

Berea College Department of Nursing

Student Handbook 2018-2019



Picture yourself as a Berea College BSN Graduate!

All policies were reviewed, revised and approved on: August 20, 2018

Nursing Students are responsible for reviewing, reading and following all policies outlined in the Nursing Student Handbook. Students will be notified of any changes to the Nursing Student Handbook.

CONTENTS

Handbook Purpose.....	3
Mission	3
Philosophy	3
Goals.....	3
Admission to Nursing Major	4
Progression Through the Nursing Major.....	5
Grading Scale	5
Remediation Policy.....	5
Testing and Grading Policy	6
Eligibility for Licensure.....	7
Alumni-Student Mentoring.....	7
Caring Connections	7
Academic Honesty.....	8
Clinical Skills Competency.....	8
Sharps and Biowaste Policy.....	11
Biomedical Safety.....	11
Medication Calculation Clinical Competency	11
Attendance	11
Expected Professional Behaviors.....	12
Conflict Resolution & Chain of Command for Academic Issues	12
Grievance Procedures	13
Social Media Policy.....	13
Classroom Testing Environment Policy.....	13
Required Documentation for Clinical Agency Placement	14
Immunizations & Insurance Documentation.....	15
TB Testing Policy	16
Skills and Simulation Labs	17
Simulation Policy & Code of Conduct.....	18
Clinical Evaluation Policy	19
Kentucky Board of Nursing (KBN).....	19
Student Health Standards.....	20
Infection Control Policy.....	20
Defensive Driving.....	21
Disability Policy	21
Resources and Hutchins Library	21
Emergency Procedures and Evacuation Plans	21
BCASN--Berea College Association of Student Nurses.....	22
Student Representation on Committees	23
Nursing Student Course Charges and Fees	24

APPENDIX

A. NOTIFICATION OF FAILURE TO COMPLY--REMEDATION.....	25
B. NOTIFICATION OF FAILURE TO COMPLY--CLINICAL REQUIREMENTS	26
C. FOUR-YEAR NURSING CURRICULUM PLAN	27
D. OLD (PHASING-OUT) FOUR-YEAR NURSING CURRICULUM PLAN	28
E. DRIVER AUTHORIZATION FORM.....	29
F. HANDBOOK AGREEMENT & PHOTO CONSENT FORM.....	30
G. CONSENT FORM TO RELEASE STUDENT INFORMATION.....	31
H. INITIAL TUBERCULOSIS SCREENING QUESTIONNAIRE	32
I. GROUP-A ANNUAL ONE-STEP	33
J. GROUP-A TWO-STEP	34
K. GROUP-B CHEST X-RAY.....	35
L. GROUP-B ANNUAL TB SURVEILLANCE FORM	36
M. GROUP-C CHEST X-RAY	37
N. GROUP-C QUANTIFERON BLOOD TEST.....	38
O. GROUP-C ANNUAL SURVEILLANCE FORM	39

PURPOSE OF THE HANDBOOK

The Department of Nursing Student Handbook is a supplement to the Berea College Catalog and Student Handbook; it is not a replacement of College policies. These policies are subject to change. Nursing students will be notified of changes. The most current edition is posted online at <https://www.berea.edu/nur/resources/>

The Common Learning Goals and Eight Great Commitments of Berea College are reflected in the mission, goals, and expected student learning outcomes of the Nursing Department.

THE NURSING DEPARTMENT MISSION

In keeping with the learning goals articulated in *Being and Becoming: Berea College in the 21st Century* and the Great Commitments of Berea College, the mission of the Department of Nursing is to prepare students with great promise and limited economic resources from Appalachia and beyond for professional nursing in a changing practice environment. The Department prepares students as leaders, lifelong learners and advocates for health, providing a strong foundation for graduate study in nursing (Nursing Faculty Organization Curriculum Minutes, September 17, 2014).

THE PHILOSOPHY OF THE DEPARTMENT OF NURSING

The philosophy of the Department of Nursing about key constructs and concepts provide the foundation of the program. Caring is viewed as the paradigm of the Department. The key concepts existing within that paradigm are critical thinking/teaching-learning, person, nursing, environment, and health.

NURSING DEPARTMENT GOALS

<http://catalog.berea.edu/en/Current/Catalog/Departments-of-Study/Nursing>

ADMISSION TO THE NURSING MAJOR

All students must make a formal application to the nursing major according to the Berea College declaration of *primary* major process. The Declaration of Major process is initiated by the Department of Academic Services and completed according to the guidelines:

[2018-2019 Catalog--Department of Study--Nursing](#)

Beginning **fall 2016** the following criteria for declaration of nursing as a major will be used for **all** students:

1. Minimum cumulative GPA 3.0
2. Minimum pre-nursing collaterals* GPA 3.0 (based on BIO 101 Human Anatomy and Physiology I, BIO 102 Human Anatomy and Physiology II , PSY 100 General Psychology, CHM 113 Allied Health Chemistry, BIO 207 Pathophysiology, BIO 222 Microbiology, and CFS 221 Fundamentals of Nutrition)
3. (For International Students and those with English as a second language) TOEFL (Test of English as a Foreign Language) Internet-based test (iBT) minimum score of 83, with minimum score of 26 on the spoken portion before the first day of the third term of enrollment at Berea College.

*For transfer students, the pre-nursing collateral GPA will be calculated based on students' grades earned (BIO 101, BIO 102, PSY 100, CHM 113, BIO 207, BIO 222, and CFS 221) as they are evidenced on their official transcripts from the grade-granting institution.

Note: Nursing courses from other institutions may not be transferred to meet Berea College Nursing course requirements.

Students must be officially admitted to Nursing as a Major prior to beginning junior (300 level) nursing courses. After a student's Declaration of Major form has been received in the Department of Nursing, the following actions will take place:

The faculty of the Department of Nursing meets to review the applicant's academic record.

- A. If the student is **accepted**, he/she will be permitted to declare a major in Nursing.
- B. If the student **is not accepted**, the student will receive notification from Academic Services indicating the reason for this decision.

PROGRESSION THROUGH THE NURSING MAJOR

I. Requirements

- A. Once admitted to the Nursing major, all students must maintain the following standards to progress from one semester to the next:
 1. Maintain a minimum GPA of 2.5
 2. **May repeat only one NUR designated course.** If not successful on the second attempt, the student will not be allowed to progress in the Nursing major and encouraged to seek another major.
 3. **May repeat only one of the following courses: BIO 101, BIO 102, BIO 207, BIO 222, and CHM 113.** If not successful on the second attempt, the student will not be allowed to progress in the Nursing major and encouraged to seek another major.
 4. **No grade lower than a “C” in each nursing course and in all required collateral courses.** In Nursing, a “C-“is considered a failing grade.
- B. A nursing student will demonstrate appropriate professional qualities of judgment, disposition, and respect in the classroom and clinical setting at all times.
- C. Following withdrawal from the College, the student must apply to be readmitted into the Nursing Major.
- D. Students in the Nursing Department must obtain 15.5 Nursing Credits and 20.5 outside credits totaling 36 for graduation.

GRADING SCALES

Grading Scale for Berea College

Coursework achievement is recorded by a grade of A, B, C, D, or F. The grade point average (GPA) is determined on a four point scale, A = 4.0, B = 3.0, C = 2.0, D = 1.0, and F = 0.

Grading Scale for Nursing Department

The grading scale adopted by the Nursing Department is as follows: (effective Fall Term 2009)

92 - 100	A
83 - 91	B
77 - 82	C
70 - 76	D
<70	F

The test grade average and the final course grade will be rounded to the closest whole number at 0.5 (Example: 72.4 = 72; 72.5 = 73) **“C minus” is not acceptable for nursing and any required collateral course.**

HESI REMEDIATION POLICY

The Nursing Program has adopted the Evolve/HESI Assessment Program for standardized testing and remediation throughout the curriculum. These required assessments are used to determine the needs of students and where to focus teaching and learning efforts.

All students are required to remediate after each HESI exam

After Version 1:

Students are required to remediate 25 items with 2-3 take away points and submit this remediation prior to Version 2.

After Version 2:

Students are **required** to remediate 100 items with 2-3 take away points using the HESI generated individualized remediation plan. This applies to the following HESI exams: Assessment, Fundamentals, Pathophysiology, Pharmacology, Medical Surgical, Pediatrics, Mental Health, Community, Management, Maternity and HESI-Exit. The due dates for submission of the completed remediation are outlined in the table below.

OLD Curriculum

HESI Examination	Course	Due 1st Day of Class
Health Assessment	NUR 341	NUR 342
Fundamentals	NUR 342	NUR 350
Pathophysiology	BIO 207	NUR 354
Psych-Mental Health	NUR 351	NUR 355
Med-Surgical	NUR 353	NUR 448
Pharmacology	NUR 354	NUR 350
Pediatrics	NUR 355	NUR 447
Maternity/Women's Health	NUR 447	NUR 450
Community	NUR 448	NUR 449

NEW Curriculum

HESI Examination	Course	Due 1st Day of Class
Nsg. Practice I	NUR 225	NUR 226
Nsg. Practice II	NUR 226	NUR 351
Pathophysiology	BIO 207	NUR 301
Maternity/Women's Health	NUR 301	NUR 355
Psych-Mental Health	NUR 351	NUR 350
Pediatrics	NUR 355	NUR 448
Adult Health II	NUR 400	NUR 450
Community	NUR 448	NUR 449

Steps to Remediation:

- a. Click on each item in their plan;
- b. Read the material;
- c. Highlight points or key terms;
- d. Must remediate 100 nonduplicated items from your Remediation Plan;
- e. Write 2-3 take-away points from each item;
- f. E-mail their remediation plan to their teacher;
- g. Must be submitted on the first-day of the designated course in the table above.

