.

- The student should keep their computer connected to the internet with Exemplify until they verify that the upload is complete.
- If for some reason their computer is turned off before the upload is complete, it will automatically resume when the computer is turned on and connected to the internet.

Approved 4/2021

Electronic Device Requirements During Testing

- The device must be charged adequately for the allotted time of the exam.
- The device must have 500MB free memory.
- Students must download the ExamSoft® exam by the time specified from the course faculty.
- Any student who has not downloaded the exam prior to the deadline set by the course faculty will receive a 10% deduction in his/her grade for that exam.

Approved 5/2018

Final Exam Policy

Bellarmino University schedules final exams in three-hour blocks. It is left to the discretion of the faculty as to how the three-hour block is utilized. The Lansing School of Nursing and Clinical Sciences provides the following guidelines:

- The three-hour exam block should be utilized to thoroughly assess students' understanding of course content. Should faculty decide to limit the testing time within the three-hour exam block it must be noted in the course syllabus. Faculty should advise the students of the time limit as appropriate or deemed necessary.
- It is recommended the final exam should be comprehensive/cumulative. It is left to the discretion of the faculty to determine the length and breadth of the final exam. Final exam content should be noted in the course syllabus.
- The Student Success Center (SSC) final exam testing policy states final exams are scheduled at 8am and 1pm. The student's length of test time in the SSC will adhere to the student's accommodations and the length of test time established by the faculty member teaching the course.

Adopted by faculty 12/2017

The Clinical Recitation Initiative for Student Enrichment (RISE)

The Clinical RISE Program is intended for students that exhibit the need for enhanced instruction to ensure safe clinical judgment. This program is a mandatory part of clinical for any student referred to the program. Students may be referred to the program by faculty, clinical instructors, or simulation staff at any time during the semester/session, and participation will be required effective immediately. Any student meeting any of the following criteria will be referred to the Clinical RISE Program at the end of each semester:

- Exam average of less than 83%
- Course grade of a C
- Second ATI Assessment with a proficiency score <2
- Clinical judgment concerns
- Students also have the option to self-refer to the program for additional support and may attend as needed.

Students meeting the criteria for referral will be automatically enrolled into the Clinical RISE Program for the following semester/session. Students may still be enrolled into the Clinical RISE Program during the current semester/session but the timing of this referral can be made at the course faculty's discretion.

Referred Student Participation Requirements

Students referred to the Clinical RISE Program are required to:

- Attend all Clinical RISE Program meetings. Weekly meetings are mandatory. Not attending for any reason will result in the assignment of CAP points as outlined on the Course/Clinical, Simulation & Skills Lab Attendance & Professional Behavior (CAP) Tool.

***If students encounter an emergency that will prevent their attendance, they are required to contact the Clinical RISE faculty/staff member prior to missing a meeting. Excused absences require documentation (e.g., a medical excuse) and will necessitate completion of make-up activities.*

*****Unexcused absences may result in failure of the Clinical RISE Program, which would result in failure of the clinical and course.***

- All assignments, activities and make-up activities must be completed and submitted on time to successfully complete the clinical RISE program
- To earn a passing clinical grade for any and all clinical courses while the student is enrolled in the Clinical RISE Program during the same semester/session, all Clinical RISE Program requirements and assignments must be completed successfully.

Self-Referral Participation

- Students who self-refer to the Clinical RISE Program are encouraged to participate in scheduled activities and meetings but are not required to do so. Self-referred students are welcome to attend on a flexible, open-door basis to seek enrichment opportunities without mandatory commitment.
- Note: Students must receive a passing grade in clinical to successfully complete any nursing clinical course. A failure in the clinical results in a grade of "F" for the course. In addition, all critical skills and Clinical RISE must be successfully completed to successfully complete the clinical rotation.

Revised 12/2024

College of Health Professions Student Drug and Alcohol Policy

Introduction

The College of Health Professions (CHP) is committed to providing a quality education for Students admitted into its Programs. To protect the integrity of the Programs, as well as safeguard the welfare of Students and of clients receiving care from Students, this Policy addresses Drug and alcohol testing of Students involved in Instructional/Learning Activities through the CHP.

