Bachelor of Science in Nursing Program

Student Handbook

Academic Year 2023-2024

NOTE: Unless otherwise indicated, policies in the Bachelor of Science in Nursing Program Student Handbook take precedence over policies in the BLC Student Guidebook

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Introduction, Mission, and Purpose of Bethany Lutheran College

Bethany Lutheran College is a Christian liberal arts college owned and operated by the Evangelical Lutheran Synod and committed to the teachings of the Bible as expressed in the statements of faith known as the Lutheran Confessions.

Bethany Lutheran College provides higher education in a challenging academic environment where personal mentoring guides students to pursue knowledge, truth, and discernment for productive and fulfilling lives.

Bethany Lutheran College engages students with the saving knowledge of Christ and assists them in developing their God-given talents and abilities for meaningful lives of service in the family, church, and society. A program of study grounded in the liberal arts and taught through the discerning lens of a Christian worldview equips students with knowledge, understanding, and adaptable skills.

Objectives of Bethany Lutheran College

In order to carry out the philosophy of the college, Bethany has the following specific objectives for the students:
1. Recognize that the historic Christian faith professes that God the Holy Trinity is the source of all knowledge and truth, and that His wisdom is most clearly revealed in the life, death, and resurrection of Jesus Christ.
2. Demonstrate intellectual, creative, and problem-solving skills.
3. Demonstrate an understanding of personal and public responsibility.
4. Develop habits of thinking that apply to a fulfilling life of learning.

Nursing Program Mission

The Bachelor of Science in Nursing program will prepare students to use the nursing process and an inter-professional approach to provide patient centered health care across the lifespan and continuum of care for patients of diverse populations through the acquisition of values, knowledge, and skills necessary to provide compassionate, safe, quality patient care as a Christian servant-leader within the profession.

Nursing Program Belief Statement

Following Jesus' commands, "Let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven" (Matthew 5:16, ESV) and "Put on then, as God's chosen ones, holy and beloved, compassionate hearts, kindness, humility, meekness, and patience" (Colossians 3:12, ESV), students acquire a foundation for professional nursing practice grounded in a Christian worldview and servant leadership. The program curriculum also embraces concepts, assumptions, and propositions from Madeline Leininger's Culture Care Theory and Joanne R. Duffy's Quality Caring Model as the framework for providing patient centered health care.

Nursing Program Goals

The academic goals of the Bethany Lutheran College Bachelor of Science in Nursing program are congruent with the mission and objectives of the college which include: spiritual development, critical thinking, intellectual and creative growth, responsible and productive citizenship, Christian stewardship, self-understanding, and competency in a major field of study. The Bachelor of Science in Nursing program goals are as follows:

Recognize that the historic Christian faith professes that God the Holy Trinity is the source of all knowledge and truth, and that His wisdom is most clearly revealed in the life, death, and resurrection of Jesus Christ.

- Integrate God's truths and word with concepts of professional nursing.
- Foster the ability of nursing students to manage professional decisions through the application of Christian principles.

Demonstrate intellectual, creative, and problem-solving skills

- Ensure an educational foundation in the biological, physical, and social sciences; arts; and humanities which are essential to professional nursing practice.
- Promote an attitude of intellectual and critical inquiry necessary for critical thinking and clinical reasoning in professional nursing practice.
- Develop an understanding of the nursing and health care research process to identify best practices in nursing.
- Prepare the nursing student to exercise leadership and self-direction in planning, initiating, implementing, and evaluating current and emerging roles in nursing and the emerging needs of health care systems.

Demonstrate an understanding of personal and public responsibility

- Provide a Christian faith based four-year college program leading to a baccalaureate degree in nursing as preparation for students to practice professional nursing and provide servant-leadership in health care.
- Prepare the nursing student to sit for the NCLEX-RN® examination.

Develop habits of thinking that apply to a fulfilling life of learning

- Encourage lifelong learning in the field of nursing toward the goal of advanced and terminal degrees in nursing.
- Provide a foundation for graduate study.

Nursing Program Student Learning Outcomes

At the completion of the program, the Bachelor of Science in Nursing student will be able to do the following outcomes *(AACN baccalaureate essentials are in italic):*

I: Liberal Education for Baccalaureate Generalist Nursing Practice--A solid base in liberal education provides the cornerstone for the practice and education of nurses.

1. Synthesize knowledge and evidence from the liberal arts and sciences to facilitate critical thinking and clinical decision making in professional nursing practice.
2. Acknowledge responsibility for self-directed lifelong learning, personal growth, and professional role development.

II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety--Knowledge and skills in leadership, quality improvement, and patient safety are necessary to provide high quality health care.

3. Exhibit nursing leadership behaviors in the provision of holistic, relationship-centered patient care for individuals, families, communities, and populations.
4. Employ principles of quality improvement to enhance safe, quality health care delivery.

III: Scholarship for Evidence-Based Practice--Professional nursing practice is grounded in the translation of current evidence into one's practice.

5. Analyze and use research to inform nursing care practices and make clinical judgments.

IV: Information Management and Application of Patient Care Technology--Knowledge and skills in information management and patient care technology are critical in the delivery of quality patient care.

6. Utilize technology and informatics across the continuum of care to enhance outcomes for individuals, families, communities, and populations.

V: Healthcare Policy, Finance, and Regulatory Environments--Healthcare policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice.

7. Evaluate the influence of political, social, and economic policies on health care systems and patient care services.

VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes-- Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care.

8. Collaborate with patients, families, professional colleagues, and the community to promote health and wellness of individuals, families, communities, and populations.
9. Evaluate effectiveness of verbal and written communication in the achievement of health care outcomes for individuals, families, communities, and populations.

VII: Clinical Prevention and Population Health--Health promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of baccalaureate generalist nursing practice

10. Synthesize nursing and public health theory and practice to provide appropriate health and wellness nursing care for individuals, families, communities, and populations.

VIII: Professionalism and Professional Values--Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.

11. Integrate a personal framework of faith, spirituality, and professional values within ethical and legal frameworks in nursing practice.
12. Demonstrate the ability to assess and advocate for the spiritual and faith needs of individuals, families, communities, and populations.

IX: Baccalaureate Generalist Nursing Practice--The baccalaureate graduate nurse is prepared to practice with patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments. The baccalaureate graduate understands and respects the variations of care, the increased complexity, and the increased use of healthcare resources inherent in caring for patients.

13. Provide safe culturally congruent holistic nursing care for diverse individuals, families, communities, and populations.
14. Adapt to change within healthcare environments utilizing critical thinking and professional behaviors.

AACN. (2008). *The Essentials of Baccalaureate Education for Professional Nursing Practice*.
https://www.aacnnursing.org/Portals/0/PDFs/Publications/BaccEssentials08.pdf

Nursing Program General Information

BSN Major Course Plan

Year 1 Semester 1	Year 2 Semester 1	Year 3 Semester 1	Year 4 Semester 1
• Intro to Christianity 1 • Fundamentals of Speech • College Orientation • General Biology • Quantitative Reasoning • History/Literature/Arts Elective	• Religion • Human Anatomy • Microbiology • Human Growth & Development	• Assessment and Skills for Nursing • Pharmacology for Nursing • Pathophysiology for Nursing • Gerontological Nursing	• Issues and Trends in Nursing • Childbearing Family Nursing • Child and Adolescent Nursing • Religion
Year 1 Semester 2	**Year 2 Semester 2**	**Year 3 Semester 2**	**Year 4 Semester 2**
• Intro to Christianity 2 • College Writing 1 • Gen/Org/Biochemistry • Intro to Statistics • History/Literature/Arts Elective	• Human Physiology • History/Literature/Arts Elective • Ethics in Science • Nutrition • Fundamentals of Professional Nursing	• Evidence-Based Nursing • Adult Nursing • Transcultural Nursing • Religion	• Mental Health Nursing • Community Health Nursing • Leadership & Management in Nursing • Transition into Professional Practice

Recognition and Accreditation

The Bethany Lutheran College Nursing Program is approved by the Minnesota Board of Nursing.
The baccalaureate degree in nursing at Bethany Lutheran College is accredited by the Commission on Collegiate Nursing Education (CCNE), 655 K Street NW, Suite 750, Washington DC 20001, (202) 887-6791.

Standards and Guidelines

The current curriculum for the baccalaureate nursing program was developed in 2016. The standard used to guide the curriculum of the Bethany Lutheran College Nursing Program is The Essentials of Baccalaureate Education for Professional Nursing Practice [American Association of Colleges of Nursing (AACN), 2008]. Other standards used to inform the program include Quality and Safety Education for Nurses (QSEN) competences [QSEN Institute. (2014). Pre-licensure KSAS. http://qsen.org/competencies/pre-licensure-ksas/], National Council of State Boards of Nursing (NCSBN) NCLEX-RN® Test Plan [https://www.ncsbn.org/2019_RN_TestPlan-English.pdf], Minnesota Board of Nursing Nurse Practice Act [https://www.revisor.mn.gov/statutes/?id=148.171], the American Nurses Association (ANA) Nursing Scope and Standards of Practice [ANA, 2015], and the American Nurses Association (ANA) Code of Ethics for Nurses [ANA, 2015].

Quality and Safety Education for Nurses (QSEN)

The overall goal for the Quality and Safety Education for Nurses (QSEN) project is to meet the challenge of preparing future nurses who will have the knowledge, skills and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare systems within which they work. The following QSEN competencies are threaded throughout the curriculum.

PATIENT-CENTERED CARE: Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.
TEAMWORK AND COLLABORATION: Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
EVIDENCE-BASED PRACTICE (EBP): Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.
QUALITY IMPROVEMENT (QI): Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
SAFETY: Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.
INFORMATICS: Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.
QSEN Institute. (2014). *Pre-licensure KSAS*. http://qsen.org/competencies/pre-licensure-ksas/

Nursing Program Time Commitment

The nursing program is rigorous, labor intensive, and requires more time and commitment than many other areas of study. Therefore, it is strongly recommended that students in the nursing program limit their employment and/or involvement in non-student related activities. Students will be expected to participate in clinical experiences that occur on weekends, evenings, and on shifts other than day shifts (0700-1530).

Nursing Program Fee

In addition to the college tuition and fees, students who are admitted to the nursing program will be assessed a program fee each semester. The fee will pay for the following personal property and services:
1. Official Uniforms (Scrub top x 2; Polo top; Pants or skirt x 2; Warmup jacket; Name badge)
2. Nursing Practice Tools
3. Nursing Skills Supply Lab Kit
4. Malpractice/Liability Insurance
5. Health Requirements Compliance Tracking
6. MN Department of Health and Human Services Background Study
7. Clinical Placement
8. Simulation Lab
9. HESI® Exams and Resources
10. Nursing Pin

Physical Requirements of Nursing Students

o Standing/Walking: Standing and walking is required for the majority of time spent in the clinical area (6-12 hours). Standing in one position is required while performing certain aspects of patient care.
o Sitting
o Lifting: Regularly lifts medical supplies, medications, patient supplies, patient charts, and CPR equipment. Must be able to support at least 75 pounds to reposition, transfer, and ambulate patients safely. Required to assist in lifting and transferring patients of various weights.
o Carrying: Carrying medical supplies and other items.

- o Pushing/Pulling: Pushing/Pulling is required when administering patient therapy and care, as well as pushing medical equipment.
- o Bending: Required when administering patient care. Must be able to bend to touch floor to remove environmental hazards.
- o Reaching: Reaching above head required when performing aspects of care such as hanging IV bags.
- o Squatting/Kneeling: Required when operating medical equipment and performing aspects of patient care such as CPR.
- o Twisting: Twisting at the waist required when bathing patients or performing other procedures.
- o Speaking: Must be able to speak and be understood in English as well as understand the English language to communicate, assess, and educate patients/families. Must also be able to communicate verbally with physicians and other professionals involved in patient care.

Admission and Progression Requirements

The following courses are required to complete the nursing major: BIOL 151 (BIOL101 is accepted with director approval), ENGL 110, CHEM 107 or CHEM 113, COMM 111, BIOL 221, PSYC 120, BIOL 222, HLTH 201, BIOL 360, SCIE330, MATH 120 (MATH 115 or MATH130 is prerequisite for MATH 120), and NURS 301, NURS 310, NURS 320, NURS 331, NURS 340, NURS 350, NURS 360, NURS 370, NURS 400, NURS 410, NURS 420, NURS 430, NURS 440, NURS 450, NURS 460

Application to Bachelor of Science in Nursing Program

Application for admission to the nursing program is a separate process and in addition to being admitted to the College. Transfer students from another institution must be admitted to the college before applying for admission to the nursing program. Space is limited and not all qualified applicants are guaranteed admission to the nursing program. Requirements for application to enter the nursing program are as follows:

1. Application for Admission. Applications are accepted March 1 - April 1 for admission to the fall cohort. Applications received after April 1 will be reviewed at the discretion of the program director. (See https://blc.edu/academics/programs/nursing-major/ for application materials)
2. Sophomore standing eligibility (at least 28 credits) by end of semester of application
3. Minimum cumulative GPA of 2.75 on all courses through fall of sophomore year
4. Minimum of "C+" in prerequisites (Must be completed or enrolled in at time of application):
    a. BIOL 151 (or BIOL101 with nursing program director or advisor approval), BIOL221, BIOL222, BIOL360, CHEM 107 or CHEM 113, PSYC 120, ENGL 110, COMM 111
    b. Note: Per Biology department, a minimum of "B" is required in BIOL101 as prerequisite for BIOL360
5. Minimum of "C+" in support courses (Must be completed to graduate from nursing program):
    a. HLTH 201, SCIE 330, MATH 120 (MATH 115 or MATH130 is prerequisite for MATH 120)
6. Minimum of "C+" in NURS301 (Must be completed or enrolled in at time of application)
7. Required prerequisite and support courses may be repeated only once (1). No more than three (3) required prerequisite and support courses may be repeated. A "C+" or higher must be earned on the repeated attempt of a prerequisite or support course to qualify for admission to or progression in the nursing program. Failing a total of four (4) required prerequisite and/or support courses will result in denial of admission to or dismissal from the nursing program. All failed required courses will be counted towards the dismissal policy (e.g. If first attempt is failed and the course is successfully repeated, the

first attempt will be counted as one (1) failure for the dismissal policy). Two (2) withdrawals (either withdrawal passing or withdrawal failing) from the same required prerequisite, support, or nursing course will be considered as one (1) failure and will count towards the dismissal policy.

8. At the time of application to the nursing program, science credits, including transfer science credits and science credits taken at Bethany, cannot be older than six (6) years. This includes the following courses: BIOL 101, BIOL 151, CHEM 107, CHEM 113, BIOL 221, BIOL 222, and BIOL 360. Students with science credits older than six (6) years will need to retake applicable science credits.
9. Copy of unofficial transcript
10. Two (2) Recommendations
11. Complete and successfully pass a national criminal background check (and Drug Screen upon request)
12. Completion of the HESI® Admission Assessment Exam (Exam arranged through nursing program)
13. Director/faculty interview (per Director discretion)

- Acceptance status letters will be mailed on or before April 15. Letters will be emailed address on the application unless otherwise indicated by the applicant.
- Preference for admission to the nursing major will be given to students with general education, prerequisite, and support course credits earned at Bethany. Transfer students must meet the same requirements for application to enter the nursing program. Bethany Lutheran College does not accept nursing credits on transfer.
- Students not accepted for admission may be listed as an alternate per the Nursing Department Admissions Committee. Students on the alternate list may also reapply for admission to the nursing program the following year and will be considered in the next pool of applicants but will not be guaranteed admission.
- Students not accepted for admission may reapply for admission to the nursing program the following year. Students may reapply for admission two (2) times and must do so in consecutive years.

Direct Admission to Nursing Program

Direct admission to the nursing program requires admission to Bethany. Freshmen can apply for Direct Admission into the nursing program if they meet these criteria:

1. Are a current high school senior.
2. ACT score of 23+ or SAT equivalent.
3. Cumulative GPA of 3.5 on a 4.0 scale
4. Priority Direct Admit application deadline is February 28. Early Decision may be available for applications completed by November 25.

Along with meeting the above criteria, Bethany students accepted into the Direct Admission program for nursing must meet the following criteria to maintain Direct Admit status:

1. Be enrolled full-time
2. Maintain a GPA of 3.25 or better their first and second academic year
3. Follow the deadlines for enrolling in the nursing classes and program
4. Earn a grade of C+ or higher in each nursing prerequisite courses
5. Pass all nursing prerequisite courses on the first attempt

Students who are unable to maintain the criteria for Direct Admission may apply to the nursing program following the regular admission criteria and process.