Note: Students who do not have Internet access may download remediation as a pdf document.
Implemented Fall 2015; Revised 8/15/2017; Revised 8/20/2018

TESTING AND GRADING POLICY

Eighty-percent (80%) of any course grade will be based on measures of objective, individualized testing scores (quizzes, tests, HESI case studies and end-of-course tests). All test content will be evaluated for currency. The faculty will perform a test item analysis after each exam and will use the results for test and course improvements. Each faculty will administer three to five course-specific exams spread throughout the semester. Each exam will consist of a minimum of 50 NCLEX style questions. Faculty will utilize two versions of each HESI per course (whenever possible/available). The average of the V1

and V2 HESI course-specific conversion test scores (if available) will make up 20% of the overall 80% course test grade.

All students must achieve a minimum 77% test grade average (80% course grade) before other measures of assessment are included. If the students fail to achieve the minimum 77% test average, the final course grade will be calculated based on the test score average.

The remaining 20% of course grades will come from other measures of assessment of student learning. The 20% will include additional points allocated from measures of active learning with formal grading rubrics. All possible course points to be earned are specifically allocated in the grading section of the course syllabi and supported by rubrics.

Course exams, when possible, are to be given in the NCLEX style, i.e., computer based, classroom setting with a proctor and a “lockdown” browser. Students who score less than a C (77% on any exam) must initiate and schedule a meeting with the faculty member to complete a comprehensive test review and develop test-taking, study or coping strategies that may help.

Failure of students to remediate exams will result in completion of the document in **Appendix A**. Implemented Fall 2015; Revised 8/15/2017; Revised 8/7/18.

ELIBIBILITY FOR LICENSURE

Upon graduation from Berea College with a BSN degree, students become eligible to register for the NCLEX-RN examination. Application processes and fees vary among states. Please refer to the particular Board of Nursing in the state where you want to pursue licensure for specific details.

ALUMNI-STUDENT MENTORING: ACHIEVING EXCELLENCE IN NURSING FOR APPALACHIA AND BEYOND

Alumni-Student Mentoring: Achieving Excellence in Nursing for Appalachia and Beyond

Berea College Nursing Alumni-Student Mentoring Program matches currently enrolled junior and senior nursing students with volunteer alumni mentors. This alumni-student relationship is for the purpose of career advising, networking, enhancing communication skills and developing the professional nurse role.

The goals of the Alumni-Student Mentoring Program are as follows:

1. Explore career choices in nursing.
2. Practice professional communication skills with nursing alumni.
3. Discuss the networking and how it may enhance collegial relationships.
4. Explain role expectations of the professional registered nurse.
5. Discuss practice issues relevant to the professional registered nurse.

During the fall semester, the Alumni-Student Mentoring Committee matches each interested student with an alumnus. This program typically involves a one- to two-year commitment, from the time of the initial contact between a nursing student and alumni mentor to three months after graduation depending on whether the student is enrolled in junior or senior courses. Student and Alumni mentor are expected to have monthly communication via a method mutually agreed upon between the student and mentor.

CARING CONNECTIONS

At the beginning of the nursing student’s spring term senior year, a nursing faculty member will meet

with student(s) weekly for one-hour to focus on NCLEX content and test questions. Faculty will track attendance at meetings and student participation is mandatory.

EXTENSION OF TERMS BEYOND FOUR (4) YEARS

All Berea College students are expected to graduate within 8 terms of attendance. Nursing students whose academic progress is delayed, may be allowed to extend their education at Berea College to nine (9) or ten (10) terms including transfer terms, but only upon the approval of Associate Provost for Academic Services at the recommendation of the Department of Nursing Faculty as outlined in the Berea College Student Handbook. An extension to eleven (11) terms is allowed, only upon the approval of Student Admission and Academic Standing (SAAS) Committee. (See appendix C & D)

ACADEMIC HONESTY

The consequences of academic dishonesty are identified in the Berea College Catalog and Student Handbook.

<http://catalog.berea.edu/en/Current/Student-Handbook/Student-Rights-and-Responsibilities>

CLINICAL NURSING SKILLS COMPETENCY

Policy: All nursing students in Department of Nursing are required to demonstrate a defined minimum level of proficiency in psychomotor skills used by the professional nurse. These clinical skills include at all levels:

- Medication dosage calculations [see Medication Calculation Clinical Competency]
- Clinical documentation;
- Medication administration;
- Medical terminology;
- Patient assessment;
- Communication; and
- Clinical nursing skills.

Procedure: Students are required to demonstrate clinical skills proficiency. Students may not perform clinical skills in the off-campus clinical setting until proficiency is demonstrated. After an unsuccessful attempt to demonstrate competency in any clinical nursing skill, the student will be required to complete remediation activities as assigned by the faculty member. The student should refer to each course syllabus for an identification of clinical skills competencies required for that course and criteria for demonstration of proficiency.

Expected Clinical Nursing Skills Acquisition includes, but is not limited to:

- Infection Control
- Handwashing Application and removal of Personal Protective Equipment
- Standard Precautions Body Substance Precautions
- Medical Asepsis
- Sterile Technique

Physical Assessment

- Inspection, auscultation, palpation, and percussion
- Recognition of normal and abnormal findings

Health History and Interview

- Interpersonal communication skills

Vital Signs

Height and weight
Temperature: oral, rectal, axillary, tympanic, temporal artery
Pulses
Respiratory rate
Blood pressure
Pain assessment
Capillary (finger stick) blood glucose measurement
Oxygen saturation by pulse oximeter

Oxygenation

Application, monitoring, and discontinuation of supplemental oxygen by nasal cannula, non-rebreather mask, and face mask
Tracheostomy care and suction
Oropharyngeal and nasopharyngeal suction

Personal Hygiene

Bathing a client in multiple settings; bed bath, Whirlpool bath
Perineal care
Oral care, dental care, hair care
Dressing/undressing client
Bed making, occupied and unoccupied

Nutrition

Monitor and record nutritional intake
Feed a dependent client
Place, monitor, maintain, and discontinue nasogastric tube, nasogastric suction
Monitor, maintain, and provide nutrition via gastrostomy or nasogastric tube

Elimination

Place and remove bedpan and urinal
Change incontinence briefs
Administer enema
Record intake and output
Insert, monitor, maintain, and remove indwelling urinary (Foley) catheter

Mobility

Principles of body mechanics, safety, and transfer
Transfer between bed, chair, and stretcher
Lifting, turning, and positioning of clients in bed
Logroll
Assistance with ambulation using gait belt, walker, crutches, and other mobility aids
Application and monitoring of restraints

Skin and Wound Care

Assessment for risk of skin breakdown
Application and removal of dressings using clean and sterile techniques
Application of a pressure dressing
Application of elastic/compression wrap (Ace wrap)
Sterile wound irrigation
Assessment and removal of sutures, staples, and drains

Medication Administration

Administration of medication by all routes—oral, topical, transdermal, rectal, vaginal, intradermal,

subcutaneous, intramuscular, Z-track, IV push, IV secondary infusion (piggyback), eye drops, ear drops, nasal drops or inhalant, nebulizer, oral inhalant, nasogastric, gastrostomy tube.

Calculation and preparation of medication dosages

Interpreting and documenting using medication administration record

Intravenous Therapy

Insert, monitor, maintain, and discontinue peripheral IV and saline lock

Administer and discontinue continuous and intermittent IV fluids and medications

Calculate and regulate IV flow rate

SHARPS AND BIO-WASTE POLICY

1. **Only Sharps** (needles, syringes with needles and lancets with safety engaged are to be placed in the **Red Sharps** containers).
2. Glass vials and ampules must be placed in the container labeled “Ampules and Vials”. They are NOT to be placed in the Red Sharps Container.
3. **Broken Glass** must be placed in the container labeled “Broken Glass”. These containers are in all simulation rooms/labs.
4. **Simulated blood in blood collection tubes** should be treated as real. They should be labeled and placed in Lab transport bag. When the specimen is ready to go to the lab, place the bagged specimen in the basket labeled “Labs”. They will be properly disposed of by staff.
5. Cotton balls, alcohol pads, gloves used for real finger sticks, simulated medication patches, bandages or band aids of any kind with actual/fake blood, fake blood fluids and fake bloody disposable under pads must be placed in the container with a **Red Bio-Hazard** bag. Gloves, gowns and any other PPE worn during simulated patient care with fake blood must be in the **Red Bio-Hazard** bag. All other PPE along with packaging, wrappers, and non-bloody gloves can be disposed of in regular trash.
6. All hand-made **medication simulation labels** must clearly state the word “Simulated” on the label.

Faculty approved August 23, 2017, updated version added to Student Handbook on 8/28/17
Faculty approved August 22, 2018, updated version added to Student Handbook on 8/22/18

BIOMEDICAL SAFETY & DISPOSAL POLICY

Occupational Safety and Health Administration (OSHA) requirements - do not **recap** needles before placing them in the Sharps containers. Needles with activated safety devices are to be placed in the sharps container. <https://www.osha.gov/dts/shib/shib101503.html>

Material Safety Data Sheets (MSDS) for all chemicals utilized in the Nursing Clinical Skills Laboratory are located in room 106.