The purpose of this Student Drug and Alcohol Policy (the "Policy") is to notify Students and Faculty Members of the CHP's Drug and alcohol rules and testing procedures, and to provide assistance and due

process for Students who test positive for Drugs (including legally prescribed medications) and/or alcohol. This policy applies to all Students admitted to the CHP programs (“Program” or “Programs”) at Bellarmine University and is effective immediately. The testing of Students for Drug or alcohol use while engaged in Program-sponsored Instructional/Learning Activities will be completed through an independent agency contracted by CHP. Testing costs are the responsibility of the student. These costs are beyond the control of the CHP and are subject to change at any time without notice.

It is the policy of Bellarmine University to comply with federal and state laws and regulations regarding the usage and detection of Drugs and alcohol. In addition, it is the professional duty and ethical obligation, of health care providers and students to identify and report when they have reasonable suspicion of an impaired health worker. This Policy is subject to change at the sole discretion of Bellarmine University and/or CHP and is meant to supplement other relevant Bellarmine University policies, including but not limited to the *Policy on Alcohol* and the *Illegal Drug Use Policy* contained in the *Bellarmino University Student Handbook*. Violations of this Policy may result in the student’s inability to complete the program. The CHP bears no responsibility for a student’s inability to complete or participate due to a failed drug or alcohol screening.

Definitions

For the purposes of these guidelines, the following terms shall have the following meanings:

1. “Student” means any student enrolled in one of the CHP programs at Bellarmine University.
2. “Reasonable Suspicion” means that the student’s faculty member, clinical instructor, preceptor, supervisor, or his/her designee (collectively, “Faculty Member”) believes that the behavior, speech, body odor, or appearance of the student is indicative of the use of alcohol or Drugs, as described in detail in this Policy.
3. “Instructional/Learning Activities” include classroom and other activities on and off campus that involve patient care, instruction, or practice of preparatory skills as a component of health care provider practice, including but not limited to clinical practicums, internships, clerkships, service learning, community engagement, skills labs, and/or non-class associated practice at on-campus or off-campus sites.
4. “Medical Review Officer (“MRO”)” is a nationally certified, licensed medical doctor or osteopath responsible for receiving laboratory results under these guidelines who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate confirmed positive test results, medical history, and any other relevant biomedical information. Access to the MRO is through the agency contracted to complete the testing.
5. “Positive Drug Test” is determined by the MRO in accordance with guidelines established for healthcare workers.
6. “Positive Alcohol Test” means an alcohol test that is at or exceeds the Department of Transportation (“DOT”) Guidelines for blood, breath, or saliva testing depending on the test used, e.g., blood alcohol content of 0.04 or greater (under current DOT Guidelines).
7. “Drug” or “Drugs” means all of those drugs included in the current Medical Professional substance abuse profile (LabCorp, 2016). These may include, but are not limited to:

- Amphetamines (including Methamphetamine)
- Barbiturates
- Benzodiazepines
- Cocaine metabolites
- Cannabinoids (THC, Marijuana)
- Methadone
- Methaqualone
- Ecstasy
- Opiates (codeine, morphine)
- Phencyclidine
- Oxycodone
- Propoxyphene

Policy

The CHP prohibits the unlawful use or possession of Drugs or alcohol by any Student during any Instructional/Learning Activities associated with any Program. Prior to participation in a clinical course in their Program, all Students will be provided with a copy of this Policy and will be required to complete the CHP Student Drug and Alcohol Policy Acknowledgment Form (see Appendix A).

Per Bellarmine University policy as contained in the *Bellarmino University Student Handbook*, Students in possession of a controlled substance will be referred to the Dean of Students, and such conduct may result in suspension or expulsion from the University and/or a requirement that the student enroll and actively participate in a Drug or alcohol counseling and rehabilitation program as a condition of continued enrollment or readmission.

In addition, the improper use of any Drugs or alcohol by any student in the CHP may constitute grounds for removal from all Instructional/Learning Activities and/or cause for termination from the program. Students who participate in an CHP Program may not Test Positive for Drugs or Test Positive for Alcohol, with the exception that a student who Tests Positive for Drugs will be provided an opportunity to explain if that positive test is the result of his or her use of legally prescribed medication.

Mandatory Drug Screening

Many clinical training sites now require students to undergo drug testing, similar to what is required of their employees. Therefore, all Students will submit to a drug screen and test negative for Drugs before engaging in any Instructional/Learning Activities.