Upon Acceptance and Before Starting the Nursing Program

Upon acceptance to the nursing program, students must provide additional requirements for clinical placement. The following requirements are due by Aug 1:

- Attend the mandatory nursing program orientation session (held in early May)
- Documentation of certification as a Certified Nursing Assistant OR documentation of satisfactory completion of a nursing assistant course within six years preceding acceptance to the nursing program (separate fees; provide copy of unofficial transcript, letter on facility letterhead with course instructor name and contact information, or nursing assistant registry certificate)
- Current CPR/BLS for health care providers certification. Required through American Heart Association, American Red Cross, or Military Training Network (Must maintain throughout the entire nursing program; provide copy of certificate/card)
- Health Clearance Form with proof of immunizations and medical insurance (see **Health Requirements**)

Students Requesting Transfer into the Nursing Program

Students desiring to transfer into the nursing program, whether from another institution, or from a different major at Bethany Lutheran College, are to follow the regular admission process and requirements of the nursing program. Transfer students from another institution must be admitted to the college before applying for admission to the nursing program. Official transcripts from all other institutions must be submitted to the college registrar. Due to the complex nature of nursing educational programs and the requirement to align student learning with institutional and national educational competencies for the purposes of Minnesota Board of Nursing approval and CCNE standards, Bethany Lutheran College does not accept core nursing credits on transfer. Due to the traditional design of the curriculum, Bethany Lutheran College does not provide advanced standing to or accept core nursing credits on transfer from persons who currently hold licensure as a Licensed Practical Nurse (LPN). Any person holding LPN licensure desiring admission to the nursing program must follow the regular admission process and requirements of the nursing program.

Policy for Readmission to Nursing Program for Students in Good Standing

After all continuing students in good academic standing are accommodated, those students in good academic standing who desire readmission to the nursing program or who are applying to transfer into the nursing program, will be accepted on a first-come, first-selected basis. All current eligibility requirements must be met to be considered for readmission or transfer into the nursing program.

1. A student, who withdrew from a nursing course or the nursing program for reasons other than academic difficulty and later wishes to be readmitted, must submit an application for readmission to the Director of Nursing. (Deadline: Before April 1st if readmission is desired for the next fall semester).
2. Students may apply for readmission or transfer to the nursing program two (2) times and must do so in consecutive years.
3. If absent two (2) years or less, student will proceed in sequence unless major curriculum changes have been made. If absent more than two (2) years, student will be required to be evaluated via testing to determine course placement.
4. If absent more than one (1) year, student will be required to repeat the background checks and submit a new health clearance form.
5. If more than four (4) months have elapsed since completion of any clinical experience, a clinical assessment and/or a skills laboratory assignment will be required. This is to ensure the safety and

competency of the student's performance in all previously learned skills and nursing process in all prior courses. A maximum of two (2) attempts are allowed for the skills laboratory test. A fee may be charged for this assessment and any necessary clinical experiences

6. Notes:
   a. Clinical Nursing courses must be taken in sequence
   b. All current health and safety requirements, drug testing, and criminal background checks must be met.

Progression in Program

Progression and retention in the nursing program is based on the following:
- Maintain a minimum cumulative GPA of 2.75
- Obtain a "C+" (per individual course grade scale) or higher in all prerequisite and support courses
- Obtain a "C+" (per nursing program grade scale) or higher in all required nursing courses
- Pass ongoing national criminal background check, MN DHS background study, and drug screen. Failure to pass a national criminal background check, MN DHS background study, or drug screen will result in dismissal from the nursing program.
- Complete all required clinical practicum experiences. Inability to participate, for any reason, in a clinical placement required by the academic program may result in ineligibility to qualify for a degree.
- Maintain current CPR for health care provider certification
- Maintain current immunizations, vaccines, and TB skin test
- Abide by established college and nursing department policies on academic integrity, code of conduct, and professional standards
- Avoid course failures
- Completion of core nursing courses must not take longer than five (5) years. No core nursing courses may be older than five (5) years at the time of graduation.

Health Requirements

In addition to college health requirements, students must meet clinical requirements needed to participate in clinical practicum. This includes obtaining a physical examination and providing medical records (clinic, hospital, health care provider, lab reports, or state immunization record) of required immunizations. The physical exam must be completed within six (6) months of program start date. Students must complete the Health Clearance Form and provide official documentation of:
- COVID-19 Vaccine: Two (2) doses of Pfizer-BioNTech or Moderna vaccine OR one (1) dose of Johnson & Johnson vaccine. Booster vaccines are recommended. Note: Religious and medical exemptions are reviewed and determined by clinical agencies. Clinical agencies may not allow participation in clinical experiences at their site without COVID vaccination.
- MMR (measles/rubeola, mumps, rubella/German measles): Two (2) MMR vaccinations or positive titer of each. If titer is negative, documentation of 1 "booster" dose and a repeat titer is required. Those who have a positive titer after the single "booster" dose are considered to be immune and no further testing or vaccination is needed. Those who have a negative titer after the "booster" dose must receive 1 additional dose.
- Tetanus/Diptheria (Td) or Tetanus/Diptheria/Pertussis (Tdap): One adult dose Tdap vaccine within past 10 years or Tdap once with Td booster within past 10 years.

- Varicella (Chicken pox): Two (2) vaccinations or positive varicella titer. If titer is negative, documentation of 1 "booster" dose and a repeat titer is required. Those who have a positive titer after the single "booster" dose are considered to be immune and no further testing or vaccination is needed. Those who have a negative titer after the "booster" dose must receive 1 additional dose.
- Tuberculosis: Negative two-step TB skin test (Mantoux), or two negative consecutive annual tests, or QuantiFERON gold test or T-Spot titer test within 6 months of program start date. If skin test is positive, a chest x-ray is required with provider documentation of negative disease within 6 months of program start date. A one-step skin test must be completed annually and current while in the nursing program. Students who have a history of a positive TB skin test must complete an annual symptom screen instead of an annual TB skin test.
- Hepatitis B vaccination or Hepatitis A/B combo vaccination: Three (3) vaccinations. Documentation of the first of three doses is required prior to the start of clinical. Documentation of the entire series of three doses within six months of starting the Hepatitis B series is required. Positive anti-HBs titer is also acceptable.
  If anti-HBs titer is negative, documentation of 1 "booster" dose and a repeat test for anti-HBs 1–2 months later is required. Those who test positive for anti-HBs after the single "booster" dose are considered to be immune and no further testing or vaccination is needed. Those who test negative for anti-HBs after the "booster" dose must receive 2 additional doses to complete a second 3-dose series.
  OR Complete Hepatitis B vaccination declination form. Note: Clinical agencies may not allow participation in clinical experiences at their site without Hepatitis B vaccination.
- Influenza: Seasonal influenza vaccine required annually by October 1
  OR Signed documentation from a physician or provider of medical exemption. Note: Clinical agencies may not allow participation in clinical experiences at their site without Influenza vaccination.
- Medical health insurance coverage (self, through parents, Medical Assistance) is required. Student insurance may be purchased from a variety of companies such as: Nurses Service Organization (www.nso.com), Aetna (www.aetnastudenthealth.com), United Healthcare (www.uhcsr.com), and Cigna (www.cigna.com).
- The nursing program does not guarantee alternative facility placements in cases where students are not allowed at planned clinical sites due to personal or medical circumstances. Students with these circumstances may be unable to continue in the nursing program. Students with personal or medical circumstances that may limit their eligibility to participate in clinical are encouraged to meet with the program director in advance of any clinical courses. Students with questions about religious and medical exemption requests are encouraged to meet with the program director in advance of any clinical courses.

Additional Health Requirements for Global Travel

The following additional requirements are due prior to the global health trip as specified by faculty or the Director of Nursing. Additional vaccinations may be required depending upon travel arrangements.
- Hepatitis A vaccination or Hepatitis A/B combo vaccination. Two (2) vaccinations. First dose should be before September 1 and second dose should be before March 1. Positive HAV total antibody test or HAV IgG titer is also acceptable.

- Typhoid. One (1) vaccination before March 1 (either 1 injection or 4 doses of oral vaccine)
- Passport. Passport must have at least 3 months remaining prior to expiration date.

Compliance tracking of the Health Clearance Form, required immunizations, CPR Certification, and nursing assistant course or CNA is completed online through Castle Branch. Please contact the Director of Nursing for specific procedures.

Additional Health Requirement for Pregnant Students

Any student who is or becomes pregnant while in the nursing program must notify the Director of Nursing as soon as possible. The student must also supply a written notification from her primary health care provider that states the positive pregnancy and that the student is physically able to participate fully in all course and clinical requirements with no risks to herself, patients, or the institution. This clearance is to state permission to continue classes and clinical "WITHOUT RESTRICTION" (e.g., activity, lifting, standing; see Physical Requirements) and must be submitted on the first day of each semester during the student's pregnancy. The pregnant student will be expected to meet the stated conditions and objectives that are required of any student in either a didactic or clinical course. There may be some minor adaptation made to an assignment in the clinical area if deemed necessary by the clinical instructor, not the student. The student must be aware of infection control measures to protect oneself as well as others from disease transmission.

If at any time the students primary health care provider or clinical instructor states the student is unable to perform expected tasks, functions, and or studies for the current nursing course(s), the student may be required to withdraw or may be dismissed from the course/clinical. Students will not be able to progress in the nursing program until that course/clinical that was missed is repeated per the nursing program requirements. Students are encouraged to wait six weeks after delivery before returning to school. Each nursing student will be expected to sign a statement that she has read this policy, and that she understands that failure to abide by this policy will be grounds for withdrawal from the nursing course. If any clinical agency has restrictions, the program and student will follow the guidelines of the agency.

Background Checks

Minnesota state law requires that any person who provides services that involve direct contact with patients and residents at a health care facility complete a background check. A national criminal background check is completed through Castle Branch and a background study is completed through the Minnesota Department of Health and Human Services (DHS). Please contact the Director of Nursing for specific procedures.
1. Acceptance into the nursing program and continuation in the nursing program is contingent on passing a national criminal background check.
2. Any individual who is disqualified from having direct patient contact as a result of the national criminal background check or DHS background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in a clinical placement in a Minnesota licensed health care facility. Clinical placement is a requirement to qualify for a degree.
3. Clinical agencies reserve the right to refuse admittance of any student to their facility based on the information obtained in the background check or study. Clinical placement is a requirement to qualify for a degree.
4. Students who are not cleared through the background check or study will be notified in writing.

5. Criminal background check and DHS background study summaries for each student will be sent to the Bethany Lutheran College Nursing Department. All background reports for nursing students will be held confidential and stored in a locked file.

6. Bethany Lutheran College Nursing Department may furnish background check or study information to the college administration and to third parties (e.g. clinical practicum agencies) in the course of fulfilling its official responsibilities.

7. The student has an ongoing obligation to report any criminal conviction that may impact the student's continued ability to participate in the nursing program to the Director of Nursing within 30 days of its occurrence. Failure to do so, or to comply with any other aspect of this policy, will result in immediate dismissal from the nursing program.

8. DHS background studies are required annually and paid for through the program fee.

9. A national criminal background check is required when applying to the program (must be within 12 months prior to applying), if a student has been absent from the program for 1 or more years, and upon request of the program director. Students are responsible for the costs of all national criminal background checks.

10. Any false or misleading information will be grounds for the immediate dismissal of a current student from the nursing program or rescission of the invitation to enter the program for a new student.

11. The policy is in addition to the policies concerning criminal conduct outlined in the Bethany Lutheran College Student Handbook.

Drug Testing

In order to uphold the highest standards of the nursing profession and in compliance with affiliated clinical site requirements, students may be required to submit to a drug test, and to submit, as requested, to additional tests once enrolled. If drug test is positive at time of application, acceptance will be denied with no further consideration of application. If drug test is positive at any time while the student is in-program, the student will be dismissed from the program with no opportunity for readmission. Bethany Lutheran College nursing program may furnish drug testing information to the college administration and to third parties (e.g. clinical practicum agencies) in the course of fulfilling its official responsibilities. Drug testing is completed through Castle Branch. Please contact the Director of Nursing for specific procedures.

Failed Courses

Prerequisite and Support Courses
Required prerequisite and support courses may be repeated only once (1). A "C+" or higher must be earned on the repeated attempt of a prerequisite or support course to qualify for admission to or progression in the nursing program. No more than three (3) required prerequisite and support courses may be repeated. Failing a total of four (4) required prerequisite and/or support courses will result in denial of admission to or dismissal from the nursing program. All failed required courses be counted towards the dismissal policy (e.g. If first attempt is failed and the course is successfully repeated, the first attempt will be counted as one (1) failure for the dismissal policy). Two (2) withdrawals (either withdrawal passing or withdrawal failing) from the same required prerequisite, support, or nursing course will be considered as one (1) failure and will count towards the dismissal policy. The following science courses must be earned in the six (6) years preceding progression into the major: BIOL 101, BIOL 151, CHEM 107, CHEM 113, BIOL 221, BIOL 222, and BIOL 360*.* The prerequisite and support courses policy applies to courses taken at Bethany or another institution.

Nursing Courses

Course Failure

Failed nursing core courses (NURS courses) may be repeated only once (1). Failing a total of two (2) nursing core courses will result in dismissal from the nursing program. A "C+" or higher must be earned on the repeated attempt of a nursing course to qualify for progression in the nursing program. A failure on a repeated nursing course or a second nursing core course will result in dismissal from the nursing program. Repeating a failed course for a successful grade does not negate the failing grade for purposes of progression. All failed required courses will be counted towards the dismissal policy (e.g. if first attempt is failed and the course is successfully repeated, the first attempt will be counted as one (1) failure for the dismissal policy).

Course Withdraw

Two (2) withdraws (either withdraw passing or withdraw failing) from the same required nursing course will be considered as one (1) failure and will count towards the dismissal policy. A course withdraw (either withdraw passing or withdraw failing) or course failure on the third attempt of the course withdrawn from will result in dismissal from the nursing program.

If the student is permitted and chooses to repeat a failed or withdrawn course, a Course Improvement Plan is initiated. The course needs to be successfully completed with a "C+" or better; however, the student will have no longer than two enrolled semesters with the course offering to successfully complete the course. Completion of core nursing courses must not take longer than five (5) years. No core nursing courses may be older than five (5) years at the time of graduation.

Multiple Failures in Same Semester

Students who fail two (2) or more nursing courses in the same semester due to a recent death in the family, military service, hospitalization, contagious illness, motor vehicle accident, or unforeseen and extenuating academic reasons may submit a request to the Director of Nursing to consider counting the multiple course failures as one (1) failure for that semester and towards the dismissal policy. A written request and documentation of the incident must be provided to the Director of Nursing within three (3) calendar days of the end of the semester. This documentation must include proof of funeral, military service commander order, hospital discharge papers, documentation from the clinic verifying illness, or a letter from the student's academic advisor verifying and explaining the unforeseen and extenuating academic reasons. Students may submit this request one time only during their time in the program. Decisions made by the Director of Nursing regarding the request are considered final.

Reenter and Repeat Option

The reenter and repeat option allows students who fail two (2) NURS courses in the same semester a one-time pass to reenter and repeat the failed courses and meet specific criteria to count the original two failures as one failure for progression in the program. Criteria for the reenter and repeat option include:

- Student must not have failed more than two (2) NURS courses in the same semester
- Student must have an exam average of at least 65% after two theory exams in the failed NURS courses
- Student must have completed all NURS courses for that semester
- Student must have achieved 850 or higher on the HESI® specialty exam of that semester

- Student must agree to and complete a specific remediation plan during the semester not in NURS courses
- Student must reenter and repeat the NURS courses at the next course offering
- Student must achieve a letter grade of C+ or higher per program grading policy in repeated NURS courses in order to drop one failure
- Students cannot use the reenter and repeat option more than one time
- Students who complete the reenter and repeat option and earn a failing grade in any subsequent NURS course will be dismissed from the program with two (2) NURS course failures per program dismissal policy

Repeating a Nursing Course

A student requesting to repeat a course must meet with his/her program advisor and complete the Intent to Repeat a Program Course Form. Both forms must be returned to the Director of Nursing within 21 calendar days of the next semester. Students will have the opportunity to repeat the course(s) with priority over other first-time entry students and transfer students one time only. If students do not repeat the course at the time designated by the Nursing Department, the student will forfeit his/her priority status and will be eligible to take the course(s) after other students first-time entry students and transfer students have had an opportunity to enter the program. The student will have no longer than two enrolled semesters with the course offering to successfully complete the course. Students are required to complete a Program Progression Plan with remediation activities during the semester absent from nursing courses.