An Eye/Face Wash Station is located in the Nursing Clinical Skills Laboratory.

Biomedical Waste Disposal:

Ampules and Vials from the labeled container and all fake Laboratory blood tubes are to be emptied of fluids and placed in the broken glass container by simulation lab staff.

Broken Glass Containers will be picked up from the nursing labs upon notification to Leslie Kaylor.

Biohazard bags and sharps containers will be removed from the labs as needed by simulation lab staff/TA's and taken to the basement floor of this building and turned over to Andrew Garrett (lab manger) for disposal.

MEDICATION CALCULATION CLINICAL COMPETENCY

Medication calculation exams are administered during NUR 226, NUR 350, NUR 355, NUR 400, NUR 447, NUR 448 and NUR 450. Students are required to pass a ten (10) question medical math test with 100% proficiency. Students who do not pass the medical math test on their first attempt, will be required to retake the missed concepts (new version of the test questions). Students may not pass medications in the clinical setting until they have successfully achieved the 100% proficiency standard. The student has up to one week to complete required remediation and retest. Students who do not achieve 100% after **three attempts**, will receive clinical failure, which results in course failure.

ATTENDANCE

Faculty will communicate their class attendance policy in their course/clinical syllabus. Please refer to the Berea College student handbook for details on college attendance requirements.

<http://catalog.berea.edu/en/Current/Student-Handbook/Student-Rights-and-Responsibilities/Attendance-Policy-for-Students>

EXTRACURRICULAR AND ATHLETIC ACTIVITIES

Nursing students must keep fall and spring clinical days available although students may have other athletic or scholar responsibilities. While Nursing values and supports student participation in extracurricular and athletic activities, the Department cannot guarantee that accommodations will be made.

EXPECTED PROFESSIONAL BEHAVIORS OF STUDENTS IN NURSING COURSES

Students who share confidential information or engage in unprofessional behavior will be subject to disciplinary action, which may include failure in a course and/or dismissal from the department.

Expected behaviors for success in nursing courses include but are not limited to the following:

- Is prepared for the start of clinical each semester. He/she has vaccinations up-to-date, checks his/her CPR certification dates and updates recertification, if needed, prior to the beginning of the semester.
- Reviews and is prepared to pass the math and skills competency that occurs before clinical each semester.
- Accepts that classrooms and clinical experiences are cell phone free zones.
- Promptly notifies the clinical faculty and facility as directed in the course syllabus, by-phone or in-person, if too ill to attend clinical or become ill during clinical. He/she gladly welcomes the opportunity for an alternate clinical learning assignment.
- Seeks out the clinical faculty/preceptor upon arrival to clinical and proudly wears the required uniform properly as a representative of Berea College Department of Nursing.
- Is prepared to provide clinical care to assigned clients, this includes: obtaining the assignment, getting the client's history, reviewing medical orders, reviewing medication and laboratory values as well as identifying the significance of abnormal values and/or physical assessment deviations.
- Never refuses an assignment without a valid reason that is communicated privately to the clinical faculty/preceptor.

- Remains on the patient care unit until he/she has informed and obtained permission from the clinical instructor/preceptor to leave the unit for meals and/or break.
- Attends clinical free from the effects of influence or drugs. He/she comes to the experience well-rested, prepared for the day, with a full stomach from eating prior to clinical.
- Asks for assistance when unprepared for a nursing action.
- Administers safe nursing care under the guidance and direction of the faculty or preceptor.
- Recognizes the influence of his/her attitudes and behaviors on the care of clients.
- Truthfully reports accurate information regarding nursing care provided during verbal report and in documentation. He/she assumes responsibility for completing all delegated nursing activities.

CONFLICT RESOLUTION

For general conflict resolution, begin a private nonconfrontational conversation with whom you have the conflict by specifying facts first, then feelings and finally the follow-up expected, “When you did (cite behavior), I felt (explain feelings). Please do not do that again.” Adapted from: Code of Professional Conduct for Faculty: Guidance for Dealing with Unprofessional Conduct; Addressing Violations (Baltimore: Johns Hopkins Medical School) accessed at http://www.hopkinsmedicine.org/som/faculty/policies/facultypolicies/code_of_professional_conduct.html

CHAIN OF COMMAND for ACADEMIC ISSUES

For resolving academic issues, the Chain of Command is:

1. Faculty member with whom you have an academic issue
2. Department of Nursing Chair
3. Division I Chair
4. Depending on the issue, the Division I Chair will advise about other persons to assist with conflict resolution.

GRIEVANCE PROCEDURE

For grievances related to labor assignments, please follow the Berea College Student Labor Grievance Procedure for other grievances may be found in the Berea College Investigation and Grievance Procedures [Berea College Investigation and Grievance Procedures](#)

SOCIAL MEDIA POLICY

Students must follow the Berea College’s social media policy. [Berea College Social Media Policy](#)

Students must follow the applicable federal requirements such as the Family Educational Rights and Privacy Act (FERPA) and The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy and Security Rules. For example, at no time may pictures, video, or audio be taken in the clinical setting. In addition, students are expected to follow agency policy and faculty discretion regarding use of iPad or other technology in the clinical setting.

CLASSROOM RULES FOR USE OF TECHNOLOGY

- 1 If the student needs to respond to an emergency text or phone call during class, the student is asked to leave the classroom and respond as deemed necessary.
- 2 Use of technology during class shall be restricted to note taking and classroom activities. Use otherwise is prohibited and the faculty member reserves the right to request the device until class concludes.
- 3 No student shall videotape or record professors or fellow students for personal or social media use without the permission of the faculty or fellow student.

CLASSROOM TESTING ENVIRONMENT POLICY

In order to preserve the integrity of the testing environment and maintain consistent practices among faculty, the following rules for proctoring exams go into effect immediately.

1. All purses, backpacks, electronic devices (phones, computers, headphones), food, drinks, pencils, pens must be placed in the front/back of the room *or* on a side table up against the wall.
2. Students may not use their own headphones, watches, calculators, pens, pencils, or scratch paper. These will be provided by the proctor.
3. Students must remove jackets/sweaters with pockets, hoodies, and hats.
4. Students must remain in the room while they are testing with the exception of select standardized exams that permit a break. Once a student is finished, he/she must remain quietly in the room and may not access personal items.
5. Desk must be free of food, food wrappers, *and* drinks, including water bottles.
6. Proctor(s) will be walking around the room.

If the proctor sees evidence of academic dishonesty, he/she will terminate the exam for the affected student. The Academic Dishonesty policy is located at:

[Academic Dishonesty Policy Berea College Catalog 2018-2019](#)

REQUIRED DOCUMENTATION FOR CLINICAL-AGENCY PLACEMENT

Students are responsible for all costs associated with clinical agency requirements. All students must submit to mycb.castlebranch.com evidence of compliance with immunization requirements, drugs and other screenings, cardiopulmonary resuscitation (CPR) training, and background checks. **All records must be current and cannot expire anytime during the semester in which the student is enrolled in a clinical nursing course.** It is the student's responsibility to provide updates to MyCastleBranch. If required documentation has not been submitted, the student will not be permitted to participate in clinical experiences. Any student entering an off-campus clinical setting must comply with the requirements of the facility.

NUR 110 (SRNA):

Course requirements for the clinical portion of the SRNA course include: Background check, Kentucky Board of Nursing abuse registry check, current CPR, current TB skin testing, influenza immunization, Hepatitis B series (in progress). Students enrolled in NUR 110 during the *summer* are exempt from the influenza requirement for the summer term only. By mid-term (or the beginning of week two if a summer course), documentation of current CPR, Hepatitis B series (in progress), current TB skin testing, and influenza immunization (if the latter is applicable) must be uploaded to mycb.castlebranch.com with the exception of the background check and KBN nurse aide registry checks. CastleBranch conducts and records the background checks and the SRNA Program Administrator performs the KBN registry check.

NUR 225

Students are to complete all requirements as outlined below. All of the following requirements must be uploaded to mycb.castlebranch.com by **December 1 for spring semester**. A new pin will be assigned if student did not take NUR 110 and orientation will be given on how to navigate in MyCastleBranch.

NUR 226 through NUR 450

The due dates/updates for clinical requirements are August 1 for fall semester, December 1 for spring semester, and May 1 for summer semester. The annual due date for the influenza vaccine is October 31st. All required documentation must be current prior to beginning clinical experiences and must not expire at any time during the semester. **No student may attend clinical without these requirements uploaded to mycb.castlebranch.com and evaluated by CastleBranch and faculty.**

Clinical requirements:

I. Cardio-Pulmonary Resuscitation (CPR) and Automatic External Defibrillator (AED)

During NUR 110 or, if the student is exempt from NUR 110, during NUR 225 and throughout enrollment in the nursing department, each student must maintain CPR training and certification through the American Heart Association's Health Care Provider certification with AED instruction. Students must be certified in adult, infant and child CPR, and AED instruction.

The training must be renewed as designated by AHA. The cost of training and certification is the responsibility of the student. Proof of training and certification must be submitted annually each fall semester and/or upon recertification.