Consequences

1. **Refusal to Participate in Mandatory Drug Screening:** If a student fails to comply with the policy, they will not be allowed to begin any Instructional/Learning Activities within the School.
2. **Negative Drug Screen Test Result:** The Student will be allowed to participate in all Instructional/Learning Activities as planned if results of the negative drug screen are received by the requested deadline. Students who fail to meet the deadline will incur a \$50.00 fine charged to their student account and will be unable to attend Instructional/Learning Activities until the deficiency in documented information has been resolved.

3. **Positive Drug Test and Self-Admission:** If a student receives a Positive Drug Test, or if the student admits to a Drug and/or alcohol problem, the student will not be allowed to attend any Instructional/Learning Activities and will be referred to their chairperson and school Dean.

Drug and Alcohol Screening for Reasonable Suspicion

In addition, students will be tested for the use of Drugs and alcohol upon observation of behavior that creates a Reasonable Suspicion of alcohol or Drug use; this could include conduct that prevents the student from performing the essential functions of his or her role in the Instructional/Learning Activity, or which poses a direct threat to the health or safety of others. Other behavior which could create a Reasonable Suspicion of Drug or alcohol use by a Student includes, but is not limited to: odor of alcohol or Drugs, unsteady or staggering gait, rapid or slurred speech, pinpoint or dilated pupils, unresponsiveness, bloodshot eyes, fine motor tremors, difficulty participating in activities, nausea, vomiting, sweating, erratic behavior, incoherent speech, verbal or physical outbursts, self-report of Drug use or alcohol abuse, unsafe behavior, unsatisfactory care for others, and threats to harm self or others. Students in an CHP Program are expected to act in conformity with, and will be held accountable to, the same professional standards of licensed healthcare professionals during all educational and Instructional/Learning Activities. While it is not the intent of the CHP to monitor Students' behavior outside of their Program, Students' use or suspected use of Drugs and alcohol outside of the Program may adversely impact their behavior during their Program's Instructional/Learning Activities and may lead to a Drug or alcohol test based on Reasonable Suspicion of Drug or alcohol use. The student will bear the cost of the screening based on a Reasonable Suspicion of Drug or alcohol use.

Faculty Members are encouraged to consult with other faculty members and clinicians, or other health care providers who may have witnessed the behavior, if possible, to validate the basis for Reasonable Suspicion testing. If the Faculty Member determines that Reasonable Suspicion of Drug use or alcohol use is present, Faculty Member should take the following steps:

1. Remove the Student from the Instructional/Learning Activity:
2. Move the Student into a private setting and in the presence of a witness, if possible.
3. Discuss the suspicious behavior with the student and allow the student to explain.
4. Decide whether Reasonable Suspicion exists for Drug and/or alcohol testing, in conformity with this Policy; and
5. Make arrangements for Drug and/or alcohol testing, if necessary, or allow the student to return to the Instructional/Learning Activity.
 - I. Notify the Department Chairperson the of drug and/or alcohol testing need
 - II. If unable to reach the Department Chairperson, notify the "on call" Student Affairs staff member
 - III. If in the Louisville area, call the Yellow Cab Service at 502-636-5511 for transportation needs
 - IV. Call Mainline Drug Testing Services, LLC to determine the closest testing facility (412-884-6967 or 412-398-8074)
 - V. Provide the student with the drug testing form

- VI. Either the clinical faculty member/preceptor or Department Chairperson (or their designee) should escort the student to the testing facility, wait for specimen collection to occur, and then using Yellow Cab, escort the student to their residence.

If the Faculty Member determines that Reasonable Suspicion exists for a Drug and/or alcohol test, the student must submit to a Drug and/or alcohol test at the earliest time possible in accordance with arrangements made by the Faculty Member. A Student tested for Drug or alcohol use, based on Reasonable Suspicion, will not be allowed to participate in Instructional/Learning Activities until he or she meets with the Faculty Member, Chairperson and school Dean.

If a student is asked to submit to a Drug or alcohol test in accordance with this Policy, the involved Faculty Member will immediately, or within one business day for evening or weekend occurrences, notify the Chairperson of their program. The Faculty Member will also make a written report for their chairperson within two working days of the event identifying the student involved and describing the student's conduct, names of witnesses, and a summary of the events that led to the Reasonable Suspicion Drug or alcohol test.