Withdrawal from Nursing Course or Program

1. Students who go through a voluntary or enforced withdrawal from a nursing course must obtain academic advisement from their academic advisor and the course instructor.
   a. Withdrawal from the course within the college's official withdrawal time frame will result in a "withdraw passing" or "withdraw failing" based on students earned course grade.
   b. Withdrawal from the course after the college's official withdrawal time frame will result in a "failure".
2. Any student who is considering voluntary withdrawal from the nursing program must meet with their advisor and Director of Nursing. The student or advisor completes a written statement regarding the reason for withdrawal. The statement is placed in the student file.
3. Any student who withdraws from any course which will result in a delay in progression in the nursing program must inform the Director of Nursing of the student's intent to continue in the program or to withdraw from the nursing program.
4. Any student who is unsuccessful in any course which will cause a break in clinical experiences must prove proficient in both clinical skills and medication calculations. If more than four months have elapsed since completion of any clinical experience, a clinical assessment and/or a skills laboratory assignment will be required. This is to ensure the safety and competency of the student's performance in all previously learned skills and nursing process in all prior courses. A maximum of two (2) attempts are allowed for the skills laboratory test and medication calculation exam. A fee may be charged for this assessment and any necessary clinical experiences.

5. Any student who will be repeating any course which will cause a break in clinical experiences must complete an additional criminal background check and urine drug test. These will be completed at the cost of the student.

Policy for Readmission to Nursing Program for Withdrawal Students

Any student who withdraws from the nursing program (regardless of reason) and wishes to return must reapply. All current eligibility requirements must be met to be considered for readmission into the nursing program.

1. A student, who withdrew from a nursing course or the nursing program for reasons other than academic difficulty and later wishes to be readmitted, must submit an application for readmission to the Director of Nursing. (Deadline: Before March 1st if readmission is desired for the next fall semester).
2. Students may apply for readmission two (2) times and must do so in consecutive years.
3. If absent two (2) years or less, student will proceed in sequence unless major curriculum changes have been made. If absent more than two (2) years, student will be required to be evaluated via testing to determine course placement.
4. If absent more than one (1) year, student will be required to repeat the background checks and submit a new health clearance form.
5. If more than four (4) months have elapsed since completion of any clinical experience, a clinical assessment and/or a skills laboratory assignment will be required. This is to ensure the safety and competency of the student's performance in all previously learned skills and nursing process in all prior courses. A maximum of two (2) attempts are allowed for the skills laboratory test. A fee may be charged for this assessment and any necessary clinical experiences.
6. Notes:
   a. Clinical Nursing courses must be taken in sequence
   b. All current health and safety requirements, drug testing, and criminal background checks must be met.
7. Students who withdrew because of unsatisfactory achievement must also submit the following in writing:
   a. Reasons for withdrawal including: Identification of academic and/or personal factors that contributed to not being successful in the nursing course, analysis of why these factors were present, and awareness of why each factor deterred from their being successful in the course.
   b. Detailed improvement plan for each semester for program completion. The improvement plan should be specific and realistic and include a plan for success that addresses each factor that was identified and identification of how the plan will be operationalized, and be specific and realistic.
   c. Completed Program Progression Plan
   d. Completed Intent to Repeat a Program Course Form
8. Official transcripts for any courses taken outside of Bethany Lutheran College since withdrawal will be required. Unofficial transcripts are acceptable for courses taken at Bethany Lutheran College.
9. Students will be evaluated for readmission in accordance with the following criteria:
   a. All the application criteria as outlined earlier
   b. Grades for all courses completed to date
   c. Written improvement plan
   d. Available space in the courses requested
   e. All requests for readmission will be considered, but readmission is not guaranteed.

Dismissal from the Nursing Program

A student may be dismissed from the School of Nursing for any of the following reasons:
1. Failure to meet academic standards
2. Violation of academic integrity or code of conduct policies
3. Behavior which is contrary to the ethics of the nursing profession
4. Failure to maintain a minimum cumulative Bethany Lutheran College 2.75 GPA or better
5. Failing the same required nursing course two (2) times
6. Failing two (2) required nursing courses in different semesters
7. Failing two (2) or more required nursing courses in the same semester
8. Failing a total of four (4) required prerequisite or support courses
9. Lack of a clear background check or study

Teaching-Learning Process

Faculty Role

In recognition of the fact that mutual effort and responsibility of student and teacher are inherent in the learning process, the *faculty* members in the nursing program will:
1. Use their knowledge and experience to create an optimal learning environment.
2. Assist students to clarify the substance and intent of the objectives of the courses.
3. Assist students to implement a course of action leading to achievement of the objectives.
4. Encourage and assist students to know and utilize their learning strengths and limitations.
5. Be available and open to students' expression of needs and/or concerns in order to promote student-teacher communication.
6. Be guided by honesty, integrity, and a spirit of fairness to students and themselves, as they evaluate student performance and their own teaching activity.
7. Use personal mentoring and advising to aid students in achieving their ultimate educational goals.
8. Annually, with student input, evaluate the nursing courses and their individual components.
9. Strive to know their students as persons and assist them toward personal growth.

Student Role

In recognition of the fact that mutual effort and responsibility of student and teacher are inherent in the learning process, the *student* in the nursing program will:
1. Recognize that as an individual of worth and dignity, each student is accountable for individual actions.
2. Accept ultimate responsibility for individual learning.
3. Become familiar with the substance and intent of the objectives of each course.
4. Work with the teaching team in implementing a course of action leading to student achievement of the objectives.
5. Regularly and consistently prepare for, attend, and participate in all scheduled learning experiences.
6. Monitor student academic progress within the nursing courses.
7. Be guided by honesty, integrity, and a spirit of fairness to oneself, classmates, and teachers of the courses.
8. Periodically perform self-evaluation to determine movement toward educational and life goals.
9. Be receptive to the evaluation from faculty and peers.
10. Be proactive in furthering growth as an individual and as a helping person.

Students also have the responsibility for promoting change within the nursing program and the curriculum. Strategies to influence changes with the nursing program might include:

1. Thoughtfully evaluate each learning activity and course through written and/or online evaluation at the completion of each course.
2. Share your evaluation of ongoing learning activities with the involved faculty.
3. Discuss any issues/concerns or support of activities and/or courses with the student representative(s).
4. Discuss any issues/concerns or support of activities and/or courses with the faculty or program director.
5. Request data to clarify current practices.
6. Present professional, written proposals for changes to the student representative(s).
7. Offer time, energy, and ideas by serving as a student representative on program committees.

Student Representatives
It is the goal of the nursing program to maintain accountability and encourage an open communication environment with students. Students are encouraged to participate in program decision making as a student representative. At the beginning of each semester, the program director will send an email request for student representatives from each cohort. Student representatives will be chosen from those who express interest and demonstrate professional leadership qualities. If no students express interest, the program director will seek recommendations from nursing faculty and send an email request to the student. Whenever possible, the program will seek new representatives each year.

Student representatives are responsible for the following:
- Gather cohort feedback on the following questions as they pertain to the student learning outcomes and course objectives in Bethany's nursing program:
  - What are some things that are going well?
  - What are some things students are struggling with? (Indicate number of students with the concern)
  - What are some things that would help the cohort achieve their goal of becoming a nurse?
  - What are suggestions or possible solutions to the things students are struggling with or things that would help the cohort achieve their goal of becoming a nurse?
- Provide professional, constructive concerns with suggestions for changes to faculty and/or program committees on behalf of the cohort
- Attend the first fifteen minutes of program committee meetings to provide feedback about group concerns/suggestions
- Attend and represent cohort at program advisory committee meetings
- Communicate to cohort any nursing faculty decisions on student requests/concerns/suggestions
- Student representatives do not vote on program decisions
- Student representatives do not solve student problems
- Student representatives do not represent a student that has individual concerns. If approached by a fellow student who has an individual issue or complaint, that student should be referred to the course faculty or program director.

Academic Advising

Prenursing and nursing students are assigned a nursing faculty member as their advisor. Frequent contact with your advisor is encouraged. Course planning for each semester is done with the advisor. The academic advisor will guide the student on all matters related to the program of study and aid the student in interpretation of policies whenever necessary. However, it is ultimately the students' responsibility for meeting all stated requirements for the degree and observing the relevant policies.

Academic Coaching

The nursing academic support specialist provides academic coaching for prenursing and nursing students. This may include coaching on study skills, time management, or some course topics. The nursing academic support specialist does not provide academic advising to students.

Communication

BLC e-mail is considered the official communication medium. All nursing students must maintain an active BLC email address. Correspondence from advisors and instructors is often done via email. Students are expected to read their BLC email at least three times a week and will be held accountable for the information distributed in this manner.

All nursing courses have a MyBLC component with course related announcements and documents posted online. Course faculty frequently post course information and updates in MyBLC. Students are responsible for checking MyBLC at least three times a week and will be held accountable for the information distributed in this manner.

The nursing program student handbook will be available through MyBLC. The nursing program student handbook is updated the start of each academic year. When updates to the handbook occur during the academic year, students will be notified of policy changes or new policies utilizing the announcement feature in MyBLC. This process will be completed within one week of faculty approval of the policy change. New policies pertaining to major requirements, core requirements, and entry into major are also posted on the nursing program website (https://www.blc.edu/nursing-major).

Curriculum

Attendance Policies

Class attendance is regarded as an essential part of the educational process. The most significant contributors to learning are attendance and active participation in all class sessions. Therefore, attendance will be taken and active participation and engagement in class discussions and learning activities will be noted.

- Students are expected to attend class in person for lecture unless they are following isolation procedures due to COVID exposure.
- Students are required to attend class in person for skills lab, simulation, and clinical.
- Students are expected to take initiative in learning and prepare for all class sessions to participate actively in class discussions and activities. This includes completing assigned readings and preparatory assignments prior to class.

- Students will not be excused to meet the needs of another course, which includes coursework or testing for fulfillment of CNA certification, orientation for employment, or clinical orientation.
- Students may receive a zero for an unexcused exam, quiz, or practicum assignment.
- It is the student's responsibility to present an excuse to his/her instructor/faculty and request make-up privileges for absences. Unless extenuating circumstances, the absence request MUST be submitted prior to date to receive an excused absence. The instructor/faculty reserves the right to deem the absence excused or unexcused regardless of when the request was received.
- Students who are unable to attend classroom, skills lab, simulation, or clinical due to infectious illness or personal crisis are required to contact the instructor, and, if scheduled for a clinical experience, the clinical area to which the student is assigned. Notification is required to be made no later than one-half hours before the session begins. Failure to attend class sessions results in implantation of the Course Improvement Plan described in the Nursing Program Student Handbook.
- Students are expected to arrive prior to the scheduled class start time to avoid tardiness. Tardiness reflects poorly on students' professional behavior and disrupts the learning environment.
- Students are expected to adhere to the scheduled times and dates of all breaks per the Bethany Lutheran College academic calendar. Students should not schedule vacations at any other time during the academic semester.
- Travel arrangements for a break should not include any day in which a class or clinical is scheduled.
- Students will not be excused from class, clinical, or exams/quizzes prior to or immediately after a scheduled break or for any other vacation during the academic semester.
- Additional attendance policies may be listed in individual course syllabi.

Testing Policies

The nursing program adheres to the Academic Honesty Policies in the current *Bethany Lutheran College Student Handbook* and *Bethany Lutheran College Nursing Program Student Handbook*. Unless otherwise indicated, policies in the nursing program student handbook take precedence over policies in the college student handbook.

Absent/Late Policy
Attendance is taken at all testing activities (exams, quizzes, skills tests, HESI exams, simulations). When a student is unable to attend a scheduled testing activity due to a severe illness or personal crisis, the student is required to contact the faculty **prior to** the testing activity to explain the reason for the absence and arrange with the instructor a time to make-up the missed activity. **Failure to notify the instructor of absence or tardiness prior to the testing activity will result in zero (0) points for the testing activity and the student will not have the opportunity to schedule or complete a make-up testing activity.** No extra time is allotted to the student when arriving late to exams. Students cannot make-up missed quizzes and there is no extra time allotted to the student when arriving late to quizzes. When a student misses a scheduled computerized exam, the make-up exam may be administered as a computerized or paper/pencil exam per faculty discretion.

Make-up Exam Policy
All exams and skills tests not taken on the original scheduled test date will be given a 5% penalty from the total possible points of the exam. Students who have had a recent death in the family, military service, hospitalization, contagious illness, motor vehicle accident, or actively playing in a BLC athletic event may be excused from this 5% penalty policy pending evaluation of documentation.   A written request for the 5% waiver

and proof of the incident must be provided to the Director of Nursing within seven calendar days of the original exam date. This documentation must include proof of funeral, military service commander order, hospital discharge papers, documentation from the clinic verifying illness, or email from coach confirming presence and actively playing in game.

Exam Review
Students who achieve 78% or less on any theory course exam and less than 90% on nursing dosage calculation exams are expected to meet with course faculty for exam review. Exam review must be completed within 7 days of the posting of exam scores. Students must schedule a time for exam review within 48 hours of posted exam scores. Students who fail to schedule a time for exam review within 48 hours of posted exam scores waive their right to exam review. Students will use the Loma Linda analysis tool to evaluate their exam. Faculty reserve the right to require exam review at any time and to complete a Course Improvement Plan with remediation activities.

Due to the comprehensive nature of final exams, there will be no student reviews of final exams. If a student has a concern about a specific item on a final exam, the student must email the faculty within 24 hours of testing requesting faculty to consider their concern when faculty completes exam analysis. The student must state the specific concern and provide supporting rationale from course materials. Faculty will acknowledge receipt of the student request but will not reply to the student with details regarding the outcome of the request in order to maintain test security. Final exam scores will be posted in MyBLC by 5 pm on the Friday of Finals Week.

Exam Item Reconsideration Process
In order to initiate the exam item reconsideration process, the student must complete the exam review and rationale process for the item the student is requesting. The student must review their exam within 7 days of the posting of exam scores. The student needs to complete and submit the Exam Item Reconsideration Form within 48 hours of exam review. All of the required information for the reconsideration must be cited and the information must come from the required or recommended text, course documents, and/or course resources. The faculty will review any requests for reconsideration at the next course faculty team meeting. Details regarding the outcome of the request will not be disclosed to students in order to maintain exam security. The student submitting the reconsideration may contact the faculty for more information about the outcome of the request. If a change occurs, any student that is affected by the change will have points adjusted for that exam and an announcement will be posted in MyBLC indicating the point adjustment.

Electronic Software
During each course, assignments, exams, and quizzes will be required using electronic software. Examples of assignments using electronic software includes, but is not limited to: focused exams, integrated exams, unit exams, NCLEX-RN® readiness exams, adaptive quizzes, content lessons, SimChart®, and remediation activities. Satisfactory completion of all required electronic assignments and exams will contribute to successful progression in the nursing program.

Computerized Exam Policy
All nursing program theory exams will be administered using a computerized method. If there are technical issues preventing all students from accessing the computerized exam, the exam may be rescheduled or a paper/pencil exam may be administered. If there are technical issues preventing an individual student from accessing the computerized exam, the student will be required to reschedule a date and time to take the

computerized exam. For an individual test taker, the computerized exam must be rescheduled when the technical issue occurs and must be taken within three business days of the original exam date. When a student misses a scheduled computerized exam, the make-up exam may be administered as a paper/pencil exam per faculty discretion.

Computerized Exam Delivery

Computerized exams will be delivered online using a remote proctoring service or on campus with a faculty proctor. Nursing faculty and the Director of Nursing reserve the right to decide how exams will be delivered whether the class is delivered in an online or face-to-face format. Students are required to test during scheduled testing times whether remote or on campus. Students are expected to attend on campus testing sessions unless extenuating circumstances (campus closure, COVID exposure) prevent testing on campus.