II. Clinical Agency Drug Testing Requirements

Pursuant to clinical facility requirements, all students must attain a 12-panel drug screening clearance at their expense. Students may be tested additional times dependent upon the requirements of the clinical agency.

III. Health Insurance Verification

All students are required to have verification of health insurance coverage that clearly states the student's name and dates of coverage. Students must upload a copy of their personal insurance card and a letter of verification of health insurance coverage [may upload proof of verification from insurance company website].

IV. Criminal Background Check

A criminal background check is required of all nursing students during the first NUR course (NUR 110 or NUR 225). Thereafter, a criminal background check is required by August 1 prior to fall senior level NUR courses and for seniors during NUR 450 in preparation for the licensure exam. With the exception of NUR 450, criminal background checks are arranged through our vendor mycb.castlebranch.com NUR 450 students fulfill this requirement as directed by the state board of nursing in the state where they will take the NCLEX-RN examination. Students are responsible for the costs associated with this requirement.

In order to meet the requirements of clinical facilities, all nursing students must have the following background information on file with mycb.castlebranch.com Please see tutorial video for instructions on how to navigate in CastleBranch: [CastleBranch Tutorial](#) or call Student Line at 888-914-7279.

1. Criminal history background check in every jurisdiction in which the student has

- resided, has been employed, and currently resides.
2. Child abuse registry check for every jurisdiction in which the student has resided, has been employed, or currently resides.
 3. Sex offender registry check for undisclosed sex crime convictions in every jurisdiction in which the student has resided, currently resides, or has been employed.
 4. Healthcare sanctions background check for determinations of fraud in the healthcare field or actions against the individual by the licensing board of any state. Actions may include: reprimands, probations, suspensions and revocations of provider licenses; cease and desist orders; failure to pay student loans; Drug Enforcement Agency (DEA) violations; child support violations; professional misconduct judgments; and any other similar sanction, judgment, or exclusion.
 5. Prohibited parties verification that the student is not considered by law enforcement to be involved in terrorism, narcotics trafficking, money laundering, proliferation of weapons of mass destruction, or under economic sanction and prohibited from conducting business in the United States.

Students failing to pass the certified criminal background verification will not be allowed into off-site clinical settings. The policy of the clinical facility supersedes any policy of the Nursing Department.

V. Required Immunizations:

1. **DPT (diphtheria, pertussis, and tetanus)** series required. Td booster required every 10 years. Tdap is required as a single dose for adults. The Tdap can replace a Td booster.
2. **MMR (measles, mumps, and rubella)** vaccination series or positive rubella titer. Students born in 1957 or later without proof of immunity or prior vaccination must receive **two doses** of MMR given four weeks apart.
3. **Polio** vaccine series: first dose; second dose 1-2 months later; third dose 6-12 months after the second dose. Adults who have not completed the series must finish the series.
4. **Hepatitis B** series & titer: first dose; second dose 1 month later; third dose 6 months later. All students are required to have a Hepatitis B Surface Antibody (anti-HBs) titer drawn 1-2 month after the third dose. **If the titer is less than 10 mIU/mL (negative), repeat the three dose series and titer. The repeat three dose series must be started within one month of the negative titer.** A person whose anti-HBs remains less than 10 mIU/mL after 6 doses is considered a “non-responder”.
5. **Varicella (chickenpox)** vaccination series or titer. For students with no proof of immunity or vaccination, required **two doses** of varicella vaccine, four weeks apart.
6. **Tuberculosis testing (TB):** TB testing is required of all students prior to entering off-site clinical experiences and by August 1 for NUR courses. The following downloadable forms for TB testing are available in CastleBranch:
 - a. Initial TB
 - b. Group A Initial Step & Annual Surveillance
 - c. Group B Chest X-Ray & Annual Surveillance
 - d. Group C Quantiferon Annual TB Surveillance

Initially, all students will complete a TB screening questionnaire then proceed with TB testing as indicated. Students are classified into 1 of 3 testing groups either A, B or C. Negative TB testing based on this screening questionnaire will be in TB Group A.

TB Group A. All incoming students (with the exception of previously positive testers & students who have been vaccinated with BCG), must have a 2-step PPD (given 1-3 weeks apart). **If a student has had a negative TB skin test in the past 12 months, the incoming**

student will need one additional TB skin test – which will count as the second TB skin test in the 2-step testing process. Students will be TB skin tested **annually** thereafter unless contraindicated. TB skin test documentation must include documentation of date administered and mm of induration.

TB Group B. Those individuals who have previously had a positive reaction to a TB skin test must provide documentation of a negative chest x-ray. Thereafter, the student will complete the **annual** TB surveillance form with no further testing required unless the student demonstrates symptoms of active TB.

TB Group C. Those individuals who have had BCG immunization(s) are required to obtain the TB blood test QuantiFERON (QFT-GIT). Students with a negative QFT-GIT test will thereafter complete the **annual** TB surveillance form with no further testing required unless the student has a TB exposure.

7. **Influenza** immunization is required of all students **annually** as soon as the current year vaccine becomes available (generally prior to October 31st).

Should a student be allergic to any of the required vaccines, a statement to that effect from a healthcare provider must be submitted to CastleBranch in lieu of the vaccine record. In the event of an allergy to any of the vaccines, the student must meet with the Nursing Department Chair to discuss implications regarding clinical placement.

Any immunization that is refused by the student must be documented. The student must recognize that these and any additional requirements of the clinical facility must be met for all students. Requirements of the clinical facility may supersede the requirements of the Berea College Nursing Department. Please see Appendix B for Failure to Comply with Clinical Requirements in CastleBranch document.

CLINICAL DRESS CODE

Students are required to wear the designated school uniform which includes navy blue V-neck scrub top, navy blue scrub pants, navy blue scrub jacket [optional], and a white lab coat as ordered from Berea College's Visitor's Center and Shoppe. It is expected that all nursing students follow agency dress code requirements and maintain a professional appearance. No other clothing may be visible—including tee shirts. White, non-canvas, closed-toe shoes are required; shoes and laces are to be clean. White socks or hose are required. All student dress must be clean and in good repair.

The Department of Nursing's student picture identification must be worn at all times when in the clinical areas. Identification is to be worn on the upper chest, clearly visible. A student without appropriate student identification will not be allowed into the off-site clinical setting. Handwritten tape name tags are unacceptable.

No jewelry is to be worn except a watch with a second hand or second counting ability (smart watches are prohibited) and one pair of small post earrings at earlobe are acceptable. Piercings must not be visible in any other body parts including, but not limited to, nose and tongue piercings. Wedding bands may be worn in some clinical settings. Rings with raised settings or stones (including engagement rings), dangling earrings, necklaces, and bracelets are not allowed in the clinical setting.

Body art must be covered in the clinical setting.

Artificial/Acrylic/gel nails and nail polish are not permitted in the clinical setting. Nails should be well groomed, short (cannot extend more than ¼ inch beyond fingertips), clean, and smoothly edged.

No colognes, aftershave, perfumes or scented lotions.

Hair must be a natural color, neat and clean, kept off the shoulder, and/or restrained. Unconventional hair styles and colors should be avoided. Facial hair should be neat, clean, and trimmed. Facial hair may need to be removed to accommodate personal protective equipment.

Head dress, plain navy or black, will be permitted for religious practices.

Students who present at clinical in violation of the dress code will receive an unsatisfactory for the day, and will not be permitted to remain in the clinical setting.

NURSING SKILLS AND SIMULATION LABS

The nursing skills and simulation labs are staffed with junior and senior level teaching assistants. The TAs receive training for their job and work hard to provide a safe, engaging learning experience for all students. The nursing skills lab/simulation coordinator is responsible for supervising the teaching assistants. The coordinator's office is in room 339.

The TAs offer a combination of afternoon and evening hours for students to practice skills, receive tutoring, and offer exam review sessions. However, they may not teach or sign off on skills checklists. Open lab hours are posted on the front and back lab doors. Additional hours may be available upon request. Additionally, faculty often assign required lab hours outside of class for practice and remediation.

Lab Rules

1. At no time are children permitted in the lab.
2. Food is not permitted in the main or sim labs. (TAs may have food in their office.)
3. Beverages are permitted with a lid. NO beverages are allowed near simulation mannequins or equipment.
4. The lab is a cell phone free zone.
5. Technological devices are only allowed for nursing purposes during lab hours.
6. Closed-toed shoes are a requirement for the lab.
7. Students must sign in and out of the lab electronically using military time.
8. Students are expected to wear their name tags during lab hours.
9. Students are expected to come to lab prepared with all assignments and tools needed. Students are expected to be engaged in active learning while in the lab.
10. Respect for the rules, property, and all people is expected.
11. If you have any complaints or concerns, please follow the nursing policy for handling conflict.
12. Come with a positive attitude and excitement for learning.

SIMULATION POLICY

Purpose Statement

The purpose of integrating simulation, using methods of best practice, is to provide standardized experiential learning opportunities designed to advance student development, enhance critical thinking, and prepare students for entry into professional practice. Selected simulation scenarios will be determined based on a needs assessment.