Consequences

1. **Refusal to Test for Drugs or Alcohol:** If a student fails to produce the requested sample at the date and time designated, the student will be allowed 30 minutes to reconsider the decision and the faculty member will notify the Chairperson immediately. A student who refuses to take the test after the 30-minute waiting period will be treated as if he or she received a Positive Drug Test or Positive Alcohol Test.
2. **Negative Test Result:** If the drug or alcohol test is negative, no action will be taken, and the student will be allowed to participate in all instructional/learning activities. The student will be allowed to make-up any missed clinical/laboratory time at no cost.
3. **Positive Drug Test or Positive Alcohol Test, Other Policy Violations, and Self-Admission:**
 - a. If a student receives a Positive Drug Test or Positive Alcohol Test, if a student violates this policy in any other manner, or if the student admits to a Drug and/or alcohol problem, the student will be immediately removed from all Instructional/Learning Activities and the Faculty Member will notify the Chairperson and school Dean.
 - i. At a minimum, a student who violates this Policy will receive a zero for the missed clinical/laboratory day when the student was removed for testing.
 - ii. The student will be responsible for payment of all costs associated with making up the clinical/laboratory day.
 - b. If a student who receives a Positive Drug Test will be provided with an opportunity to explain any Positive Drug Test that results from his or her use of a legally prescribed controlled substance, and such circumstances will be taken into account in determining the consequences of the Positive Drug Test.

Student Conduct Proceedings for Violation of the Drug and Alcohol Policy

A Student found in violation of this Policy will be referred to the Chairperson and school Dean, as well as Bellarmine University's Dean of Students. A Positive Drug or Positive Alcohol Test result could result in the student's suspension or dismissal from the CHP program and from Bellarmine University, and/or a requirement that the student enroll and actively participate in a Drug/alcohol counseling and rehabilitation program as a condition of continued enrollment or readmission. These regulations are not

substituting for criminal sanctions provided for by state and federal statutes or regulations. Please reference the *Bellarmino University Student Handbook* for more information on student conduct proceedings.

- If not suspended or dismissed from the CHP program and/or Bellarmine University, the Student will not be allowed to participate in Instructional/Learning Activities until he/she fulfills all terms set forth by the CHP and Bellarmine Dean of Students.
- A second positive Drug or alcohol test or violation of this Policy will result in dismissal from the CHP program.

Confidentiality

The University will take reasonable measures to ensure individual privacy under this Policy including, without limitation, keeping all Drug and alcohol test results confidential to the extent possible. Drug or alcohol test results will only be released in accordance with applicable federal and state laws and regulations.

The entirety of the College of Health Professions Student Drug and Alcohol Policy
Reviewed by Mark Wiegand, Tony Brosky and Nancy York 7/11/14, 7/2016, 8/23/2017 Approved by
University Council 7/22/14, 8/10/2016 Approved by LSNHS Chairs/Deans 9/8/2014, 8/12/2016

Clinical Requirements

Clinical Immunization and 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 tracking vendor used by the nursing department. The nursing department uses an outside vendor to track completion of these requirements. Students 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 specific items (TB Screening: yearly, CPR: every 2 years). See website for further details or nursing administrative assistant for assistance: <https://www.castlebranch.com>.

- **Health screening and clinical practice requirements must not expire during the academic year.**
- **A student is required to have a return to school/work statement from a health care provider for readmission, reenrollment, and/or continuance in the nursing program following severe illness, hospitalization, physical injury, pregnancy, emotional disorder, etc. This statement must indicate that the student is able to return to the clinical setting and meet the technical standards as outlined in the BSN Student Handbook.**

All required health records are due by the 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 requirements are incomplete. If incomplete, the student will be given specific information regarding what is missing. Those students with incomplete clinical documentation

by the due date will be unable to attend clinical until the deficiency in documented information has been resolved.

Vaccination Policy

In 2018 the Centers for Disease Control and Prevention (CDC) reported healthcare facilities across the United States are increasingly requiring healthcare workers be vaccinated for vaccine-preventable diseases to reduce disease outbreaks. Therefore, those who choose not to be vaccinated for personal, religious, or medical reasons are not eligible for admission to the School of Nursing.