Test Day Policies

- Approximate timing of exams and quizzes is calculated at 1.5 min per question (Example 50 questions x 1.5min = 75 min). Please note the NCLEX-RN® exam allows approximately 1.3 min per questions; therefore, in the final semester of the nursing programs faculty may choose to enforce the 1.3 min per question rule.
- All electronic devices (phones, tablets, laptops, smart watches, etc..) must be turned off and stowed in backpack, purse, bag
- Personal items (hats, gloves, scarves, coats, notebooks, food, gum/candy, etc..) are not allowed within student reach and must be stowed in/with backpack, purse, bag
- All backpacks, purses, bags and personal items must be placed in the front or back of the room out of student reach and sight
- If permitted by faculty, students may have closed container beverages
- Additional rules per faculty may apply and must be adhered to
- No bathroom breaks during tests
- If space allows, students will be asked to sit every other seat
- Calculators will be within the exam or will be provided
- Scratch paper or white board and marker will be provided
- Any disclosure of information related to exam/test/quiz items from one section/student to another will be considered an academic dishonesty behavior for all involved and actions related to academic dishonesty will be implemented
- In situations where a student unintentionally skips a question during a computerized exam, the student will be asked to wait in the testing room until all students finish the exam. The student will review the question and answer options on the faculty computer, write their answer on paper, and initial the paper as submission of the question. Faculty will credit or not credit the point value in the exam as indicated by the student's written answer.

Remote Testing Policies

Students on quarantine or isolation due to COVID-19 exposure or diagnosis are able to take scheduled course exams remotely using the computerized exam software and a remote proctoring service such as Zoom. Remote testing policies have been implemented to ensure academic honesty and exam integrity is maintained.

- Students testing remotely must follow the test day policies outlined in the student handbook.

- The testing area must mimic the 'in class' testing environment with a desk or table, chair, and "daylight" quality lighting. Environment must be free of other people and pets. Dress as if in a public setting.
- No personal items or course materials permitted on the desk or table including textbooks, papers, notebooks, cell phones, smart watches, and other computers or tablets.
- Student may have a standard calculator (not cell phone calculator), blank scratch paper, pen/pencil, and regular ear plugs to use during the exam.
- Headsets, ear plug audio devices, and Bluetooth earbuds are prohibited.
- Screenshots of test information are prohibited.
- Do not leave the room during the testing period at any time.
- Students must keep their video camera on and entire head and face visible during the exam.
- Student must show the faculty their surroundings prior to starting the exam to confirm there are no course materials, notes, or personal items accessible to the student during the exam.

HESI® Testing and Remediation

Each student enrolled in the Bethany Lutheran College Nursing Program will be required to complete any assigned nationally normed HESI® specialty exams (practice or proctored) for selected nursing courses within the program, as well as a comprehensive Exit RN Exam in a course in the final semester of the nursing program. Students should aim to achieve a score of 900 or higher (80% or higher equivalency) on each HESI® exam taken within the program. Research demonstrates that scores in this range on the HESI® Exit Exam are highly predictive of future NCLEX-RN success.

Specialty Examinations: HESI® specialty exams (practice and proctored) are administered in various nursing courses throughout the nursing program. Practice specialty exams within a specific nursing discipline are designed to provide a student with a broader understanding of his or her own individual areas in need of improvement at defined times within a semester, as well as assist to guide remediation efforts that are specific to the individual's specific learning needs. By spreading remediation throughout the semester, the student will be better prepared to apply a higher level of application within a content area as part of preparation for unit exams and clinical experiences.

HESI® Exit Examination: The HESI® Exit examination is administered during the final semester of the Final year in the Nursing Program. An online remediation plan is developed for each question missed. Students scoring less than 900 on the exit examination must remediate according to the following guidelines and submit proof of remediation before taking a second exit examination. Students should aim to achieve a 900 or higher benchmark score on the HESI® exam before sitting for the NCLEX-RN® examination.

Remediation Procedure: The purpose of HESI® exam remediation is to improve the student's critical thinking, clinical reasoning and test taking strategies to achieve NCLEX-RN success. In order to best prepare for the comprehensive Exit Exam, each student is required to remediate after each specialty practice or proctored HESI® exam according to the prescribed plan of study that accompanies the HESI® feedback provided to each student in an individual HESI® Student Account. Remediation requirements are dependent on each individual student's HESI® score for each exam. HESI® Exam scores can be indicative of the student's level of risk for overall success within the nursing program as well as the NCLEX-RN®. Students with lower HESI® scores require more intense remediation.

Students and faculty will use the following guidelines for <u>all HESI® testing remediation</u> unless otherwise noted. The following remediation is required for each proctored or practice specialty exam as noted in the respective scoring tables below. For proctored exams, students must complete the online remediation packets as evidence of remediation and tracking of hours spent in remediation. Points earned toward a course grade will be identified within the course syllabus. **All students are required to remediate for each assigned HESI® exam regardless of score earned.** Each student must provide evidence of completed remediation prior to taking the next scheduled HESI® exam and/or by the scheduled due date within a Course Calendar.

HESI® Practice and Proctored Exam points: Each student will be awarded 100% of assigned course points for testing in each specialty or exit HESI® exam if a score of 900 or above (80% or higher) is achieved on first attempt of the assigned exam. Students scoring 800-899 on the first attempt of the assigned exam will earn 50% of assigned course points for testing. Student scoring 0-799 on the first attempt of the assigned exam will not earn any assigned course points for testing. Each student needs to complete **all** assigned remediation activities according to the guidelines created in order to earn any of the assigned remediation points for the specific assignment. Please see the course syllabus for specific grading details

<u>Student Remediation Guidelines for Proctored (Specialty) HESI® Exams</u>

Students may access the exam report in their HESI® Student Access account. Students receive their HESI® Proctored (Specialty) Exam reports and correlating remediation packets within 48 hours of the exam being closed.

HESI® Score 900 or higher	1. Complete all remediation essential packets, clinical judgment skills, and case studies provided in HESI® Student Access specific to the Exam.
	2. A minimum of three hours study time is required in remediation activities.
HESI® Score 800-899	1. Complete all remediation essential packets, clinical judgment skills, and case studies provided in HESI® Student Access specific to the Exam.
	2. A minimum of four hours study time is required in remediation activities.
HESI® Score 700-799	1. Complete all remediation essential packets, clinical judgment skills, and case studies provided in HESI® Student Access specific to the Exam.
	2. A minimum of six hours study time is required in remediation activities.
HESI® Score 600-699	1. Complete all remediation essential packets, clinical judgment skills, and case studies provided in HESI® Student Access specific to the Exam.
	2. A minimum of eight hours study time is required in remediation activities.
HESI® Score 599 or below	1. Complete all remediation essential packets, clinical judgment skills, and case studies provided in HESI® Student Access specific to the Exam.
	2. A minimum of ten hours study time is required in remediation activities.

<u>Student Remediation Guidelines for HESI® Practice Exams</u>

Students may access exam results in the HESI® RN Case Studies with Practice Test Evolve course. Students should review each test item with rationale within 48 hours of the exam being closed. Each student needs to review the report and note the score earned as well as content areas with the lowest scores. Complete the remediation plan document and upload to HESI Practice Exam and Plan drop box in the course for faculty approval or corrections prior to completing remediation activities. When finished with remediation activities, upload your plan with screen shots of your completed activities to the HESI Practice Exam Completed Remediation drop box in the course.

HESI® Score 900 or higher Exam percent 80% or above	1. Complete the remediation plan document and upload to course drop box for faculty approval or corrections prior to completing remediation activities. 2. Focus on **two** lowest scoring content areas for remediation. 3. Develop and take <u>one</u> 25-question custom quiz in Evolve Adaptive Quizzing for each of the two content areas. Instructor may determine priority focus areas. 4. A minimum of two hours additional study time is required in remediation activities.
HESI® Score 800-899 Exam percent 65-79%	1. Complete the remediation plan document and upload to course drop box for faculty approval or corrections prior to completing remediation activities. 2. Focus on **three** lowest scoring content areas for remediation. 3. Develop and take <u>one</u> 25-question custom quiz in Evolve Adaptive Quizzing for each of the three content areas. Instructor may determine priority focus areas. 4. A minimum of four hours additional study time is required in remediation activities.
HESI® Score 700-799 Exam percent 55-64%	1. Complete the remediation plan document and upload to course drop box for faculty approval or corrections prior to completing remediation activities. 2. Focus on **four** lowest scoring content areas for remediation. 3. Develop and take <u>one</u> 25-question custom quiz in Evolve Adaptive Quizzing for each of the four content areas. Instructor may determine priority focus areas. 4. Complete **one** case study in a content area of weakness based on your HESI® Exam Student Report. Instructor will assign a case study and student must earn 80% or higher score. 5. A minimum of six hours additional study time is required in remediation activities.
HESI® Score 600-699 Exam percent 45-54%	1. Complete the remediation plan document and upload to course drop box for faculty approval or corrections prior to completing remediation activities. 2. Focus on **five** lowest scoring content areas for remediation. 3. Develop and take <u>one</u> 25-question custom quiz in Evolve Adaptive Quizzing for each of the five content areas. Instructor may determine priority focus areas. 4. Complete **two** case studies in a content area of weakness based on your HESI® Exam Student Report. Instructor will assign a case study and student must earn 80% or higher score. 5. A minimum of eight hours additional study time is required in remediation activities.
HESI® Score 599 or below Exam percent below 45%	1. Complete the remediation plan document and upload to course drop box for faculty approval or corrections prior to completing remediation activities. 2. Focus on **six** lowest scoring content areas for remediation. 3. Develop and take <u>one</u> 25-question custom quiz in Evolve Adaptive Quizzing for each of the six content areas. Instructor may determine priority focus areas. 4. Complete **two** case studies in a content area of weakness based on your HESI® Exam Student Report. Instructor will assign a case study and student must earn 80% or higher score. 5. A minimum of ten hours additional study time is required in remediation activities.

Pharmacology Integration

Pharmacological and Parenteral Therapies comprises 15% (ranges 12-18% depending on individual exam) on the NCLEX-RN® exam. In order to enhance student knowledge and understanding of pharmacological and parenteral therapies, learning and remediation activities focused on pharmacology are integrated in multiple nursing

courses. Students are required to meet specific benchmarks in select nursing courses to demonstrate proficiency in pharmacology content. Course faculty will identify specific pharmacology content and activities for the individual course within the course syllabus and calendar. Students will earn points for the activities only when the established benchmark is met before the completion of the course. For example, a student will not earn points if the benchmark is set at intermediate level and student is at novice level at the end of the course.

Student Evaluation and Program Assessment

Assessment of students' progress through the nursing program and the program's effectiveness in meeting the educational needs of beginning professional nurses is essential and is an integrated component of the nursing program. Assessment of student learning is based on identified course and program outcomes, and include tests and exams, written papers and care studies, clinical skill demonstration, projects, and portfolio development. Assessment of program outcomes includes (but not limited to) program completion rates, graduation rates, NCLEX-RN® pass rates, employment rates, and rate of student entry into graduate programs.
Evaluation methods for each nursing course is explained in the course syllabus. Students receive mid-term and final grades in each nursing course to inform them of their level of achievement. The nursing courses use a standard grading scale.

Formative evaluation
Formative evaluation provides feedback to learners about their progress in meeting course objectives and developing competencies for practice.
a. In the classroom, formative evaluation will be completed through instructor observation and questioning students, small group activities, quizzes, written assignments, and other activities.
b. In lab and clinical courses, formative evaluation will be completed through instructor observation and questioning students and providing feedback verbally and in writing on student assignments and performance evaluation rating scale forms.
c. In cases of lab or clinical practicum performance difficulty, faculty will counsel students formally.
- Using the Course Improvement Plan, student and faculty will mutually establish competencies, behaviors, and methods to achieve success in achieving the course objectives.
- A Performance Improvement Plan may be used to provide the student consistent and frequent feedback while the student attempts to achieve course objectives.

Summative evaluation
Summative evaluation is end-of-instruction evaluation designed to determine what students have learned in the classroom or clinical setting.
   a. In the classroom, summative evaluation will be completed through unit and comprehensive exams, written assignments, and other projects.
   b. In lab and clinical courses, summative evaluation will be completed through skill demonstration, performance scales, portfolios, and other projects. Students participate in a summative evaluation of their lab and clinical practicum performance at the conclusion of each lab and practicum component.

Evaluation Strategies
The following table includes types of learning and evaluation strategies utilized by the faculty to determine student learning.

Type of Learning or Evaluation Strategy	Definition	Expectations of Student
Independent Practice	Practice of a skill with/without supervision at a time other than the scheduled class time	✦ Students are expected to practice all assigned skills in order to demonstrate competency and safety before the clinical experience. ✦ Remember to review videos and assigned readings related to the skill as part of preparation for practice of the skill. Practice leads to proficiency. ✦ Students wanting feedback on skill performance should contact their clinical instructor or the lab faculty, who collaborate with course faculty on requirements for skills and learning concepts.
Skill Practice Peer Feedback	An independent psychomotor activity completed by the student(s)	✦ Skills practice with peer feedback is completed following written and video guides prior to skill validation with faculty. ✦ The student is expected to sign off having practiced the skill and to obtain the signatures of students who are providing feedback during practice on that skill.
Skill Tests	Nursing skills or activities validated in the classroom lab under the supervision of the course faculty	✦ The student is expected to meet the published criteria and demonstrate the skill for satisfactory evaluation of the skills. ✦ Successful demonstration of skills is required before performing the skill on a patient in the clinical setting and is evaluated by course faculty. ✦ A member of the nursing course faculty will observe and evaluate the student's performance of the skill and may ask the student to self-critique his/her performance or respond to clinical reasoning scenarios as part of the activity. ✦ All graded skills must be satisfactorily completed in order to meet the requirements for passing the nursing course.
Application Activities	Psychomotor or written activities that may be ungraded or graded (Ex: roleplay, case studies, worksheets, quizzes)	✦ Application activities are to be completed by the assigned due date and meet all the requirements for skill performance and/or written work. ✦ Application activities are graded by course faculty. ✦ Essential application activities must be satisfactorily completed in order to meet the requirements for passing the nursing course. ✦ Unsatisfactory essential activities must be rewritten or redone one time to earn a satisfactory score. Earned points from the first attempt will be counted towards the course grade.
S/U assignments	Psychomotor or written assignments that have a grade of satisfactory or unsatisfactory	✦ S/U assignments are to be completed by the assigned due date and meet all the requirements for skill performance and/or written work. ✦ S/U assignments are graded by course faculty. ✦ Essential S/U assignments must be satisfactorily completed in order to meet the requirements for passing the nursing course. ✦ Unsatisfactory essential assignments must be rewritten one time to earn a satisfactory score. Earned points from the first attempt will be counted towards the course grade.

Graded assignments	Psychomotor or written assignments that are graded on a point scale	✦ Graded assignments are to be completed by the assigned due date and meet all the requirements stated by course faculty. ✦ Graded assignments are graded by course faculty. ✦ Essential graded assignments must be satisfactorily completed to meet the requirements for passing the nursing course. ✦ Unsatisfactory essential assignments must be rewritten one time to earn a satisfactory score. Earned points from the first attempt will be counted towards the course grade.
Exams	Exams that are graded on a percentage scale	✦ Exams are to be completed by the assigned due date and meet all the requirements stated by course faculty. ✦ Exams are graded by course faculty. ✦ Exams must average 78% in order to meet the requirements for passing the nursing course. ✦ Exams are taken one time only. Earned percentage from the one attempt will be counted towards the course grade.
Clinical Performance Evaluation	Nursing skills or activities validated in the clinical setting under the supervision of the course faculty	✦ The student is expected to meet the published criteria and demonstrate the skills for satisfactory clinical performance evaluation. ✦ A member of the nursing course faculty will observe and evaluate the student's performance of the skill and may ask the student to self-critique his/her performance or respond to clinical reasoning scenarios as part of the activity. ✦ Clinical performance must be satisfactorily completed in order to meet the requirements for passing the nursing course.

Skill Testing

All students are required to complete independent practice, supervised practice, and skills testing with nursing faculty by the date and time designated on the course calendar and/or by course faculty. Students are expected to complete each lab skill activity at the time it is scheduled on the course calendar and/or by course faculty. Each student is required to complete every skill for each course satisfactorily. Each course designates if a skill will have points to achieve or if the skill is an S/U assignment. An unsatisfactory (U) is given to the student if the skills activity or activities are not completed within the time designated in the course. If the student fails to meet these expectations, the student will receive a Course or Performance Improvement Plan.

Students must achieve a cumulative grade of "C+" (78%) or above in skills testing in order to pass the course. Students must achieve satisfactory skill test performance within two (2) attempts. Students who do not achieve satisfactory skill test performance within two (2) attempts on any skill will fail the course.