Simulation Code of Conduct

- The Clinical Skills/Simulation Labs are to be treated like a REAL clinical environment.
- Products in the lab may contain LATEX. In addition to completing this form, please notify your faculty member AND lab staff if you have an allergy upon entering the lab.
- The NCSL learning environment, all simulations are for learning purposes only. Student performance during a simulation is not to be discussed outside of the course.
- By participating in a simulation you are acknowledging and agreeing to be recorded. Recorded video will be used for debriefing and educational purposes only.
- You will be required to complete an evaluation immediately following the simulation debriefing session.
- Food and drinks are prohibited in the lab.
- You are required to wear your Berea College nursing student uniform and name tag while participating in a simulation.
- You must wash your hands or use hand sanitizer prior to entering the simulation room.
- As a healthcare professional, you are to treat the simulator like your patient:
 - You are expected to identify your patient and introduce yourself (name and title)
 - You are to inform your patient of their plan of care, procedures, and medications as applicable
 - You are to use professional communication to manage the simulation; including using SBAR to give and receive report and update other members of the healthcare team
 - You are to document any treatments, procedures, vital signs and the patient's response in the medical record
 - You are responsible for documenting all medications given in the medication administration record
 - You are responsible for being able to access the PYXIS medication dispensing system.
- When performing procedures, you are to perform them using correct technique. You may not "pretend" to wash your hands or use alcohol based hand sanitizer.
- Betadine and surgical lubricant are not to be used on any simulators unless instructed by the lab staff.

CLINICAL EVALUATION POLICY

Student clinical performance will be evaluated using a course specific clinical evaluation tool.

Guidelines for Clinical Grading: All clinical performance criteria must be satisfactorily met in order to receive a satisfactory grade at mid-term and at the end of the clinical experience.

Satisfactory (S) - Demonstrates all of the following behaviors:

Competent in performance at the level of a [semester and level] nursing student. Shows appropriate level of independence while providing client care. Demonstrates satisfactory progress in meeting Clinical Performance Criteria as evidenced by performance and written work. By the end of the course the student satisfactorily meets all Clinical Performance Criteria and Student Learning Outcomes. Is prepared for clinical experiences, follows instructions, and performs safely at all times.

Unsatisfactory (U) - Demonstrates one or more of the following behaviors:

Unable to show competence at the level of a [semester and level] nursing student. Fails to demonstrate satisfactory performance meeting one or more Clinical Performance Criteria as evidenced by performance and/or written work. Lacks appropriate level of independence while providing client care. Is ill-prepared, fails to follow instructions and/or perform safely.

Note: Endangering client safety (physical or psychological) by not performing at the level of a reasonably prudent student may constitute grounds for dismissal from the Nursing Department at any point in the semester. Faculty members have the responsibility to evaluate student practice. A faculty member may remove a student from the clinical setting at any time during the course as deemed necessary.

In the event of clinical errors or near misses, the student will immediately notify the Preceptor and Faculty member and will follow all policies and procedures of the clinical agency. It is the student's responsibility to schedule an appointment with course and clinical faculty member(s) as soon as possible following the clinical experience in which the error or near miss occurred.

KENTUCKY BOARD OF NURSING (KBN) CRIMINAL CONVICTIONS INFORMATION FOR PROGRAMS OF NURSING

The Kentucky Board of Nursing (KBN) is authorized by Kentucky law to deny a nursing license or to mandate disciplinary conditions against any applicant for a nursing license on the basis of the applicant's history of criminal conviction. KRS 314.091(1) grants the Board of Nursing the authority "to reprimand, deny, limit, revoke, probate, or suspend any license...to practice nursing issued by the board or applied for" by any applicant who "has been convicted of any felony or misdemeanor involving drugs, alcohol, fraud, deceit, falsification of records, breach of trust, physical harm or endangerment of others, or dishonesty...." Danger to the public safety, substance abuse, and sexual offenses are also included in the types of convictions that may affect the applicant's eligibility for licensure as a nurse in Kentucky (KBN Administrative Regulation 201 KAR 20:370).

Any misdemeanor or felony conviction occurring in Kentucky or in any other state, at any time, must be reported to the KBN. A plea of guilty; an Alford, no contest or *nolo contendere* plea; entry into a pre-trial diversion program; or a trial conviction of guilty is considered a criminal conviction (KRS 314.011 [22], KRS charges that have been dismissed are not required to be reported. Traffic related misdemeanors, except Driver Under the Influence (DUI) convictions, are not required to be reported.

Any applicant for licensure as a nurse in the state of Kentucky with a history of criminal conviction must follow a specific procedure to request a review of the circumstances of the conviction.

More information is available from the KBN in the brochure *Mandatory Reporting of Criminal Convictions*, and through the KBN office and website.

Kentucky Board of Nursing, Commonwealth of Kentucky. (2012, 7/24).

Accessed August 9, 2017 @ http://kbn.ky.gov/conprotect/Pages/students_convictions.aspx

NURSING STUDENT HEALTH STANDARDS

Nursing students are expected to carry health insurance according to Berea College policies. [Berea College Admissions and Financial Aid](#)

Whether participating in Nursing Clinical Skills Laboratory (NCSL) or off-site clinical activities, the nursing student is expected to follow precautions to prevent transmission of disease. Handwashing is the primary defense against transmission of disease.

All nursing students receive instruction in the use of universal precautions to prevent transmission of disease. All nursing students are required to follow universal precautions at all times during the provision of care. Despite precautions, clinical experiences involve a risk of exposure to blood and body fluids. In the event of exposure to blood or body fluids, the student should report the exposure to the clinical faculty or primary nurse as soon as possible. Facility exposure policies will be followed in the event of student exposure to blood or body fluids.

Tobacco use has been linked to significant health problems. All nursing students are required to comply with college tobacco and smoking policies while on campus. Students are required to comply with tobacco and smoking policies in force at each off-site clinical agency.

<http://catalog.berea.edu/en/Current/Catalog/Selected-Institution-Wide-Policies/Smoking-on-Campus-Policy>

While attendance at all scheduled classroom and clinical dates is essential for the nursing student, the student must not engage in classroom or clinical activities when specific symptoms of contagious disease are present, including but not limited to: fever, vomiting, or diarrhea.

In the event a student suffers from a life-threatening emergency, 911 is to be called. If a student becomes ill or injured in a clinical setting, the student is to utilize the services of the nearest Emergency Room.

Per the Berea College Student Handbook, students are required to keep up-to-date emergency contact information in their official student record. [Berea College Emergency Contact Information](#)

DEFENSIVE DRIVING

Students must hold a valid U.S. Driver's License in order to take the Defensive Driving Course. Defensive Driving and Van Driver's Training is highly recommended before enrolling in NUR 226. The course is offered free to Berea College students. Students are responsible for contacting Public Safety to enroll in the course. Students are required to submit a copy of their certification of completion to the Administrative Assistant for Nursing Department files at the completion of the course. A student age 26 or older is not required to take either the Defensive Driving or Van Driver's Training Course to be an eligible driver.

Motor Pool Vehicles/Transportation to Clinical Sites

Students driving Berea College Motor Pool vehicles for clinical experiences are required to make arrangements through the faculty/administrative assistant. Students are to pick up and return vehicle keys directly to Motor Pool/Administrative Assistant. The beginning and ending mileage is to be written on the form provided by Motor Pool/Administrative Assistant. All excess charges from unreported mileage will be the responsibility of the student driver. Any fines incurred while driving a Berea College vehicle are the responsibility of the student driver. Vehicles may be picked up 15-30 minutes prior to the scheduled departure time. **Vehicles should be free from litter, refueled, and returned on time.** Return keys to Administrative Assistant or Motor Pool immediately. Any mechanical problems or maintenance needs should be reported to Motor Pool. In the event of inclement weather, students will be notified of clinical cancellations or early dismissals by faculty or administrative assistant. If driving a nursing specific vehicle, please return the vehicle to the back lot near Seabury parking area. The online transportation policies can be reviewed at <http://www.berea.edu/public-safety/use-of-berea-college-vehicles/> Remember to allow three weeks for application to be processed prior to driving a Motor Pool vehicle.

DISABILITY POLICY

The Nursing Department follows the Berea College Disability Policies and Procedures. <http://catalog.berea.edu/en/Current/Student-Handbook/Student-Rights-and-Responsibilities/Copy-of-Disability-Services>

STUDENT RESOURCES & NURSING WEBSITE

Research materials may be accessed and checked out through Hutchins Library. The link to the nursing website is: <https://www.berea.edu/nur.>

MARGARET A. CARGILL NATURAL SCIENCES AND HEALTH BUILDING SAFETY AND EMERGENCY PROCEDURES

All occupants are required to wear shoes at all times.

The Cargill Building has _____ fire extinguishers located in the front lobby, rear lobby, skills laboratory and in the hall across from faculty offices. The Skills Laboratory is equipped with an eye wash system. In addition there is an Automated Electronic Defibrillator (AED) located in the front lobby to the right of the large monitor. Also in the front lobby is a NOAA radio for up-to-date weather and other environmental conditions. The room designated for emergency use, such as shelter for inclement weather, is _____.

In Case of Fire: All occupants are to evacuate the building through the nearest safe exit and meet at the

In Case of a Tornado Warning: All occupants are to move to Room _____ (central location with no windows). Remain in the lowest level of the room. If there are a few people in the building, move to the basement stairwell until conditions clear.

In Case of a Campus Threat: <http://catalog.berea.edu/en/Current/Student-Handbook/Student-Rights-and-Responsibilities/Campus-Safety-and-Security>.