<https://www.cdc.gov/phlp/publications/topic/vaccinationlaws.html>

Documentation of Immunizations or Immunity Status/Requirements

An Immunization Certificate (see Forms Section) should be completed by a health care provider and submitted to the online tracking vendor for the track in which the student is enrolled. Students should follow the dates listed on the tracking vendor's site. The BSN policies concerning immunization and immunity are based on clinical facility requirements and the [Centers for Disease Control \(CDC\) Healthcare Personnel Vaccination Recommendations \(2017\)](#).

Vaccinations/immunizations may be available for a fee through the [Office of Health Services](#) on campus. Contact Health Services directly for more information.

Medical Contraindications to Vaccinations (e.g., pregnancy, immune-compromised, etc.)

The Waiver for Immunizations (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.

Approved 2/2019

Immunizations Include:

1. Measles, Mumps, and Rubella (MMR)

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

- laboratory confirmation of disease or immunity (titer) **OR**
- two doses of MMR vaccine administered at least 4 weeks apart **OR**
- 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.

If mid-series, the waiver form must show scheduled completion of the series.

2. 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.

3. **Varicella**

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).

If mid-series, the waiver form must show scheduled completion of the series.

Note that history of disease (chicken pox) is not accepted in lieu of vaccine.

4. **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.

If mid-series, the Waiver for Hep B Vaccination form must show scheduled completion of the series.

5. **Annual TB Screening**

All students should receive baseline TB screening upon admission to the nursing major, using the blood test for *M. tuberculosis* to determine infection with *M. tuberculosis* or the two-step TB skin testing process (4-step process). This screening must be updated annually, and documentation submitted to the tracking vendor. Evidence of annual TB screening includes the following:

- Negative serum blood tests for *M. tuberculosis* or negative two-step TB skin testing results
- Symptom screening for student with a history of positive TB blood test

Refer to TB Testing Helpful Information (in Forms Section) prior to scheduling your appointment.

Positive TB

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 follow up with their Healthcare Provider and the BSN Chairperson.

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

6. **Influenza Vaccination**

Students must submit proof of current flu vaccine to the tracker by the date indicated on the tracking vendor's site. If unable to receive flu vaccine due to medical or religious reasons, documentation from the student's healthcare provider is required.

7. **COVID-19 Vaccination**

Covid Vaccination requirements are to be completed prior to the start of the semester per the dates outlined in CastleBranch. **Our community partners recommend a 2-shot series.** Community partners follow CDC guidelines with varying exceptions. Please consult the CDC website to obtain personalized recommendations based on age and risk. See COVID-19 Policies and Procedures for Exemption Request Procedure.

Other requirements include:

8. **American Heart Association (AHA) BLS Provider CPR Certification**

Current CPR must not expire within the following periods:

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

Traditional students: August through May (traditional academic year)

Students are required to complete an approved program for Basic Life Support (BLS) Healthcare Provider CPR Certification. Basic Life Support (BLS) Healthcare Provider CPR from either the American Heart Association or American Red Cross are acceptable and MUST include a skills demonstration check-off component. Programs that are totally on-line do not meet this requirement. This certification must be renewed every 2 years. Students must submit their Certificate 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 BLS provider CPR certification. CPR certification must be effective during the academic year and cannot expire during a nursing course.

9. **Criminal Background Check-Completed**

All incoming students must submit request for criminal background check (<https://www.castlebranch.com>) prior to the program starting date. A student's acceptance into the program may be revoked if the results of the background check prevent student placement with clinical education affiliates. Cases will be evaluated on an individual basis by the Admission, Progression and Graduation Committee, in consultation with the department chairperson, the state board of nursing, and/or other university administrative personnel. In addition to the background check, all student names and social security numbers will be submitted to the Kentucky Nurse Aide Registry for review.

10. **Mandatory Drug Screening**

Many clinical training sites now require students to undergo drug testing, similar to what is required of their employees. Therefore, all students must submit to a drug screen and test negative for drugs before engaging in any instructional/learning activities. This process will be managed through the student's account at www.Castlebranch.com.

11. **Completed Acknowledgment Forms (see Forms Section)**

- Acknowledgment of Program Requirements and Policies (2 pages)
- Acknowledgment of Nursing Technical Standards
- College of Health Professions Student Drug and Alcohol Policy Acknowledgment Form

All students must submit these forms electronically to the tracking vendor's website by the deadline for the track in which the student is enrolled.