If the student does not complete the skill test satisfactorily per the course criteria on the first attempt, the student will perform a self-evaluation of learning needs, develop a plan to succeed on the second attempt, and will demonstrate satisfactory performance of the skill as specified by the faculty. Students may have the option to withdraw from the course rather than fail the course; however, students who do not withdraw from the course will receive a course grade of "F". The student will be subject to the repeat policy of the nursing program. Students will receive the earned points from the first attempt as their points for the skill testing and counted towards the course grade. Comments of the two achieved scores will be in the gradebook comment section.

Due to the availability of the nursing applied learning lab, skills tests may occur outside of regular class hours. In cases where an initial skill test occurs outside of regular class hours, students will receive time back as appropriate for the testing activity (ex: class will dismiss early on the next regular class day). Faculty will identify outside of class testing days and times on the course calendar. In cases where a second attempt skill test occurs outside of regular class hours, students will not receive time back.

Evaluation of Medication Calculation Competency

Medication math competency and the ability to apply mathematical concepts appropriately and consistently in the patient setting is of vital importance in nursing. The primary purpose of administering medications is to improve therapeutic outcomes and quality of life for patients. Failure to accurately calculate and administer the right dose of a patient's medication may lead to serious and life-threatening consequences or potential disciplinary and legal ramifications for the nurse.

In order to ensure that students are adequately prepared to administer medication safely, math content will be incorporated throughout the curriculum. Faculty will work with students each semester on math concepts, providing opportunities for instruction and learning.

Students must achieve a benchmark grade of 90% correct on a medication calculation examination. Failure to reach the exam benchmark will result in the student's suspension from administering medications to patients in clinical practicum. Since medication administration is a key responsibility for students, the inability to administer medications will result in failure of the clinical course.

Students who do not achieve a score of 90% on the medication calculation exam will be required to have a Course Improvement Plan in place and re-take a second math exam. Retests may be scheduled outside of regular class. A score of 90% must be achieved on the second exam or the student will fail the course. Students will receive the earned points from the first attempt as their points for the exam and counted towards the course grade. Comments of the two achieved scores will be in the gradebook comment section.

Evaluation of Written Assignments

Students are expected to utilize the American Psychological Association (APA) 7th edition style when submitting typed written work. APA style is extensively acknowledged for scientific writing in psychology, nursing, and education. Students can find information regarding this format/style through the college library web site: http://www.blc.edu/cite-your-sources . The Publication Manual of the American Psychological Association (7th ed) is located in the reference section of the campus library. Failure of the student to utilize the APA style may result in loss of points on written assignments. It is expected that the student's written work will have correct spelling, grammar, and punctuation. Failure of the student to have correct spelling, grammar, and punctuation may result in a loss of points on written assignments.

Cell Phone and Laptop/Tablet Use in Class

Students must act appropriately and professionally regarding use of cell phones and laptops or tablets. Students must respect peers and faculty while in class by adhering to the following guidelines:
1. Turn cell phone to vibrate or off. Mute laptop or tablet.
2. Use of cell phones and laptops or tablets is permitted exclusively for educational purposes.
3. Students may use laptops or tablets to take notes while in class.
4. Students must not audio, video, or transcription record class lectures or activities without advance permission of faculty. Students must ask faculty daily at the beginning of class if recording is permitted for the class session. If recording is permitted, student must use the recording for their own learning and

      must not distribute audio, video, or transcription recordings to other individuals, electronic communication, or social media.

5. Students may use cell phones, laptops, or tablets to research information pertinent to class activities with faculty permission.
6. Students must refrain from using cell phone, laptop, or tablet for personal text messaging, checking personal email, having personal conversations, or any activities not related to educational activities.
7. Students must adhere to the academic integrity policy.
8. Students must adhere to the HIPAA regulations for all forms of verbal, written, and electronic communication.
9. Faculty reserves the right to use alternate or additional guidelines for students regarding cell phone and laptop/tablet use while in class.
10. Faculty reserves the right to confiscate phone, laptop, or tablet or dismiss student from the remainder of class if a student does not follow these policies.

Textbooks

Students purchase custom textbook bundles that include new textbooks and online access codes for all courses during each semester of the program. Students are required to purchase the textbook bundle in new condition to ensure all students and faculty have the most up to date resources and most recent editions of textbooks. The cost for textbook bundles varies depending on the semester and ranges from $350 to $1300. Textbook bundles are purchased from the BLC online bookstore or the textbook publisher. Some courses require books not included in the custom bundles and may be purchased used or rented from the BLC online bookstore or another vendor.

Late Assignments

Students are expected to complete all course assignments and learning activities on the scheduled due dates and to also keep a copy of all assignments submitted for evaluation in their portfolio. Students may be required to submit assignments electronically through MyBLC or as a hard copy as directed by course faculty. Method of submitting written assignments and when assignments are returned are per faculty discretion.
If a student is unable to turn in an assignment on the due date, it is the student's responsibility to contact the instructor or faculty prior to the assignment due date and make arrangements for a mutually agreed upon completion date. **If the student <u>does</u> make arrangements prior to when the assignment is due, a late penalty of 10% deduction of total possible points on the assignment per calendar day late (includes weekends and holidays) may be applied per faculty discretion. If the student <u>does not</u> make arrangements prior to when the assignment is due, a late penalty of 10% deduction of total possible points on the assignment per calendar day late (includes weekends and holidays) will be applied up to seven (7) days. After seven (7) days late, the student must complete the assignment but will earn zero (0) points on the assignment.**
All late assignments need to be submitted directly to a faculty member or designated representative. If the student cannot submit an assignment to a faculty member and the Director of Nursing is available, the student may turn in the assignment in to the Director of Nursing. It is recommended that the student email their faculty as to the date, time, and where their assignment was turned in. If this policy is not followed, and an assignment is lost, the student is responsible and points will continue to be deducted until the faculty has the assignment. It is firmly recommended that students DO NOT submit assignments under faculty office doors as retrieval of those assignments cannot be guaranteed and may result in loss of points.

Grading Policies

a. The nursing program grade scale for all nursing courses is:

Letter Grade	Percentage		Letter Grade	Percentage	
A	**95-100**		C	75-77	
A-	**91-94**		C-	72-74	*Below Passing*
B+	**87-90**	*Passing*	D+	69-71	
B	**84-86**		D	66-68	
B-	**81-83**		D-	63-65	
C+	**78-80**		F	62 and below	

b. A grade of "C+" (78%) or higher must be achieved to pass any theory, skills lab, or clinical nursing course.

c. In a course that contains theory and skills lab or theory and clinical practicum or theory, skills lab, and clinical practicum components:

- The course grade is based on a percentage of theory and a percentage of performance (skills tests, lab assignments, and/or clinical practicum).
- Students must achieve a grade of "C+" (78%) or above in each component (theory, skills tests, lab assignments, and clinical practicum) of the course in order to pass the course.
- Students receiving a grade of less than "C+" in the clinical component of a course will be required to meet with nursing faculty and the Director of Nursing to determine eligibility to continue in other concurrent clinical courses.

d. Final course grades are determined as follows:

- First, the total number of earned theory exam percentage is calculated. Total exam percentage is calculated as individual exam percentage as whole numbers divided by possible total exam percentage. *Example: Exam 1 = 92.78%, Exam 2 = 75.42%, Exam 3 = 80 % (Total exam percentage = 300%)*
  92% + 75% + 80% = 247%/300%= 82%
- If a student does achieve 78% or higher of accumulated theory exam percentage, then non-exam coursework points (dosage calculation exam, quizzes, skills validations, written assignments, clinical performance, and other activities) will contribute to the course grade.
- If a student does not achieve 78% or higher of accumulated theory exam percentage, the course grade will be based only on theory exam percentage (as a whole number) the student has earned. Non-exam coursework points will not contribute to the final course grade.
- In a course that contains assignments but no exams, the course grade is based on non-exam coursework points. *Example: Paper = 7.8/10, Poster = 8.9/10, Application Activities = 10/10 (Total points = 30)*
  7.8 + 8.9 + 10 = 26.7/30 = 0.89 = 89%

e. Final course grades will be posted in MyBLC on the date determined by the college (generally Tues or Wed after Finals Week)

f. Rounding

- Using the nursing program grading scale that identifies 78% as the minimum passing percentage, the faculty will identify point ranges in whole numbers associated with the percentage range for each letter grade.
- **Grade points and percentages will not be rounded up or down.** If the grade is not a whole number, the number after the decimal point is dropped to make a whole number. This applies to course assignments, exams, and final grades. *Examples: 1) Non-exam coursework points are 180.75. The number after the*

decimal point is dropped and 180 will be the score. 2) Final course percentage is 83.6%. The number after the decimal point is dropped and the letter grade will be a B-

g. Letter grade & Pass/Fail

- In order to maintain standards for the nursing program, all nursing major prerequisite, support, and nursing courses are graded based on the students earned letter grade. Pass/Fail is not a grading option for nursing major prerequisite, support, and nursing courses. This includes the following courses: BIOL101, BIOL151, CHEM107, CHEM113, BIOL221, BIOL222, BIOL360, COMM111, ENGL110, MATH120, PSYC120, SCIE330, HLTH201, and all NURS courses.

Essential Assignments

Each nursing course has assignments deemed essential for student demonstration of learning, application of content, safe performance of nursing skills, or achievement of course objectives. Faculty determine which assignments are essential and will indicate essential assignments on the course syllabus. **Essential assignments may be psychomotor or written assignments and must be satisfactorily completed in order to meet the requirements for passing the course.** Unsatisfactory essential assignments must be rewritten or redone one time to earn a satisfactory score. Earned points from the first attempt will be counted towards the course grade. Rewrites must be completed and submitted within 72 hours of instructor feedback on first assignment submission unless the student obtains instructor preapproval for an extension.

Turnitin

Turnitin is an originality checking and plagiarism prevention service that checks student writing for citation mistakes or inappropriate copying. When a student paper is submitted, Turnitin compares it to text in its database of student work, websites, books, articles, etc. and provides a similarity report to help students identify possible instances of plagiarism. At the discretion of faculty, students may be required to submit written assignments to Turnitin and submit the similarity report to faculty.

Professionalism

Students preparing to enter nursing are expected to conduct themselves as professionals in all aspects of their behavior including: time management, respect, preparedness, quality of work, teamwork, and communication. Professionalism applies to the classroom and the clinical setting. All nursing courses include a grading component for professionalism. Students are expected to maintain professional behaviors as identified in the nursing program professionalism assessment rubric. Faculty will review the professionalism assessment rubric and provide feedback to the student at midterm, end of semester, and as needed.

Incomplete Grades

A grade of incomplete is given only when unusual circumstances deem it appropriate in circumstances that are not wholly within your control, such as illness. A student who would like to request an incomplete grade, must complete an [Academic Petition](#) no later than the last day of the term in which course requirements are due. The student must be making satisfactory progress in the course and must have completed 75% of the course at the time the petition is filed. Incompletes are awarded at the faculty's discretion. If granted, the normal deadline for completion of the work is no more than 30 days after the last day of classes in the term in which the course is offered. The course faculty may establish a due date after the normal deadline if special circumstances warrant it. If the student completes the course requirements in the time allotted, the faculty will submit the final grade by the deadline. If the student does not complete the requirements for the course by the deadline, the

incomplete will automatically be recorded as an "F". Extensions to the due date originally agreed to by the student and course faculty must be approved by the academic dean.

Communication of final grade

When a student does not achieve successful course objectives in the areas of exam scores, clinical performance, or overall course grade, the course faculty will notify the student via Bethany email. Faculty will provide an explanation as needed. If the student wishes to meet with the course faculty, they may schedule a date and time to meet with the faculty when the next semester starts.

Appeal of final grade

Appeals of final grade will follow the college grade appeal process. In order for students to pursue an appeal of a final grade, they must have specific concrete evidence that the grade was either erroneously or unfairly awarded. A challenge to a grade received in a course, comprehensive examination, or other graduation requirement will be considered only when the student alleges that the grade received reflects other than appropriate academic criteria, that is, achievement and proficiency in the subject matter as stated in the course syllabus. A student who would like to appeal a final grade must make an appointment with the Vice President of Academic Affairs. When a student appeal a final grade, they will provide the faculty member with a copy of all petitions. See guidelines in Bethany Lutheran College academic catalog.

Course Improvement Plan

A Course Improvement Plan is implemented when student performance of the course expectations is not satisfactorily achieved by the student or when a student repeats a course. In the Course Improvement Plan, the faculty member(s) identifies the behaviors associated with the issues and obtains feedback from the student regarding perception of the problematic issues. The student and faculty member(s) identify strategies to bring the student to the required level of performance, and the faculty member(s) conveys to the student that changes are necessary to satisfactorily complete the course. When a Course Improvement Plan is implemented, the following steps must be taken:

- The student must meet with their course faculty (and the Director of Nursing at the discretion of the faculty) to discuss the student's performance problems.
- Include a written plan for success on the Course Improvement Plan
- Include specific criteria and due dates student must meet to demonstrate improvement
- A copy of the Course Improvement Plan will be placed in the student's program file and given to the student if requested.
- The student will meet with the course faculty or advisor to review progress.

Performance Improvement Plan

A Performance Improvement Plan is implemented when a student demonstrates unacceptable performance or behavior in the lab, classroom, or clinical setting as defined in the nursing program handbook or that jeopardizes patient physical or psychological safety. In the Performance Improvement Plan, the faculty member(s) identifies the behaviors associated with the issues and obtains feedback from the student regarding perception of the problematic issues. The student and faculty member(s) identify strategies to bring the student to the required level of performance, and the faculty member(s) conveys to the student that changes are necessary to

satisfactorily complete the course. When a Performance Improvement Plan is implemented, the following steps must be taken:

- The student must meet with their course faculty (and the Director of Nursing at the discretion of the faculty) to discuss the student's performance problems.
- Course/Clinical faculty identify the specific behaviors with supporting evidence of the problem(s) related to the policies in the nursing program student handbook, professional standards of Quality and Safety Education for Nurses (QSEN) competences, the Minnesota Board of Nursing Nurse Practice Act, the American Nurses Association (ANA) Nursing Scope and Standards of Practice, or the American Nurses Association (ANA) Code of Ethics for Nurses.
- Include a written plan for success on the Performance Improvement Plan
- Include specific criteria and due dates student must meet to demonstrate improvement
- A copy of the Performance Improvement Plan will be placed in the student's program file and given to the student if requested.
- The student will meet with the course faculty or advisor to review progress.

Process for Failing with a Performance Improvement Plan

In the event that the student does not meet the terms of the Performance Improvement Plan and failure is evident, the following steps will be taken:

1. Director of Nursing and faculty member(s) meet with the student to discuss the lack of progress on the performance improvement plan.
2. Student should receive a copy of the final evaluation tool. Faculty and Director will discuss the final evaluation with the student and state that the final course grade will be an F.
3. Director of Nursing will inform student of options:
   a. Accept grade. If this is the first course for which the student has received less than a C+, the student may choose to fill out a request to re-sequence form; or
   b. Do not accept grade and follow the college appeal process
4. A copy of the student's final course evaluation and any agency personnel evaluations are placed in the student's nursing department file.

Academic Integrity and Student Conduct

Students are expected to abide by the *Bethany Lutheran College Student Guidebook* including, but not limited to: the Academic Honor Code, Drug and Alcohol Policies, and Standard of Conduct.

Academic Integrity

Students assume the responsibility to fulfill their academic obligations in a fair and honest manner. An individual's academic conduct may be seen as a reflection of ethical standards and professionalism. Ethical and professional behaviors expected of nursing students while in the nursing program mirror expectations of graduates and practicing nurses. Examples of academic dishonesty include, but are not limited to:

- Cheating—Using unauthorized material or assistance to help fulfill academic assignments and exams. Examples of cheating include, but are not limited to: unauthorized copies of test materials; unauthorized access, use, and copying of answer keys for assignments from course resources or external resources; unauthorized sharing of answers or "group work" on assignments; copying exam answers or any portion of written work from another student; permitting another student to copy exam answers or any

portion of written work; modifying, without instructor approval, an examination or written assignment; accessing information that is not allowed during a written examination (ex: calculators, crib sheets); and inappropriate use of text messaging or other forms of electronic communication

- Plagiarism—Intentionally or unintentionally using ideas or words belonging to another person without adequate acknowledgement of that person's contribution. This includes paraphrased, summarized, or quoted written ideas that are taken from another author, whether from a published or an unpublished work, without the proper citation. Examples of plagiarism include, but are not limited to: submitting the work of others as your own; submitting others' work as your own with only minor changes; submitting others' work as your own without adequate footnotes, quotations, and other reference forms; and using graphs, charts, tables or other printed and visual aids without giving credit to the source of that information.