NURSING STUDENT ORGANIZATIONS

BEREA COLLEGE ASSOCIATION OF STUDENT NURSES (BCASN)

Berea College Association of Student Nurses (BCASN) is an organization comprised of all nursing majors. A nursing student is automatically a member upon considering nursing as a major. The Organization meets monthly throughout the academic year. Officers are elected each Spring for the following year. The Organization elects a faculty sponsor each year.

There are numerous resources and scholarship opportunities made available to Nursing majors.

Constitution of Berea College Association of Student Nurses (BCASN)

Article I: Name and Purpose

Section 1: The name of this organization shall be Berea College Association of Student Nurses (BCASN)

Section 2: The purposes of this organization shall be:

- To provide an environment that supports Berea College students planning to become registered nurses.
- To provide a mentoring system between upperclass and underclass nursing majors.
- To promote cohesive relations among current and prospective nursing students.
- To provide a student-based resource for students interested in a nursing career.
- To facilitate communication between community health organizations and members.
- To increase knowledge of health information among members and the community.
- To serve as a forum for discussion of health issues.
- To encourage health-care leadership at the undergraduate level.
- To initiate the charter of a Berea College Association of Student Nurses Chapter of the National Student Nurses Association (NSNA)
- To periodically re-evaluate the above purposes and ensure that they are carried out in the proper fashion.

Article II: Membership

Membership is available to all nursing majors. All other Berea College students are eligible for membership to BCASN as an associate member and will have all of the rights and privileges as members with the exception of holding an office.

Article III: Officers' Duties and Elections

Section 1: The officers of this club will be the President, Vice President, Secretary, Treasurer, and a Faculty Advisor. Additional offices can be created as the need arises by a majority vote at an official meeting.

Section 2: Officers will be elected by a majority vote at the final BCASN meeting in the Spring Semester. The term of office will run from June 1 to June 1 for a term of one year. Nominations will be made at the meeting prior to elections.

Section 3: Duties of the President: To preside at business meetings and to represent the group in an

official capacity. The President must be a junior or senior in class standing and a nursing major.
Section 4: Duties of the Vice-President: To assume the duties of the President when the President is absent. To manage publicity and communication with members. The Vice President must be a junior or senior in class standing and a nursing major.

Section 5: Duties of the Secretary: To keep the records of the organization including attendance and minutes. The Secretary must be a sophomore, junior, or senior in class standing and a nursing major.

Section 6: Duties of the Treasurer: To keep records of finances, pay bills, and sign checks. The Treasurer must be a sophomore, junior, or senior in class standing and a nursing major.

Section 7: A majority of a three-fourth ($3/4^{\text{th}}$) vote can remove officers from office at an official meeting at least one week after the issue has been brought forth in an official meeting.

Article IV: Meetings

Meetings will be held monthly at a regular time determined by a majority vote at the beginning of each semester. The calling of special meetings can be made by the Faculty Advisor or the President as the need arises.

Article V: Amendments

This constitution may be amended at any general membership meeting of the organization by a three-fourths ($3/4$) vote of the members present, provided that the amendment proposed has been submitted in writing to the president and posted in a conspicuous location for at least one week prior to the meeting. All amendments, additions, and/or deletions to the constitution of the above named organization may be included only if they are in consonance with Berea College club regulations and policies. These must be filed with Campus Activities within one week of adoption.

SUBMITTED BY BCASN OFFICERS (reviewed 8/18/14)

HONOR SOCIETY OF NURSING

Berea College Junior and Senior Nursing Students who are in the top thirty-five percent of their cohort and have maintained an overall GPA of 3.0 may be invited to join the Sigma Theta Tau International Honor Society of Nursing, Delta Psi Chapter.

STUDENT REPRESENTATION ON COMMITTEES

Nursing students participate in the governance of the Department of Nursing. At the beginning of the fall semester, a member and alternate of each sophomore, junior, and senior class will be elected by their peers to attend the nursing curriculum meetings as class representatives.

This representation includes, but is not limited to, the following responsibilities.

The Student Representatives will:

1. Serve as liaisons between faculty and their nursing cohort;
2. Participate in curriculum discussions and give feedback on current issues;
3. Provide evaluative feedback about curricular issues;
4. Recommend ideas to enhance the academic success, social and work life of nursing students.

BEREA COLLEGE NURSING MAGAZINE

The Berea College Nursing Magazine serves to communicate the Program's outcome measures, student activities, department initiatives, alumni achievements to the community of interest. The newsletter is edited by faculty, published annually, and linked to the Nursing Department website. Students are encouraged to submit pictures and original works for consideration by the editors.

NURSING STUDENT EXPENSES AND COURSE FEES

A list of nursing student expenses and course fees is updated annually by the Department of Nursing, administrator and faculty, approved by the division chair, dean of the faculty and forwarded to the Academic Services and Financial Aid Office for attachment to each course as designated.

The updated list will be provided at the Annual Mandatory Nursing Student Orientation.

**Appendix A
NOTIFICATION OF FAILURE TO COMPLY
FAILURE TO REMEDIATE TESTS WITH GRADES LESS THAN 77%***

Student: _____

As you are aware, the Nursing Department testing policy states “All students must achieve a minimum 77% test grade average (80% course grade) before other measures of assessment are included. If the students fail to achieve the minimum 77% test average, the final course grade will be calculated based on the test score average.”

Any student who achieves less than 77% on any exam is required to meet with the faculty member one-on-one prior to the next scheduled exam. This mandatory meeting provides the student the opportunity for individual test analysis as well as recommendations for study strategies and test success. Your success in the nursing department is important to all of us and the faculty are committed to assisting you in this process. This letter constitutes written notification of failure to comply with this requirement and a copy will be submitted to your academic advisor with the original placed in your nursing department academic file.

Course:	<input checked="" type="checkbox"/>	Offense Date	<input checked="" type="checkbox"/>	Comments (optional)
NUR 201				
NUR 225				
NUR 226				
NUR 230				
NUR 353				
NUR 351				
NUR 352				
NUR 350				
NUR 355				
NUR 447				
NUR 448				
NUR 449				

Faculty Signature: _____

Date: _____

Student Signature: _____

Date: _____

*Failure to Remediate Tests with Grades Less than 77% Approved 03/16/15 CK; Revised 8/20/2018

Appendix B
Berea College Department of Nursing
Notification of Failure to Comply
Failure to Comply with Clinical Requirements in CastleBranch

Student: _____

As you are aware, the Nursing Department requires that “All students must submit to mvcb.castlebranch.com evidence of compliance with immunization requirements, screenings, cardiopulmonary resuscitation (CPR) training and background checks.

NUR 110 [Certified Nurse Aide Preparation] – Must meet the requirements of the clinical agency for the course, minimally: American Heart Association Health Care Provider CPR certification, KY Board of Nursing Abuse Registry, TB skin test, influenza vaccine (fall semester), and Hepatitis B series. Students progressing to NUR 226 and all clinical nursing courses thereafter, must meet the additional clinical requirements below. Failure to meet clinical requirements by the due date will result in unsatisfactory clinical performance as described below.

The due dates/updates for clinical requirements are August 1 for fall semester, December 1 for spring semester and May 1 for summer semester. All required documentation must be current prior to beginning clinical experiences and may not expire at any time during the semester. **No student may attend clinical without these requirements uploaded to mvcb.castlebranch.com and evaluated by CastleBranch and faculty.**

Each scheduled clinical day of noncompliance with clinical requirements will result in a "U" (unsatisfactory) clinical grade and will be documented on your clinical evaluation tool. If you earn a “U” for noncompliance with clinical requirements, you are still required to attend clinical orientation and on campus nursing clinical skills lab (NCSL) activities. No student is permitted to participate in any patient care activity until all requirements have been met and evaluated by CastleBranch and faculty. Missing two clinical days for noncompliance in clinical requirements will result in clinical failure. Clinical failure will result in course failure.

Any clinical absence must be made up with an alternate clinical day or other assignment assigned by the course or clinical instructor. Remediation assignments replace missed clinical hours required by the Kentucky Board of Nursing.

Your success in the nursing department is important to all of us and the faculty are committed to assisting you in this process. This letter constitutes written notification of failure to comply with this requirement and a copy will be submitted to the nursing department chair with the original placed in your nursing department academic file.