12. Submission of HIPAA/OSHA e-learning Certification

Students are required to complete the HIPAA/OSHA Training Module as explained in the Castle Branch tracker. The instructions are available for review within the tracker.

13. CNA Requirements (for Accelerated Students ONLY)

Accelerated Second-degree students must provide documentation of either their CNA Certificate of Completion, a copy of their CNA license, unofficial transcripts of a CNA course, or a pre-approved job description to the tracking vendor site.

Approved 8/2017, Revised 5/2023

CastleBranch Student Instructions

ABOUT CASTLEBRANCH.COM

CastleBranch is a secure platform that allows the student to order their background check, immunization tracker, drug test, and HIPPA/OSHA e-learning certification online. Once the student has placed their order, they may use their login to access additional features of **CastleBranch**, including document storage. Results are posted to **CastleBranch** upon completion.

BEFORE PLACING YOUR ORDER

Required Personal Information - In addition to entering their full name and date of birth, the student will be asked for their Social Security Number, current address, phone number and e-mail address.

Immunizations - Immunization trackers provide secure online storage for all of the student's important documents. At the end of the background check order process, the student will be prompted to their to-do list to build their immunization tracker and upload specific documents required by the school for immunization, medical or certification records.

PLACE YOUR ORDER

Go to: <http://www.CastleBranch.com> and click on "Place Order" then enter package code:

Both Trackers below include = Background Check + Immunization Tracker + Drug Test + HIPPA/OSHA e-learning certification

The student will then be directed to set up their **CastleBranch** account.

A la carte services are provided when necessary. Please see the Nursing Department Administrative Assistant for this individual package code.

*Accelerated trackers are set to expire one year from the date they are created. A renewal fee will apply if student is on/transitions to the 2-3-year option of the Accelerated track.

VIEWING DOCUMENTS

Once documents have been uploaded, student results will be posted directly to their CastleBranch account. The student will be notified if there is any missing information needed to meet the requirement(s). Although 95% of reviews are completed within 3-5 business days, some may take longer. The order will show as “In Process” until it has been completed in its entirety. Please contact a Student Support representative if requirements have not processed completely within 5-7 business days. The school's administrator can also securely view the student's tracker online with their unique username and password.

NEED HELP?

If assistance is needed with the immunization tracker, please visit the help section located in the upper right corner of the website. Here, the student will find tutorials that will show the student how to create their account all the way through completing each requirement.

If further assistance is needed, please contact CastleBranch at customerservice@castlebranch.com or (888) 723-4263 and a Student Support Representative will be available Monday-Friday 8am-8pm.

Clinical-Lab-Simulation Policies

Simulation Policy Statement

Nursing courses may replace clinical hours with simulation-based experiences in accordance with [KBN regulation 201 KAR 20:320 Section 3](#). Simulation-based experiences are “facilitated by formally trained simulation faculty using the standards of best practice in simulation from International Nursing Association of Clinical Simulation and Learning and adhering to theory-based debriefing methods using subject matter experts in a simulation environment comprised of equipment and supplies which create a realistic environment.” Faculty training in simulation will be monitored by the Simulation Lab Director.

The ratio will be 1:1.5 simulation to clinical hours. For everyone (1) hour spent in the simulation lab a student receives credit for 1.5 hours of clinical time. Skills lab/simulation experiences may be used for make-up clinical experiences.

Approved 04/2017

NURSING SKILLS & SIMULATION LAB

Learning experiences in the simulation lab spaces are designed to support student assessment, communication, psychomotor and cognitive skills in a safe learning environment. A variety of strategies, ranging from low to high fidelity, are used to give learners the opportunity to practice clinical skills in a realistic learning environment. Simulation lab experiences are scheduled in advance via faculty requests to simulation lab personnel.

Prior to their first learning experience in the lab, students will be provided an orientation to equipment and space. Unless otherwise approved, no supplies and/or equipment are to be removed from the labs. When leaving, all items used are to be returned to their proper place and the area is to be left clean and neat. Any issues with supplies or equipment should be communicated with lab staff.

Revised 4/2021

Clinical Facilities, Placement & Transportation

CLINICAL FACILITIES

- Students are not entitled to any type of compensation from the clinical facility for their activities pursuant to the Clinical Facility Agreement.
- Each clinical facility is responsible for providing instruction regarding institutional policies.
- Clinical facilities will provide workplace/clinical setting protections consistent with those of employees, according to OSHA Standards and Regulations.
- No eating, drinking, smoking, vaping, 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 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.