- Multiple Submission—Resubmission of any work by a student that has been used in identical or similar form. Examples of multiple submission include, but are not limited to: submitting the same work, written or oral, for more than one course without both instructor's permission; making minor revisions on work which has received credit and submitting again as new work; and copying of another student's answers or work in fulfillment of any academic requirement

- False citation—Any attribution to, or citation of, a source from which the referenced material was not obtained is referred to as a false citation. Examples of false citation include, but are not limited to: listing false bibliographical references; citing information not taken from the source indicated; inventing data or sources for academic assignments; and using a quoted reference from a non-original source while implying reference to the original source

- False data—Data that have been changed or contrived in such a way as to be deliberately misleading is considered false data. Examples of false data include, but are not limited to: falsely claiming the completion of a clinical, internship or field experience; taking quizzes or exams under false pretense; and falsely taking credit for another student's work in group projects.

- Collusion – Assisting another student or students in committing any type of academic dishonesty. Examples of collusion include, but are not limited to: asking another student about content on an exam; asking another student for faculty feedback from skills test outs or simulations.

- Withholding—Knowingly withholding information that should be known to the instructor

- Artificial Intelligence Sites (e.g. ChatGPT)—May be used as a tool to assist with assignments. Use of AI to replace individual thoughts or to write papers will be considered academic dishonesty.

Actions Related to Academic Integrity

1. When a faculty member discovers a violation of academic integrity, students will be notified in writing within five (5) business days of the charge. When a faculty member discovers a violation of academic integrity during an assignment, quiz, or exam that is in progress, students will be notified verbally at the time of violation and immediately excused from class. The faculty member and/or Director of Nursing and student will then meet to discuss the violation and the action to be taken. The violation and action with faculty and student comments will be documented using the Academic Integrity/Code of Conduct Violation Form. The faculty member and/or Director of Nursing reserves the right to apply the following options as he or she deems fair and appropriate:

- Immediately excuse the student from the assignment, quiz, or exam in progress. (Faculty will retain any material the student has been working on)
- Warning with remediation

- "F" grade or "0" (zero) on the exam, paper, project, coursework, etc., which may result in failure of the course if the assignment or exam is so weighted
- Failure of the course
- Dismissal from the nursing program with no option for readmission

2. If a student violates academic integrity in a manner that does not constitute course failure, a Performance Improvement Plan will be implemented in addition to the Academic Integrity/Code of Conduct Violation Form. If a student violates code of conduct in a manner that constitutes course failure or program dismissal, an Academic Integrity/Code of Conduct Violation Form with supporting evidence will be completed.

- A copy of the Performance Improvement Plan or Violation Form will be sent to the Director of Nursing and the student's advisor, and placed in the student's permanent nursing department file.

3. The faculty member or Director of Nursing will report the incident to the student and the Vice-President for Academic Affairs within five (5) days of its detection. The report to the Vice-President will include the name of the student and the course, the date and time and a brief description of the violation (including any evidence of the violation), and a description of the sanction imposed.

4. Institutional sanctions as outlined in the Academic Honor System policy and procedure will be implemented.

5. Students may appeal the faculty member's or Director of Nursing's decision or action by following the appeal process as outlined in the Academic Honor System policy and procedure in the BLC Student Guidebook.

Student Conduct

Students are expected to abide by acceptable professional behavior, as defined by, but not limited to, the clinical performance evaluation form. Nursing students are expected to conduct themselves in a manner consistent with these standards. Example of unacceptable conduct of the nursing student includes, but is not limited to the following:

a. Violation of confidentiality regulations (such as HIPAA)
b. Refusing to provide care to a client because of that client's race, color, sex, gender, religion, age, beliefs, or disabling condition
c. Abusing a client physically or mentally by conduct such as striking a client, improperly confining a client, swearing, or cursing a client
d. Falsifying client records or reports
e. Failure to safeguard the client from incompetent or unethical health care provided by the student or another person.
f. Failing to acquire and maintain competence in clinical competencies and methods of nursing appropriate for the level of the nursing student. (Ex: pattern of unsafe behavior)
g. Practicing beyond the scope of the student's education, training, or experience
h. Consuming alcohol and/or other drugs
i. Failure to report one's own errors in the clinical setting
j. Destroying or stealing property belonging to the client, clinical agency, instructor, school, or another student
k. Failure to implement Standard Precautions
l. Demonstrating behavior that is unprofessional and would be considered unacceptable in any professional setting and reflects poorly on the nursing program
m. Academic dishonesty

Actions Related to Student Conduct

1. When a faculty member discovers a violation of code of conduct, students will be notified in writing within five (5) business days of the charge. The faculty member and/or Director of Nursing and student will then meet to discuss the violation and the action to be taken. The violation and action with faculty and student comments will be documented using the Academic Integrity/Code of Conduct Violation Form. The faculty member reserves the right to apply the following options as he or she deems fair and appropriate:
    - Immediate dismissal from clinical with remediation
    - Warning with remediation
    - "F" grade or "0" (zero) on the exam, paper, project, coursework, clinical performance, etc., which may result in failure of the course if the assignment or exam is so weighted
    - Notation on the student's personal record
    - Failure of the course
    - Dismissal from the nursing program with no option for readmission
2. If a student violates code of conduct in a manner that does not constitute course failure, a Performance Improvement Plan will be implemented in addition to the Academic Integrity/Code of Conduct Violation Form. If a student violates code of conduct in a manner that constitutes course failure or program dismissal, an Academic Integrity/Code of Conduct Violation Form with supporting evidence will be completed.
    - A copy of the Performance Improvement Plan or Violation Form will be sent to the Director of Nursing and the student's advisor, and placed in the student's permanent nursing department file.

3. The faculty member or Director of Nursing will report the incident to the student and the Vice-President for Academic Affairs within five (5) days of its detection. The report to the Vice-President will include the name of the student and the course, the date and time and a brief description of the violation (including any evidence of the violation), and a description of the sanction imposed.

4. Institutional sanctions may also be imposed as outlined in the Standards of Conduct in the BLC Student Guide.

5. Students may appeal the faculty member's or Director of Nursing's decision or action by following the appeal process as outlined in the Academic Honor System policy and procedure in the BLC Student Guidebook.

Student Complaint and Grievance Process

An academic or non-academic formal complaint is a students' claim of injury or wrong resulting from a decision, practice, or act by a member or members of faculty, administration, or staff, which is arbitrary and capricious, unjust, oppressive, discriminatory, fundamentally unfair, or exceeds the limits of academic freedom. For any matter to give rise to an appeal or grievance process subject to these procedures there must be clear and convincing evidence, which demonstrates either arbitrary or capricious action on the part of the individual faculty, administration, or staff member or action which is oppressive, discriminatory, fundamentally unfair, or which exceeds the limits of academic freedom. The evidence must also establish that such action was injurious. In all such appeals or grievances, the burden of proof and persuasion is upon a student.

All students are expected to follow appropriate channels of communication within the Nursing Department regarding complaints and grievances. When a student has an issue or concern, the student must first address this with the individual faculty or staff member involved. In rare instances where students believe that a direct approach may not be appropriate, they may bring the problem directly to the attention of the Director of Nursing. If the issue is not resolved with the individual faculty or staff person, the student then goes to the Director of Nursing. If the issue is not resolved with the Director of Nursing, the student may file a formal

complaint or grievance with the College following the appeal procedure as outlined in the BLC Student Guidebook. Students must initiate the complaint/grievance process within seven (7) days (includes weekends and holidays) of the action for which the complaint/grievance is being filed. Please note: This timeline differs from the College policy which states appeals must be filed within 15 business days of the alleged incident. The reason for the earlier filing deadline is to facilitate student scheduling in our sequential nursing curriculum and in clinical rotations which end both mid-semester and at the end of a semester.

Nursing Applied Learning Laboratory

The mission of the Nursing Applied Learning Laboratory is to support the learning process and provide supplemental resources for students and faculty. The lab houses equipment and materials needed to support the practice component and provide a hands-on learning environment.

Open lab hours are provided every semester to allow for faculty assistance during student independent practice. Open lab times are posted on the bulletin board outside the lab. Students may also request an appointment with faculty for 1:1 assistance (not to exceed thirty minutes). Student may sign out a lab fob to access the lab during scheduled open building hours and when there are no scheduled classes in the lab. The student is responsible for contacting the identified nursing faculty by phone and email regarding an absence pertaining to a clinical/skills laboratory activity.

Bethany Lutheran College has protocols and polices for blood-borne pathogens, pertussis, and tuberculosis exposure during laboratory and clinical experiences. In an incident where a student and/or faculty member are exposed during a clinical experience or in the Nursing Applied Learning Laboratory, the student and/or faculty member will initiate the protocol according to policy. Because students are not employees of Bethany Lutheran College, the student is responsible for all of his/her health care costs associated to the exposure. The exposure policies are located in the Nursing Applied Learning Laboratory. If you have questions about the exposure policy or believe you have been exposed to blood-borne pathogens, pertussis or tuberculosis, please contact your instructor or faculty for more information.

In order to enhance active learning, the lab has established the following policies:

1. Learning activities in the lab should be treated in the same professional manner as expected in the actual clinical setting. This expectation includes respectful handling of manikins, equipment, resources, and behavior with one another.
2. **Students must wear student uniform tops or jackets, name badges, and socks and closed toed shoes when participating in simulation activities or skill tests in the lab.**
3. Sandals and open-toed shoes are allowed in the lab when not participating in simulation activities or skill tests. Students must recognize the potential risk for injury or exposure due to supplies and equipment used in the lab. Students are encouraged to use good judgement when selecting appropriate clothing and footwear for classes in the lab.
4. **No open food or eating is allowed in the lab. Beverages in a covered, sealed, closeable container are allowed at the student tables and faculty work desk only.** Students may have food stored in a sealed lunch bag with their items but must eat outside of the lab. Beverages must not come in contact with manikins or equipment.

5. Confidentiality must be maintained after leaving the area. Any information related to applied learning activities must be kept confidential in order to maintain integrity of the experience for future students. Each standardized or manikin patient is to be treated with the same level of confidentiality as expected with any patient in a clinical setting.
6. Notify the faculty immediately if there are any broken equipment or manikins or a shortage of necessary supplies available to students.
7. Only students registered for a nursing course may participate in the lab. No children or visitors are allowed in the lab during open lab, learning activities, or testing activities.
8. Faculty members are available for assistance as available for questions and skill practice.
9. No lab items may leave the lab with the exception of the supplies purchased by students. Certain lab equipment may be checked out for a period of no more than three days with consent of lab faculty.
10. Before leaving the lab, students **must** return the environment to its original state. Students must:
    a. Return chairs under tables.
    b. Pick up the area and discard all waste material in trash containers. If trash is full or there is no waste container available, notify faculty.
    c. Return all lab supplies into correct containers. Place all needles and sharps in red sharps container boxes.
    d. Return all used items to the correct container, shelf, or drawer.
    e. Wipe up all spills on the floor.
    f. Return all manikins in the manner in which they were originally set up.
    g. Straighten all bed linen and return to original state. If linens are soiled, please notify faculty.
    h. Turn off all lights if last one out of the room.
11. Return lab fob to nursing faculty.

Clinical Practicum

Clinical Practicum Requirements

All students must be in good health and free from communicable diseases and be able to carry out the functions of a professional nurse. Students must maintain current immunizations, CPR certification, and other requirements as outlined in the Student Admission and Progression Requirements section. Additional tests may be required by specific agencies in which students have clinical experiences. Students will be notified when such tests are required. Students who fail to comply will not be allowed in clinical and will need to complete clinical hours as determined by nursing faculty. All costs associated with the clinical requirements are the responsibility of the student. Students will sign a liability form before starting clinical. Compliance tracking of the Health Clearance Form, CPR Certification, and required immunizations is completed through Castle Branch. Please contact the Director of Nursing for specific procedures.

Nursing Student Policy	Requirement and Rationale
Registration	✦ Students must register for nursing courses **at least two weeks** before the first day of class. Rationale: Clinical agencies require 2-4 weeks to onboard students.
Health Clearance Form	✦ Required prior to starting nursing courses and after an extended absence from the program to ensure physically able to participate in clinical practicum
Immunization Records	✦ Required prior to starting nursing courses and after an extended absence from the program. Some immunizations are required annually.

	✦ See Health Requirements in handbook for immunizations and requirements
Cardiopulmonary resuscitation (CPR) certification	✦ The CPR certification must be for Health Care Providers from AHA, American Red Cross, or Military Training Network. ✦ Required by clinical agencies for students who provide nursing care in clinical and community settings. ✦ Required prior to starting nursing courses and after an extended absence from the program. ✦ CPR certification must remain valid throughout the program. Students will be required to provide a valid CPR certificate through the student's graduation date.
Health Insurance Portability and Accountability Act (HIPAA)	✦ Required by clinical agencies in the State of Minnesota to be in compliance with Federal and State regulations regarding confidentiality of patient information. ✦ Policy related to HIPAA is included in all clinical contracts to ensure that all nursing students adhere to the requirement for confidentiality of patient information within and across health care settings. ✦ Completion of assigned activities documenting understanding of HIPAA regulations each year will be recorded in the student's file.
Certified Nursing Assistant (CNA) Certification	✦ Documentation of certification as a Certified Nursing Assistant OR ✦ Documentation of satisfactory completion of a nursing assistant course within six years of acceptance to the nursing program
Criminal Background Check	✦ Required by Minnesota Statute that any person providing services that involve direct contact with patients and residents in a health care facility licensed by the Minnesota Department of Health. ✦ Any individual who is disqualified from having direct patient contact as a result of the background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in a clinical placement in a Minnesota licensed health care facility. ✦ Clinical agencies reserve the right to refuse admittance of any student to their facility based on the information obtained in the background check. Clinical placement is a requirement to qualify for a degree.

Clinical Practicum Courses

Assignment of clinical groups will occur by nursing program faculty.

Failure in clinical will be reviewed by the nursing faculty and Director of Nursing to determine student status and progression in the program. Unsafe or unprofessional clinical performance may result in dismissal from the program. Inability to participate, for any reason, in a clinical placement required by the academic program may result in ineligibility to qualify for a degree.

The nursing program includes a wide variety of clinical experiences within agencies around southern Minnesota and the Twin Cities. Students are responsible for their own transportation and lodging.

Clinical progress evaluation, both self and instructor guided, is used to measure achievement and competency within nursing courses.

Simulation

Simulation activities are considered an acceptable enhancement for clinical experiences for students in the nursing program. Simulation is included in courses each semester and offers an opportunity for all students to care for a patient with common illnesses and to make critical decisions through structured analysis of varying patient scenarios. The nursing program simulation ratio of hours in simulation to assigned clinical time is one (1)

hour of simulation equals one (1) hour of clinical time. Simulation activities require student preparation, active participation in a patient care scenario, and a group debriefing session.

Professional Practice by Students

Students will demonstrate patterns of professional behavior which reflect the professional values as described in the *Essentials of Baccalaureate Education for Professional Nursing Practice* (2008) as well as the legal and ethical codes of nursing: promote the actual or potential well-being of clients, health care workers and self; demonstrate accountability in preparation, documentation, communication and continuity of care; and show respect for the human rights of individuals.

Faculty has the responsibility to evaluate students based upon the above expected patterns of professional behavior. An instructor may remove a student from the clinical area on a day-to-day basis because of the potential of unsafe practice on that day.

A student whose pattern of behavior is found to be unprofessional or unsafe may be asked to leave a clinical agency/classroom, or may be terminated from a course for reason of unsafe practice or unprofessional conduct at any time during the semester. If the behavior is identified before the college drop date, the student will be directed to drop the course. If the drop date has passed, the student will receive a grade of "F" for the course.

Clinical Attendance Policy

The nursing faculty expects students to think of their clinical experience in the same manner that they would a professional job. Students are required to attend all clinical activities including on-campus and off-campus orientations and pre-clinical preparation. Clinical experiences, on-campus and off-campus orientations, and pre-clinical preparations are only excused for illness or severe crisis situations. The student will be expected to make-up missed clinical by assignments determined in each course and additional fees will be charged to their account for missed clinical.