Dates and Source of Notifications (CastleBranch and/or Faculty)	Consequence/Course/Dates	Signatures/Dates				
Aug 1, Dec 1, May 1	Letter of warning for noncompliance.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;">Student Signature</td> <td style="width: 40%; border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Faculty Signature</td> <td style="border-bottom: 1px solid black;">Date</td> </tr> </table>	Student Signature	Date	Faculty Signature	Date
Student Signature	Date					
Faculty Signature	Date					
1 st day of the course based on college academic calendar	Failure to comply with clinical requirements.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;">Student Signature</td> <td style="width: 40%; border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Faculty Signature</td> <td style="border-bottom: 1px solid black;">Date</td> </tr> </table>	Student Signature	Date	Faculty Signature	Date
Student Signature	Date					
Faculty Signature	Date					
1 st day of scheduled off-campus clinical.	(U) unsatisfactory clinical day on (insert date/course).	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;">Student Signature</td> <td style="width: 40%; border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Faculty Signature</td> <td style="border-bottom: 1px solid black;">Date</td> </tr> </table>	Student Signature	Date	Faculty Signature	Date
Student Signature	Date					
Faculty Signature	Date					
2 nd day of scheduled off-campus clinical.	(U) unsatisfactory clinical day on (insert date/course).	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; border-bottom: 1px solid black;">Student Signature</td> <td style="width: 40%; border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Faculty Signature</td> <td style="border-bottom: 1px solid black;">Date</td> </tr> </table>	Student Signature	Date	Faculty Signature	Date
Student Signature	Date					
Faculty Signature	Date					

APPENDIX C
Berea College Department of Nursing
NEW Curriculum Plan 4-Year
(8 20 18)

Fall Term (4.5 credits)	Spring Term (4.5 credits)	Summer I (1 – 1.5 credits)	Summer II (1.5 – 2 credits)
GSTR 110 (1) Writing I WEL 101 (.5) Principles of Wellness I PSY 100 (1) General Psychology -Meets Practical Reasoning & Social Science Perspective credits Perspective (1) or NUR 110 (1) Certified Nurse Aide Preparation Perspective (1)	GSTR 210 (1) Writing II BIO 101 (1) Human Anatomy & Physiology I CHM 113 (1) Allied Health Chemistry - Meets partial GSTR 332 credit WEL 102 (.5) Principles of Wellness II Perspective (1) or NUR 110 (1) Certified Nurse Aide Preparation	Perspective (1) required	Perspective (1) (optional)
Fall Term (4.5 credits)	Spring Term (4 credits)	Summer I (1 – 1.5 credits)	Summer II (1.5-2 credits)
BIO 102 (1) Human Anatomy & Physiology II - Meets partial GSTR 332 credit GSTR 310 (1) Understandings of Christianity NUR 201 Introduction to Nursing Profession (.5) NUR 225 (1) Essentials of Nursing Practice I BIO 222 (1) Microbiology	BIO 207 (1) Pathophysiology NUR 226 (1.5) Essentials of Nursing Practice II; Meets Active Learning Experience NUR 230 (1) Pharmacology CFS 221 (1) Fundamentals of Nutrition	Travel Abroad Experience/ Internship (optional) Course outside major (1) (required)	Travel Abroad Experience /Internship (optional) Perspective (1) (optional)
Fall Term (4.25 credits)	Spring Term (4.25 credits)	Summer I (1 – 1.5 credits)	Summer II (1.5-2 credits)
NUR 301 (1) Maternity and Women’s Health NUR 351 (1) Mental Health Nursing MAT 104 Intro to Statistics – meets PRQ requirement (1) Perspective (1) HHP (.25)	NUR 352 (.5) Nursing Research NUR 350 (1.5) Adult Health Nursing I NUR 355 (1) Pediatric Nursing Perspective (1) HHP (.25)	Nursing Internship (optional)	Nursing Internship (optional)
Fall Term (4.5 credits)	Spring Term (3 credits)		
NUR 400 (1.5) Adult Health Nursing II NUR 448 (1) Community Health Nursing GSTR 410 (1) Perspective (1)	NUR 449 (1) Nursing Leadership and Management NUR 450 (2) Synthesis and Complex Nursing Care		

NUR 15.5 credits

Outside Major 20.5 credits

Minimum credits for graduation 36 credits

Includes 6 required perspectives & Practical Reasoning Quantitative Perspective MAT 104

PSY 100 meets Practical Reasoning Perspective and Social Science Perspective

Appendix D
Berea College Baccalaureate Nursing Program
OLD (Phasing-Out) Curriculum Plan 4 year

For Nursing Students admitted to the Major (8 20 2018)

This is a tentative plan that may be adjusted based on the student's individual situation.

Fall Term (4.5 credits)	Spring Term (4.5 credits)	Summer I (1 – 1.5 credits) required	Summer II (1.5 – 2 credits)
GSTR 110 (1) Writing I BIO 101 (1) Human Anatomy & Physiology I WEL 101 (.5) Principles of Wellness I PSY 100 (1) General Psychology -Meets Practical Reasoning & Social Science Perspective credits Perspective (1) or NUR 110 SRNA (1)	GSTR 210 (1) Writing II BIO 102 (1) Human Anatomy & Physiology II - Meets partial GSTR 332 credit CHM 113 (1) Allied Health Chemistry - Meets partial GSTR 332 credit WEL 102 (.5) Principles of Wellness II Perspective (1)	NUR 110 SRNA (1) or Perspective (1)	Perspective (1) (optional)
Fall Term (4.25 credits)	Spring Term (4.5 credits)	Summer I (1 – 1.5 credits)	Summer II (1.5-2 credits)
GSTR 310 (1) Understandings of Christianity NUR 341 (1) Essentials of Health Assessment and Nursing Practice I - Meets ALE credit BIO 207 (1) Pathophysiology BIO 222 (1) Microbiology PED (.25)	CFS 221 (1) Fundamentals of Nutrition NUR 342 (1.5) Essentials of Health Assessment and Nursing Practice II NUR 354 (1) Pharmacology Practical Reasoning Quantitative Perspective (1)	Travel Abroad Experience (optional) Perspective (1) (required)	Travel Abroad Experience (optional) Perspective (1) (optional)
Fall Term 2018 (4.5 credits)	Spring Term 2019 (4.25 credits)	Summer I (1 – 1.5 credits)	Summer II (1.5-2 credits)
NUR 350 (1.5) Nursing of Adults I (Surgical) NUR 351 (1) Nursing of Children and Adults with Psychiatric/Mental Health Needs Perspective (1) Perspective (1)	NUR 352 (.5) Nursing Research NUR 353 (1.5) Nursing of Adults II (Medical) NUR 355 (1) Pediatric Nursing Perspective (1) PED (.25)	Nursing Internship (optional)	Nursing Internship (optional)
Fall Term 2019 (4.5 credits)	Spring Term 2020 (3 credits)		
NUR 447 (1.5) Nursing of Women and the Childbearing Family NUR 448 (1) Community Health Nursing GSTR 410 (1) Perspective (1)	NUR 449 (1) Nursing Leadership NUR 450 (2) Synthesis in Nursing Practice		

NUR 15.5 credits

Outside Major 20.5 credits

Minimum credits for graduation 36 credits

Berea College 1 credit = 4 hours/week/semeste

Appendix E
BEREA COLLEGE
Baccalaureate Nursing Department
DRIVER AUTHORIZATION APPLICATION

Department: _____ CPO: _____ Date Submitted: _____ Extension: _____ **DRIVER AUTHORIZATION APPLICATION (APPLICATION MUST BE APPROVED PRIOR TO DRIVING) REVISED: 04/02/2008**

Return this form with a copy of your driver's license to: Public Safety, Room 105 Woods-Penniman Building. This form shall be completed by persons who may, for any reason, need to drive a Berea College owned vehicle, or a vehicle leased or rented to conduct college business, regardless of their status as an employee (e.g. faculty, staff, etc.), student, student-employee, or volunteer. **COMPLETE THIS FORM EVEN IF IT IS ONLY A POSSIBILITY THAT THE AUTHORIZATION MAY BE NEEDED IN THE FUTURE.** You will then be assured of your authorization should the need arise for you to drive. The information contained in this form will be kept confidential and will be used to determine applicants driving history. Carefully read this and provide the following information:

PERSONAL INFORMATION

(Please print and use ink only)

FIRST NAME: _____ MIDDLE INITIAL: _____

LASTNAME: _____

EMAIL ADDRESS: _____

ADDRESS ON DRIVER'S LICENSE- _____

STREET # OR P.O. BOX (INCLUDE APT. NUMBERS, ETC.): _____

CITY: _____ STATE: _____ ZIP CODE: _____

DAYTIME PHONE # _____ BIRTH DATE: _____

COLLEGE STATUS (Please check one):

STUDENT: _____ FACULTY/STAFF: _____ VOLUNTEER: _____

LICENSE INFORMATION

LICENSE NUMBER: _____ EXPIRATION DATE: _____

ISSUED BY THE STATE OF: _____ DRIVER'S LICENSE CLASS/TYPE: _____

List driving violations, if any (excluding parking tickets), and describe any accidents in which you have been involved in the past three (3) years. If none, please indicate by stating "None".

AGREEMENT

I agree to abide by all laws and regulations pertaining to the operations of motor vehicles, as well as, Berea College policy and driving regulations. I agree to a check of my driving record for purposes of approval of this driver authorization. I also understand that my driving record will be checked at least annually to keep this information current. I understand that in the event of an accident while driving a college owned vehicle, I may be required to take and successfully pass a screening for alcohol and/or drugs. To the best of my knowledge, the information on this application is correct. I understand that any misrepresentation or falsification of information may be sufficient cause for rejection of motor vehicle driving privileges at Berea College. I understand that any negative change in the status of my driving record must be reported to the college within 10 days of the incident and may result in the revocation of the privilege of driving a College-owned vehicle.

SIGNATURE OF APPLICANT: _____ DATE: _____

(Please do not write below this line)

FOR OFFICE USE ONLY

APPROVED: DENIED:

DATE SUBMITTED: _____ REVIEWED BY: _____

**Appendix F
Berea College
Department of Nursing
NURSING STUDENT HANDBOOK AGREEMENT**

Berea College’s Nursing Student Handbook is available online at www.berea.edu/nur/resources. I have read and agree to abide by the rules, policies, and procedures of the Nursing Student Handbook.