Clinical, Simulations, and Skills Lab Attendance & Participation (CAP) Tool

The CAP tool was developed to provide a means to track student attendance and performance within the clinical, simulation and lab settings.

There are three portions to fully implement this tool.

1. [CAP Agreement Form](#): The student with sign their CAP agreement annually in their CastleBranch Tracker.
2. [CAP Tool](#): This document will be used if the student is out of compliance with CastleBranch Tracker requirements and deadlines; or exhibits tardiness/absences or unprofessional/unsafe behaviors.
3. The [Nursing Clinical Success Plan](#) & [Follow-Up to Success Plan Fillable PDF](#) forms are designed to encourage success in *any* student who demonstrates unsatisfactory behaviors in the clinical setting or is “at risk.” They provide written documentation of the issues that are causing the student to be considered unsatisfactory or “at risk” for failure, what changes are required, and a specific “student-driven” plan to help the student resolve the issue. (Refer to BSN Handbook Performance Standards section for more information.)

Revised 2/2023

Insurance

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 and Clinical Sciences 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.

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.

Approved 4/2008

Incident Management

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.

Services

COMPUTER LABORATORY

Computer labs are located across campus. They contain computer hardware and software for faculty and student use. These are unassisted labs, but assistance can be sought from the [Technology Support Center](#) (502-272-8301).

ACADEMIC ADVISING

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 students in revising their schedules.

A student can learn their assigned academic advisor by logging into the student portal through *One Bellarmine*. Contact information for the academic advisor is provided there as well as on the University website. Students are encouraged to contact the [Student Success Center \(SSC\)](#) for advising questions.

DISABILITY SERVICES

Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Director of Disability Services, Krista Schutz-Hampton, located in CNMH 076, or Alexia Gardon, Disability Services Coordinator, in CNMH 074. Students can apply for services online at <https://bellarmine-accommodate.symplicity.com/> or call 502.272.8490 or email kschutz-hampton@bellarmine.edu for more information. Students are encouraged to make these arrangements with Disability Services as early in the semester as possible so that a student and his/her course instructor can collaborate for a successful course experience.

HEALTH SERVICES

[Bellarmine University Health Services](#) is focused on health promotion, disease prevention and holistic health. Care is provided by a registered nurse and/or Nurse Practitioners with different areas of expertise. All Bellarmine students may use any of these services. Services are free and confidential. Health Services can be reached at 502-272-8313.

COUNSELING SERVICES

[Bellarmine University Counseling Center](#) provides short term mental health services including personal counseling, group counseling, psychological assessment, consultation, and referrals. Services are free and confidential for all currently enrolled Bellarmine University Students. The Counseling Center can be reached at 502-272-8480. More information is provided at the [website](#).

FINANCIAL AID SERVICES

Bellarmine University Financial Aid Office is available to all Bellarmine University Students. The [Financial Aid Office](#) can be reached at 502-272-7300 and is located in Horrigan Hall, Room 213. More information is provided at the [website](#).

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 4/2013

BSN Handbook Forms Links

Policy Acknowledgment Signature Documents

*Included in this document:

- Acknowledgment of Program Requirements and Policies (2 pages)
- Statement of Acknowledge of Nursing Technical Standards
- College of Health Professions Student Drug and Alcohol Policy Acknowledgment Form

Application to 4-year Baccalaureate Nursing Major

Immunization Documents

*Included in this document:

- Immunization Requirements and Due Date for Traditional Track
- Immunization Requirements and Due Date for Second-Degree Track
- Immunization Certificate
- Seasonal Influenza Vaccination Form
- Tuberculosis Screening Questionnaire
- Waiver for Hepatitis B Vaccination
- Waiver for Immunizations Other Than Hepatitis B Vaccine

TB Testing Helpful Information

Admission, Progression, and Graduation (APG) Forms

*Included in this document:

- Progression Petition

Clinical RISE Referral Form

Clinical Forms

- [Clinical Incident Report](#)
- [Illness Documentation Fillable PDF](#)
- [CAP Agreement Form](#)
- [CAP Tool](#)
- [Nursing Clinical Success Plan Agreement Fillable PDF](#)
- [Follow-up to Clinical Success Plan Fillable PDF](#)