Students are expected to arrange their work schedules so that they do not work an overnight shift the night before a clinical because this may impair their performance, judgment, and ability to give safe care. Students may only provide direct patient care under the supervision of a faculty member and/or a designated facility member. If a faculty and/or designated facility member is not present at a scheduled clinical, students are to wait an additional 15 minutes. If the faculty and/or designated facility member has not yet arrived or notified the student(s), students are to inform the charge nurse or lead preceptor and leave the site. All student absences must be discussed with the appropriate faculty.

If the student is unable to attend a clinical orientation session or any other scheduled clinical activity because of illness or severe crisis, the student **must** notify the clinical instructor and the clinical unit or facility **before** the activity begins. It is not acceptable for the student to contact the nursing department office, email their instructor, or call their instructor's campus phone to report that they will be absent for clinical. During clinical activities, the student is assigned to provide care for patients, and the faculty and/or clinical staff expect the student to be present and engaged. Failure to notify the clinical faculty and/or clinical staff will result in the student receiving an evaluation of unsatisfactory performance. **Students who miss in excess of 25% of the total clinical/lab hours for a course will be required to repeat the entire course.**

Clinical Lateness Policy

Students are expected to arrive on time to their clinical experiences. The clinical faculty will establish the clinical start and end time, while adhering to required clinical hours for that course. Each clinical faculty has the right to designate a clinical start and end time that may differ for each clinical experience and from clinical faculty within the course. If the student is going to arrive late (beginning 15 minutes beyond the designated start time) for their clinical experience due to an unforeseen emergency, it is expected that the student will notify their clinical faculty and/or designated facility member of an expected arrival time. It is not acceptable for the student to call the Nursing Department Office, email their instructor, or call their instructor's campus phone to report a tardy to clinical. The student should notify the clinical faculty and/or designated facility member before or upon arrival at the clinical site. If the student does not have the ability to contact their faculty/facility member prior to arriving, they need to proceed to the clinical site and provide an explanation for their tardiness. If the student is consistently late, the student will receive a Course Improvement Plan or Performance Improvement Plan and may receive a course failure.

Liability Insurance

Nursing students are covered by professional and/or general liability insurance through Bethany Lutheran College.

Transportation

The nursing program includes a wide variety of clinical experiences within agencies around southern Minnesota and the Twin Cities. **Students are responsible for their own transportation to and from clinical experiences and classes.** Use of a car is required 1-3 days per week for clinical practicum. The college is not responsible for liability incurred in travel either as required by the curriculum or as the result of the students' participation in college sponsored activities including international trips. Students are responsible for their own lodging unless otherwise specified.

Confidentiality and HIPAA

The regulations under the Health Insurance Portability and Accountability Act of 1996 (HIPAA) protect the privacy and security of individuals' identifiable health information and establish an array of individual rights with respect to health information (US Dept of Health & Human Services). Students are required to adhere to the HIPAA regulations. This includes all forms of verbal, written, and electronic communication, including social networking sites (e.g. Instagram, Facebook) and artificial intelligence sites (e.g. ChatGPT).
- Students should never discuss particular client/agency situations outside the institution or in a public area within the institution.
- Students may review patient records in preparation for clinical, but may not photocopy these materials unless permitted by the clinical agency.
- Students must not share personal information about client/agencies with artificial intelligence sites (e.g. ChatGPT)
- Students must sign confidentiality agreement annually.
- Any student in violation of the HIPAA regulations will be subject to the clinical agency's processes to address violators. Violations of the HIPAA regulations also constitute unsatisfactory clinical performance

related to professionalism and may result in failure of the clinical course or dismissal from the nursing program.

Cell Phone Policy in Clinical

Students must act appropriately and professionally on each clinical practicum rotation regarding use of cell phones. Students must respect peers, faculty, staff, and patients on the clinical unit and/or facility by adhering to the following guidelines:

1. Turn cell phone to vibrate or off.
2. Refrain from using cell phone for personal text messaging, checking personal email, having personal conversations, or any activities not related to patient care while on the unit and while engaged in patient care and educational activities.
3. Use of cell phones is permitted exclusively for educational purposes or relevant patient care. This includes texting clinical faculty when needing assistance or researching information about patient medications or diagnoses.
4. Ask permission of faculty, staff, and/or patients if the student may use the cell phone for researching information.
5. Adhere to the HIPAA regulations for all forms of verbal, written, and electronic communication. Do not use the cell phone camera at the clinical site (if permission is given by faculty and the clinical unit staff, the cell phone camera may be used only for a clinical group photo).
6. Laptops/tablets are permitted during clinical prep, clinical day, or clinical post conference only at the discretion of the clinical faculty.

Use of cell phones and laptops/tablets while on clinical units varies by clinical site. Faculty and students are expected to follow specific clinical site policies. It is at the discretion of the clinical faculty to use alternate or additional guidelines for students.

Guidelines for Evaluating Safe Practice

Indicators to be used as guidelines for evaluating safe practice are:

1. Biological, psychological, social, and cultural realms. The student's practice meets the needs of the client from a biological, psychological, sociological, and cultural standpoint. Examples of unsafe practice include but are not limited to the following:

* Displays mental, physical, or emotional behavior(s) which may negatively affect others' well-being;
* Fails to follow through on suggested referrals or interventions to correct deficit areas, which may result in harm to others;
* Acts of omission or commission in the care of clients, such as but not limited to: physical abuse, placing the client in hazardous positions, conditions or circumstances, mental or emotional abuse, and medication errors,
* Interpersonal relationships with agency staff, co-workers, peers, or faculty that result in miscommunications, disruption of client care and/or unit functioning.
* Inability to perform psychomotor skills necessary for carrying out nursing procedures.

2. Accountability. The student's practice demonstrates consistency in the responsible preparation, documentation, communication, and promotion of continuity in the care of clients. Examples of unsafe practice include but are not limited to the following:

- Failure to provide concise, inclusive, written and verbal communication,
- Failure to accurately record comprehensive client behaviors;
- Attempting activities without adequate orientation or theoretical preparation or appropriate assistance,
- Dishonesty.

3. Regulatory. The student practices within the boundaries of the Minnesota Nurse Practice Act, the guidelines set forth in the course syllabus, the *Bethany Lutheran College Nursing Student Handbook,* and the rules and regulations of the health care agency or agencies that are the site of the clinical practicum. Examples of unsafe practice include but are not limited to the following:

- Fails to notify the agency and/or instructor of clinical absence,
- Fails to adhere to the dress codes,
- Presenting for laboratory or clinical practicum under the influence of drugs and/or alcohol.
  - It is expected that students in laboratory and clinical settings will not have used alcohol for at least eight (8) hours prior to the beginning of the laboratory or clinical time period, nor to use alcohol during the laboratory or clinical period. At no time is the use of illicit drugs condoned.
- Habitual tardiness to clinical assignments,
- Undertaking activities outside the scope of the course,
- Criminal behavior.

4. Ethical. The student practices according to the American Nurses Association Code of Ethics and the Standards of Practice. Examples of unsafe practice include but are not limited to the following:

- Refusal of assignment based on client's race, culture, sexual orientation, or religious preference
- Failure to maintain confidentiality
- Dishonesty
- Misrepresentation of information to the public
- Ignoring unethical behavior(s) or other health care persons in the clinical setting(s) which affects client welfare

5. Bullying of peers. Bullying may be defined as, but not limited to, an offensive abusive, intimidating, malicious or insulting behavior, or abuse of power conducted by an individual or group against others, which makes the recipient feel upset, threatened, humiliated or vulnerable, which undermines their self-confidence and which may cause them to suffer stress. Bullying in response to student grades or student performance will also not be tolerated.

Violation of Safe Practice Procedures

1. A student whose pattern of behavior endangers a client's peers, staff members, or clinical instructor's safety will be immediately dismissed from clinical practicum and given a verbal and written warning by the primary clinical instructor. A Performance Improvement Plan will be completed with the student. If the student's pattern of behavior is repeated, the student and faculty will meet. Upon a decision by the faculty that the student's conduct is unsafe, the student may be terminated from the clinical practicum and will be directed to drop or will

receive an "F" for the course. Documented evidence from the student, faculty, and/or agency staff will be considered in the decision to terminate a student from a clinical practicum.

2. The clinical instructor will:

    a. Provide instruction, guidance, and interpretation of objectives during the clinical experience.

    b. Document patterns of behavior related to attainment of clinical objectives. (Documentation may include direct observation by the clinical instructor as well as by agency personnel and patient comments as appropriate. Written work will also be evaluated.)

    c. Give a verbal and written warning for patterns of behavior which are not safe.

    d. Complete a Performance Improvement Plan with the student

        1) Provide specific facts of problem areas or deficiencies in relation to course objectives, evaluation tool(s), and performance.

        2) Delineate corrective action, expected outcomes, and time for change in behavior in writing with copies given to the student and Director of Nursing.

Clinical Probation Policy

Clinical probation is a mechanism used by faculty to communicate a student's unsatisfactory progress in a clinical course during the semester.

A student is informed of the clinical probation status both verbally and in writing. A Performance Improvement Plan will be completed with the student. The plan will include a clearly written explanation of the nature of the unsatisfactory performance/behaviors, the instructor's recommendations for improving/changing the performance/behaviors, and the student's plan for success. It is expected that these recommendations will provide the guidance needed by the student to successfully pass the course. When the student's performance does not improve and the student fails the course, it will be documented on the form. The document remains in the student's nursing department record with other documentation of clinical performance.

Although students are usually placed on clinical probation before or at the midterm, it may be given at any time during the semester. Clinical probation is intended to give the student additional time to improve clinical performance or change, but does not mean that the student cannot be withdrawn or failed for unsafe care.

Suspension from Clinical Settings

A student may be suspended without warning from clinical setting for any of the following:

- Inability to engage fully in clinical/laboratory experience for health reasons.
- Failure to achieve or maintain health requirements, current CPR, or other requirements specified in contracts between the School of Nursing and Affiliating Clinical Sites.
- Unsafe, unethical, illegal, or unprofessional conduct.
- Evidence of inadequate preparation.

The suspension may result in failure to continue in the current clinical setting, failure to progress to the next clinical course, or dismissal from the nursing program.

Uniforms

Professional appearance and cleanliness have long been important to the nursing profession.

Students must identify themselves as Bethany Lutheran College nursing students by wearing the appropriate uniform when they are in clinical agencies.

Students are expected to maintain a professional appearance for both functional and aesthetic reasons. Students engaged in nursing clinical experiences are expected to comply with the dress code requirements of Bethany Lutheran College Nursing Program. The dress code may vary with selected clinical field trips. Faculty will inform students of appropriate professional attire. Each student is responsible for purchasing the required uniform and BLC name tag prior to beginning clinical.

Required equipment
- Bethany Lutheran College name/ID badge
    - Worn on the lab coat or shirt at all times
    - No stickers, pins, etc. are to be placed on the identification badge
- Watch with a second hand (digital is not preferred)
- Stethoscope with bell and diaphragm
- Black pen and notebook
- Hemostat/Kelly clamp
- Bandage scissors
- Pen light

Shirts
- Red uniform shirt with embroidered BLC logo
- Sleeves on uniform tops or other apparel must be no longer than wrist length.
- Fingers must be free of movement restrictions or potential for contamination by clothing.
- A plain white, grey, or black shirt may be worn under the uniform shirt (long or short sleeves).
- No low-cut necklines
- Back, abdomen, and cleavage must not be visible while providing patient care
- Clean, neat, pressed

Pants
- Black pants
- Natural waist (not low cut)
- Loose fitting for ease of movement
- Should not touch the ground
- No low-cut waist, colored/patterned undergarments, or thongs
- Back, abdomen, and cleavage must not be visible while providing patient care
- Clean, neat, pressed

Skirts
- Black skirt
- No shorter than knee length
- Long skirts must be two inches above the floor and may not come in contact with the floor when standing or walking
- Black nylons or tights must be worn with skirts
- No low-cut waist, colored/patterned undergarments, or thongs
- Back, abdomen, and cleavage must not be visible while providing patient care
- Clean, neat, pressed

Shoes
- Athletic shoes: Black, white, or grey with no or minimal accent color

- "Dansko" Professional Clogs: Low heel; closed heel and toe; black, white, or grey; no accent colors, "pretty" colors, or patterns
- No clogs with open backs or sling blacks. No "Crocs" style shoes
- Clean

Warm-up Jacket

- Red snap front warm-up jacket with embroidered BLC logo
- Warm-up jackets over street clothes with name/ID badges are acceptable whenever students go to the hospital or other facility to prepare for clinical, to obtain data from records, to use library facilities, and in some clinical settings
  - Appropriate street clothes do not include: short skirts, short culottes, shorts, jeans, sweat/yoga pants, jogging suits, leggings, deep cut necklines, sunback dresses or blouses, gaudy/loud colors, or sandals/flip-flops

Hair

- Away from face and off shoulders
  - Hair below shoulder length must be pulled back into bun, ponytail, or braid
  - Hair pins or plain headbands must be used to keep hair away from face
- Hair glitter and non-conventional hair color (blue, pink, purple, green, etc.) are unacceptable
- Beards must be short, neat, and trimmed
- Hair coverings must be tied behind the neck or tucked in, and should not have the potential to contaminate a sterile field

Nails

- Neat, clean, and trimmed
- No polish, acrylic, gel, or shellac permitted

Jewelry

- Wrist watch with second hand (Digital watches are not preferred)
- Necklaces must not be outside of uniform
- Discretionary wearing of 1-2 significant hand rings is permitted
- Rings with raised stones are discouraged for patient safety
- Small, pierced earrings are the only pierced jewelry permitted
- Pierced jewelry in eyebrow, nose, lip, tongue, etc. is not permitted in any practicum settings

Tattoos

- Tattoos must not be visible.

Scents

- Must wear deodorant
- No scented lotions, perfume, or cologne
- No odor from smoking

✦ Designated other apparel is worn in certain clinical agencies and practicums. Policies regarding specifics of dress are given to students as applicable.
✦ If the student is in doubt regarding the dress code, he/she must confer with the clinical faculty person.
✦ While working as an employee at any agency, neither the BLC uniform nor the warm-up jacket is to be worn.
✦ **The dress policy is subject to faculty interpretation for each practicum. Failure to adhere to the dress policy will result in dismissal from the clinical area.**

Medication Administration

The primary purpose of administering medications is to improve therapeutic outcomes and quality of life for patients. Students must achieve a benchmark grade of 90% correct on a mathematical medication calculation examination. Students have two (2) attempts to achieve the benchmark grade. Failure to reach the exam benchmark will result in the student's suspension from administering medications to patients in clinical practicum. Since medication administration is a key responsibility for students, the inability to administer medications will result in failure of the clinical.

All nursing students will follow the medication administration policies for the agency in which they are working. All nursing students administering medications in the practicum setting have the following responsibilities:

      a. Demonstrate knowledge of the medication prior to administration.

      b. Seek out nursing faculty person for supervision with preparation and administration of medication.

          o   For courses where faculty is not on-site at all times, the student will seek out the staff RN preceptor for supervision with preparation and administration of medication.

      c. Notify the patient's assigned staff RN immediately if a medication is given late or not given at all.

Clinical Incident Report Policy and Procedure

Policy

1. A clinical incident is defined as any accident, injury, loss, contamination, or a situation, which might result in an accident, injury, loss or contamination. Incidents are happenings, which are not consistent with routine activities.

2. Any health or safety incident, which occurs as a part of a nursing student's clinical learning experience shall be reported to the clinical agency and the Director of Nursing.

3. Timely and accurate documentation is necessary:

      a. to inform the school administrators about situations which may result in risk or liability to the school.

      b. to identify patterns of accident prone behavior.

      c. to assure that the health or safety incident is explored as a learning experience.

      d. to demonstrate expected professional behavior.

Procedure

1. Students shall report in person to the faculty member in charge any health or safety incident, which involves a client, and complete the necessary clinical agency documentation and directives with the clinical instructor. The student is expected to assume responsibility to pay for treatment in the event that the agency will not pay for follow-up treatment.

2. Students shall report in person to the faculty member in charge any health or safety incident, which involves the student, and complete the necessary documentation with the clinical instructor.

3. The nursing program clinical incident report from must be completed by the student and submitted to the Director of Nursing when clinical incidents occur. This form should be completed and returned to the Director of Nursing as soon as possible. The faculty member should report the incident to the Director of Nursing within 24 hours. Incidents will be reviewed by the Director of Nursing and the instructor.

4. If the clinical agency allows a copy of their incident form to be made, that copy shall be attached to the school form.