STUDENT’S SIGNATURE: _____ DATE: _____

PHOTOGRAPHIC AND VIDEO CONSENT

I hereby authorize the Berea College Department of Nursing and those acting on its behalf to:

- (a) Record my image, likeness, and/or voice on a photographic, video, audio, digital, electronic, or any other medium;
- (b) Use, reproduce, modify, exhibit, and/or distribute any such recording in any medium for any purpose that the Department of Nursing may deem appropriate, including the Nursing Department newsletter, promotional or advertising efforts; and
- (c) Use my name in connection with any such recordings or uses.

I understand that I shall have no right to inspect or approve any such recordings and uses and that they shall remain the property of the College and Department of Nursing. I release the College and Department of Nursing and those acting pursuant to its authority from liability for any violation of any personal or proprietary right I may have in connection with all such recordings and uses. I have read and fully understand the terms of this release.

SIGNATURE: _____ DATE: _____

NAME (print): _____

PHOTOGRAPHIC AND VIDEO DECLINE

_____ (Initial) I decline my consent to photographic and video recording. When this affects an assignment for a class I will consult with the nursing faculty for an alternative assignment.

SIGNATURE: _____ DATE: _____

NAME (print): _____

**Appendix G
Berea College
Department of Nursing**

CONSENT FORM TO RELEASE STUDENT INFORMATION

I, _____ hereby give permission to Berea College Department of Nursing to release any or all of the following protected information to any affiliated clinical agency where I attend nursing clinical including, but not limited to:

- Copy of emergency contact information
- Copy of background checks (Criminal history, Sex Offender Registry, Healthcare Sanctions and Prohibited Parties checks)
- Copy of recent drug screen results
- Copy of any TB testing or related information
- Copy of immunization records
- Copy of proof of health insurance and letters of verification of dates
- Copy of CPR certification

I understand that affiliated clinical agencies may request this information to verify that I meet their mandatory clinical requirements in order to utilize their facility as a clinical site for a Nursing clinical rotation. I understand that the information provided will not be used for any purpose other than to determine compliance with the requirements of the clinical agency. I further understand that these records must be kept in a secure location at the clinical agency or that they may be obtained electronically through approved access to CastleBranch. I understand that the affiliated clinical agency must keep my records confidential and may not release my records to any other entity or use my records for any other purposes without my express written permission.

STUDENT

DATE

Appendix H

Berea College Department of Nursing Initial Tuberculosis (TB) Screening Questionnaire

This Tuberculosis (TB) Screening Questionnaire must be completed by **ALL** incoming nursing students.

Name: _____ **Date:** _____

Please answer the following questions:

1. Have you ever had close contact with persons known or suspected to have active TB disease?

- **Yes** · **No**

2. Have you been an employee of high-risk congregate settings (e.g., correctional facilities, long-term care facilities, or homeless shelters)?

- **Yes** · **No**

3. Have you been a volunteer or health-care worker who served clients who are at increased risk for active TB disease?

- **Yes** · **No**

If “no” to questions 1-3, you are in Group-A. Follow requirements on Group-A document.

4. Have you received the BCG vaccination?

- **Yes** · **No**

If “yes”, you are in Group-C. Follow requirements on Group-C document.

5. Have you ever had a positive TB skin test?

- **Yes** · **No**

If yes, you are in Group-B. Follow requirements on Group-B document.

6. Have you ever had a positive IGRA blood test (QFT-GIT or T-Spot)?

- **Yes** · **No**

If yes, you are in Group-B. Follow requirements on Group-B document.

TB Group-A. All incoming students (with the exception of previously positive testers & students who have been vaccinated with BCG), must have a 2-step PPD (given 1-3 weeks apart). If a student has had a negative TB skin test in the past 12 months, the incoming student will need one additional TB skin test, which will count as the second TB skin test in the 2-step testing process. Students will be TB skin tested annually thereafter unless contraindicated. TB skin test documentation must include documentation of date administered and mm of induration.

TB Group-B. Those individuals who have previously had a positive reaction to a TB skin test must provide documentation of a negative chest x-ray. Thereafter, the student will complete the annual TB surveillance form which no further testing required unless the student demonstrates symptoms of active TB.

TB Group-C. Those individuals who have had BCG immunizations(s) are required to obtain the TB blood test QuantiFERON (QFT-GIT). Students with a negative QFT-GIT test will thereafter complete the annual TB surveillance form with no further testing required unless the student has a TB exposure.

Appendix K

Berea College Department of Nursing Group-B Chest X-Ray

Chest x-ray required if PPD is positive.

TB Group-B. Those individuals who have previously had a positive reaction to a TB skin test must provide documentation of a negative chest x-ray. Thereafter, the student will complete the annual TB surveillance form with no further testing required unless the student demonstrates symptoms of active TB.

Student's name: _____ **Date:** _____

Date of chest x-ray: ____/____/____ Result: normal____ abnormal____

Interpretation: _____

(Please provide student with a copy of the radiology report)

All students with a positive PPD & no signs of active disease on chest x-ray should receive a recommendation to be treated for latent TB with appropriate medication.

____ Student agrees to receive treatment

____ Student declines treatment at this time

____ Student has previously completed the treatment regimen as prescribed

_____ Date: _____

Health Care Professional

Copies of all completed forms and test results are to be uploaded by the nursing student into the student's personal account with CastleBranch.

Appendix L

Berea College Department of Nursing Group-B Annual TB Surveillance Form (must be completed by health care provider.)

Clinicians should review and verify the information from the Tuberculosis (TB) Screening Questionnaire. Persons answering YES to any of the questions in the Tuberculosis (TB) Screening Questionnaire are candidates for an Interferon Gamma Release Assay (IGRA) test, unless a previous positive test has been documented.

History of BCG vaccination? (If yes, perform QFT-GIT)

Yes _____ No _____

History of a positive TB skin test? (If yes, obtain results of negative chest x-ray and verification of completing a prescribed treatment plan)

Yes _____ No _____

History of a positive IGRA blood test? (If yes, obtain results of negative chest x-ray and verification of completing a prescribed treatment plan)

Yes _____ No _____

Does the student have any of the following signs or symptoms of active pulmonary tuberculosis disease?

Yes _____ No _____

- Cough (especially if lasting for 3 weeks or longer) with or without sputum production
- Coughing-up blood (hemoptysis)
- Chest pain
- Loss of appetite
- Unexplained weight loss
- Night sweats
- Fever

If Symptomatic, proceed with additional evaluation to exclude active tuberculosis disease, including a chest x-ray and sputum evaluation as indicated.

Health Care Provider

Date

Copies of all completed forms and test results are to be uploaded by the nursing student into the student's personal account with CastleBranch.

Appendix M

Berea College Department of Nursing Group-C Chest X-ray

Chest X-ray required if IGRA is positive.

TB Group-C. Those individuals who have tested positive on an IGRA blood test must provide documentation of a negative chest x-ray. Thereafter, the student will complete the annual TB surveillance form with no further testing required unless the student demonstrates symptoms of active TB.

Student's name: _____ **Date:** _____

Date of chest x-ray: ____/____/____ Result: normal____ abnormal____

Interpretation: _____

(Please provide student with a copy of the radiology report)

All students with a positive IGRA & no signs of active disease on chest x-ray should receive a recommendation to be treated for latent TB with appropriate medication.

____ Student agrees to receive treatment

____ Student declines treatment at this time

____ Student has previously completed the treatment regimen as prescribed

_____ Date: _____

Health Care Professional

Copies of all completed forms and test results are to be uploaded by the nursing student into the student's personal account with CastleBranch.

Appendix N

**Berea College
Department of Nursing**

Group-C QuantiFERON Blood Test

Group C. Those individuals who have had BCG immunization(s) are required to obtain the TB blood test QuantiFERON (QFT-GIT). Students with a negative QFT-GIT test will thereafter complete the Annual TB Surveillance form with no further testing required unless the student has a TB exposure.

Student Name: _____

Date: _____

QuantiFERON blood test

Results: _____

Health Care Provider

Date

Copies of all completed forms and test results are to be uploaded by the nursing student into the student's personal account with CastleBranch.

Appendix O

Berea College Department of Nursing

Group-C Annual Surveillance Form

Group C. Those individuals who have had BCG immunization(s) are required to obtain the TB blood test QuantiFERON (QFT-GIT). Students with a negative QFT-GIT test will thereafter complete the Annual TB Surveillance form with no further testing required unless the student has a TB exposure.

Student Name: _____

Date: _____

History of BCG vaccination? (If yes, perform QFT-GIT)

Yes _____ No _____

History of a positive TB skin test? (If yes, obtain results of negative chest x-ray and verification of completing a prescribed treatment plan)

Yes _____ No _____

History of a positive IGRA blood test? (If yes, obtain results of negative chest x-ray and verification of completing a prescribed treatment plan)

Yes _____ No _____

Does the student have any of the following signs or symptoms of active pulmonary tuberculosis disease?

Yes _____ No _____

- Cough (especially if lasting for 3 weeks or longer) with or without sputum production
- Coughing-up blood (hemoptysis)
- Chest pain
- Loss of appetite
- Unexplained weight loss
- Night sweats
- Fever

If Symptomatic, proceed with additional evaluation to exclude active tuberculosis disease, including a chest x-ray and sputum evaluation as indicated.

Health Care Provider

Date

Copies of all completed forms and test results are to be uploaded by the nursing student into the student's personal account with CastleBranch