5. If a student is injured, the student should seek care at an appropriate medical facility at student expense.

Inclement Weather Policy

In the event that Bethany Lutheran College cancels classes due to inclement weather, clinical practicum will be cancelled until classes resume. Otherwise the following guidelines will apply regarding the cancelation of clinical practicum due to inclement weather.

- Students should be prepared to attend clinical practicum as usual on any given day and not wait until they know whether practicum has been canceled before they prepare.
- Leadership capstone students should use their own judgment when deciding to reschedule practicum days with their agency preceptor due to inclement weather. These students are to notify their agency preceptor and nursing faculty by phone at least one hour prior to their assigned practicum time.
- Clinical faculty will use their judgment whether or not to cancel clinical if transportation safety is of significant concern.

Protection and Safety

To comply with OSHA regulations and practicum agency requirements, all Bethany Lutheran College nursing students and faculty will receive bloodborne pathogen training annually. Written verification of completion of the program will be obtained.

Exposure Control Plan

These guidelines provide policy and safe practices to prevent the spread of disease resulting from handling blood or other potentially infectious material (OPIM). Because Bethany Lutheran College nursing students are not employees of Bethany Lutheran College, the Bloodborne Pathogens rules do not apply directly to students. The standard does apply to nursing faculty. The nursing department is committed to providing students with the knowledge and skills that will minimize their exposure to blood or OPIM during their educational experiences in the academic, lab, and practicum settings.

Responsibilities

Bethany Lutheran College Nursing Department faculty and staff will be responsible for the following:
- Develop, administer, and up-date the Bloodborne Pathogens (BBP) Exposure Control Plan (ECP) for Bethany Lutheran students
- Follow this policy and other procedures learned to minimize or eliminate exposure incidents during all nursing lab and clinical activities
- Include BBP training during the junior and senior fall semester.
- Individual nursing faculty members are expected to be oriented to and familiar with the specific BBP and ECP adopted by the practicum agency where their students are assigned

Bethany Lutheran College Nursing Students will be responsible for the following:
- Know what tasks they may perform that have potential for exposure for blood or OPIM
- Follow this policy and other procedures learned to minimize or eliminate exposure incidents during all nursing clinical activities. Laboratory sessions will not include blood or OPIM, but students will be expected to follow BBP standards with their simulated patient experiences.
- Attend all agency-specific BBP training and adhere to those polices, which may or may not be different from each other, while assigned to that specific agency.

Methods of Controlling Exposure

1. Standard precautions
   A. Standard Precaution techniques, developed by the Centers for Disease Control and Prevention (CDC), will be observed by students in the nursing lab and clinical to prevent contact with blood or OPIM.
   B. Standard Precautions is a method of infection control that requires nursing students to assume that all blood or OPIM is potentially infectious regardless of the perceived status of the source individual.
   C. OPIM includes the following body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, or reasonably anticipated to be contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

2. Hand hygiene
Hand hygiene is the single most effective means of preventing the spread of infection. Bethany Lutheran College nursing students are instructed in and expected to adhere to the following policies and procedures:
   A. Facilities that allow for proper hand washing will be provided in the Nursing Lab.
   B. When providing nursing care where running water and soap are not immediately available, nursing students are expected to use the provided antiseptic hand cleaners according to manufacturer's directions. Nursing students must wash their hands (or other exposed areas) with soap and running water immediately, or as soon as feasible, after using this alternative hand washing method.
   C. Nursing students will wash their hands and any other contaminated skin with soap and water immediately, or as soon as feasible, after removing personal protective gloves, or as soon as feasible after contact with blood or OPIM.
   D. Nursing students are expected to adhere to any clinical agency-specific policies regarding hand hygiene.

3. Personal protective equipment (PPE)
Appropriate PPE is to be used to prevent or reduce potential exposure to blood or OPIM. All PPE will be provided by the nursing program. The PPE provided will include disposable, single-use gloves; eye and face shields; gowns; and face masks.
   A. Bethany Lutheran College nursing students are instructed in and expected to adhere to the following policies and procedures:
      1) PPE must be worn at any time there is a reasonable expectation of exposure to blood or OPIM.
      2) Disposable gloves are to be replaced as soon as feasible following contamination, as soon as feasible after they are torn or punctured, and whenever their ability to function as an effective barrier is compromised.
      3) Disposable gloves are not to be washed or decontaminated for re-use.
      4) PPE is available for demonstration in the nursing lab, but no exposure to blood or OPIM is expected in the nursing lab.
   B. Nursing students are expected to adhere to any clinical agency-specific policies regarding the expected use of PPE.

4. Engineering controls
Engineering controls reduce exposure by removing or isolating the hazard from the nursing student or isolating the student from the hazard. Bethany Lutheran College nursing students are instructed in and expected to adhere to the following policies and procedures:

A. Closable, leak-proof, puncture-resistant, appropriately labeled, disposable containers will be provided in the nursing lab for sharps disposal.
B. The sharps containers will be checked weekly for leaking and overfilling. Containers that are 2/3 full will be removed from the nursing lab and disposed according to current regulations. A log will be maintained in the nursing lab recording the weekly sharps container checks.
C. In the nursing lab, injections and intravenous administration/venipuncture are practiced only on patient simulators and task trainers, not on people.
D. Hand lotions and creams that are petroleum-based may not be used in the nursing lab due to potential damage to equipment.
E. Appropriate solutions will be provided for the incidental decontamination and regular weekly disinfection of all nursing lab work surfaces. A log will be kept in the nursing lab recording the weekly disinfection process.
F. Properly labeled, leak-proof containers will be provided for the disposal of contaminated laundry or other waste.
G. Nursing students are expected to adhere to any clinical agency-specific policies regarding engineering controls.

The above controls are to be examined and maintained by the nursing lab staff on a regular schedule. The need for changes in engineering controls will be identified by the nursing lab staff based on updated knowledge or equipment and procedures used in the facilities where nursing students practice.

5. Work practice controls
Work practice controls help to eliminate or minimize the exposure of nursing students to blood or OPIM. Bethany Lutheran College nursing students are instructed in and expected to adhere to the following policies:
A. Eating, drinking, smoking, applying cosmetics and handling contact lenses is prohibited in any area where there is a potential for exposure to blood or OPIM.
B. Procedures that carry the risk of possible exposure must be performed so that splashing, spraying, splattering and producing drops of blood or OPIM are minimized.
C. Used needles and other sharps contaminated with blood or OPIM must be immediately disposed of in the closable, leak-proof, puncture-resistant, appropriately labeled, disposable containers provided by the agency
D. In the nursing lab, used needles and other sharps must not be recapped, re-sheathed, or removed from the sharps container once they have been placed there.
E. Nursing students are expected to adhere to any clinical agency-specific policies regarding work place controls.

6. Housekeeping & laundry
General housekeeping & laundry procedures can minimize potential exposure to blood or OPIM. Nursing lab staff will maintain a regular cleaning schedule in the lab, which includes the cleaning of surfaces, equipment, and floor. Before leaving the lab, all nursing students **must** return the environment to its original state. Nursing students are expected to adhere to any clinical agency-specific policies regarding housekeeping and laundry.

7. Labeling
Nursing students are instructed in and expected to recognize signs. Labels or color coding will be used to designate contaminated materials (e.g. sharps containers).

Post-Exposure Evaluation and Follow-Up

An exposure incident is defined as an accident in which a faculty or student:
- Is stuck with a contaminated sharp or other piercing of the skin.
- Gets blood or OPIM in the eye, nose, mouth, or other mucous membrane.
- Gets blood or OPIM on any portion of broken skin, e.g.., cut, scrape, lesion scab, rash, hangnail, etc.
- Gets blood or OPIM on substantial portion of intact skin.

In the event of an exposure incident at a clinical agency involving a Bethany Lutheran College Nursing student, the affected individual is expected to:
1. Wash the exposed skin area immediately with soap and water or flush eyes or mucous membranes with water.
2. Inform his/her clinical professor/instructor of the incident.
3. Be directed by the Bethany Lutheran College Nursing clinical professor/instructor to the clinical agency's designated department/area where agency-specific procedures related to an exposure incident must be followed.
4. Obtain medical follow-up through their personal health care provider as necessary.
5. Assume responsibility to pay for treatment in the event that the agency will not pay for follow-up treatment.

The involved Bethany Lutheran College faculty is expected to as soon as feasible:
1. Notify the Director of Nursing regarding the incident.
2. Obtain a copy of the *Bloodborne Pathogens Exposure Control Plan* from the clinical facility where the incident occurred, and give it and all other reports to the Director of Nursing.

COVID-19 Guidelines & Screening

The departmental guidelines follow recommendations from the CDC and MDH, clinical site requirements, and BLC college policies for COVID-19. All nursing faculty and students must adhere to the following guidelines:
- Nursing students will be screened by nursing department faculty prior to entering the classroom and applied learning lab if they self-identify exposure to COVID-19, demonstrate symptoms of COVID-19, or when required by clinical agencies. The screening will involve a verbal screening (questions) and a physical screening (checking temperature). A student roster will be maintained verifying that this screening process has taken place.
- In cases where students or faculty self-identify exposure to COVID-19, the student or faculty is required to wear a medical grade disposable face mask when in the applied learning laboratory and performing hands-on skills or working with others such as for simulations, skills tests, and working together at skills stations and manikins.
- Wipe your table and chair with a Sani-Cloth before and after class. Wash your hands or use hand sanitizer after sanitizing your work station.
- Wash your hands or use hand sanitizer upon entry to the classroom or applied learning laboratory and before and after having any contact with other students or faculty.
- When in clinical, students and faculty are required to follow clinical site policies for symptom monitoring and PPE use.
- **If you have any of the following symptoms do not come to class.** Notify your course faculty and an alternate time will be arranged with you to complete assignments and activities.

- COUGH (New or Worsening)
- SHORTNESS of BREATH (New or Worsening)
- FEVER (temperature of 100.4 degrees Fahrenheit/38 degrees Celcius or higher) WITHOUT the use of fever reducing medications in the last 6 hours
- Chills
- Sweating
- Headache

- Sore Throat
- Full body aches
- Fatigue
- Loss of taste or smell
- Nausea
- Vomiting
- Diarrhea
- Exposure to anyone with COVID or COVID symptoms

Safety Guidelines for Nursing Student Home Visits

- Assess the client in hospital setting, via phone, or other location depending on course and discuss with faculty prior to making a visit.
- Make an appointment for your visit. Appointment times should be during daylight hours unless arranged and approved otherwise.
- Ensure that you are not conducting a home visit alone. You must travel with a peer, clinical agency staff, or clinical faculty member.
- Do not bring valuables or carry a purse. Place valuables or a purse in the trunk before departing from your home or practicum site. Do not leave valuables in sight in the vehicle.
- Have cell phone with you at all times.
- Park as close to your visit site as possible.
- If dogs are locked or chained in the front yard, do not enter the yard, but try to get someone's attention in the house, honk the horn!
- Even though you have an appointment, do not feel obligated to visit if the situation has changed. Or, do not feel obligated to complete the visit if a situation has changed. Trust your intuition.
- Keep your vehicle in good repair, with enough gas, and a good spare tire.
- During the winter months, carry a shovel, boots, warm clothing, and, perhaps, sand or kitty litter.
- If you have a car problem and someone stops to help, ask them to call road service or 911 for you.
- Look up and around you before getting in or out of the car. Be aware of surroundings and other persons in the area. Recognize unusual circumstances.
- Lock all the vehicle doors when driving and parked. Keep vehicle windows up (as much as possible in warm weather).
- Dress appropriately according to guidelines given by faculty, with sturdy shoes and minimum of jewelry.
- Wear a nametag, identifying you. When entering the home, greet the client, reminding them of who you are, and that you are a student from Bethany Lutheran College nursing program, and the purpose of your visit.
- In the home, keep your belongings and outerwear (coat, gloves) with you. Seat yourself where you can exit the home readily if needed, keeping yourself between the door and the client when possible.
- When walking to your car, carry keys between your knuckles and have the vehicle key ready so you can enter quickly if needed.
- Report any safety issues immediately to your faculty.

Completion of the Nursing Program

Pinning Ceremony

In addition to the graduation ceremony, a pinning ceremony for the nursing program is held in May. The official Bethany Lutheran College nursing pin is issued at this time.

The pinning ceremony is a celebration of tradition. The origin of pinning dates back to the time of the Crusaders, 700 – 900 years ago. The Pope urged Crusaders to wear a cross on their heads and badges on their breasts. Sometime later the Nightingale School of Nursing—founded by Florence Nightingale, the founder of modern nursing—adopted a badge in this tradition. The Nightingale philosophy states that "Nursing is an art, the finest of the arts. It demands organized, practical and scientific training, and that is God's work." The nursing pin is a tribute to the meaning of nursing excellence – caring artfully and scientifically to meet the needs of individuals. Because of her selfless duty during the Crimean War, Florence Nightingale became known as the "lady with the lamp". As a tribute to Florence's dedication, the oil lamp icon became symbolic of nursing.

The Bethany Lutheran College nursing pin has symbols of a cross, caring hands, and an oil lamp. The Christian heritage of the college is represented in the cross, the caring hands represent the program philosophy of compassion and caring for all people, and the oil lamp represents the profession of nursing and servant leaders who let their light shine. The pin intentionally does not have a year because all nurses who graduate from Bethany Lutheran College join the group where being part of the nursing profession, not length of service, is the most important.

Licensure Examination

A graduate must pass the National Council Licensure Examination for Registered Nurses (NCLEX-RN®) to be licensed and practice as a registered nurse (RN). However, no nursing program can guarantee success on the NCLEX-RN® examination. When graduates have met all requirements for program completion, Bethany will submit a completed Confirmation of Program Completion to the Minnesota Board of Nursing. Graduates must submit an application and fee to the Minnesota Board of Nursing in order to take the NCLEX-RN®. For full requirements for exam eligibility, please visit: http://mn.gov/boards/nursing/licensure/apply-for-a-license/apply-by-exam.jsp

Follow-up Evaluation

In order to comply with accrediting agencies, graduates are expected to participate in evaluation of the program. Nursing graduate surveys are sent via email 6-12 months after graduation. Graduates should notify the alumni office about address and name changes, employment changes, and graduate school status.

Program Forms

Bethany Lutheran College
Nursing Program
Academic Integrity & Code of Conduct Violation Form

Student_____ Faculty_____ Semester/Year_____

Course: NURS_____ ☐ Theory ☐ Lab ☐ Clinical

Faculty: Check appropriate action(s) and categories below and provide specific, relevant documentation related to the behaviors of concern. Attach copies of written evidence as necessary.

☐ Academic Integrity Violation ☐ Code of Conduct Violation Date of Violation: _____

Type of Violation(s) and supporting evidence (attach supporting documentation):

_____
_____
_____
_____

   ☐ Written Warning with Remediation
       ☐ Performance Improvement Plan is Required
   ☐ Grade of "F" or "0" applied to exam or assignment
   ☐ Failure of Course
   ☐ Dismissal from the nursing program with no option for readmission

Faculty Comments: _____
_____
_____
_____

Student Comments: _____
_____
_____
_____

Date Violation and Action discussed with Student _____

By signing this form, the student acknowledges and understands the violation and resulting action. The student understands that institutional sanctions as outlined in the Academic Honor System policy and procedure will be implemented. The student understands that he or she may appeal the action by following the appeal process as outlined in the Academic Honor System policy and procedure.

_____   _____
Student Signature & Date   Faculty Signature & Date
****

VP of Academic Affairs Notified on _____   _____
                                                         Director of Nursing Signature & Date

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Bethany Lutheran College
Nursing Program
Clinical Incident Report

_____   _____

Name of Student (print)   Date of Incident/Time

Nature of Incident and Location Where Incident Occurred: _____

_____

_____

_____

Described Incident in Own Words: (Including task being performed, circumstances surrounding the injury/exposure, protective equipment, and mechanical devices in use)

_____

_____

_____

_____

Describe Action Taken Regarding Incident: (Including first aid and reporting the incident)

_____

_____

_____

_____

Describe Any Injury Resulting: (Including the body part injured/exposed, the severity of the injury/exposure, the amount and type of fluid exposed to, and known blood borne pathogens if applicable)

_____

_____

_____

_____

Describe Any Corrective Action Taken to Prevent Reoccurrence: _____

_____

_____

_____

_____

_____   _____

Signature of Student Preparing Report   Name of Witness to Incident (if any)

_____   _____

Signature of Instructor   Director of Nursing Signature & Date

Bethany Lutheran College
Nursing Program
Course Improvement Plan

Student_____   Faculty_____ Semester_____

Course: NURS_____   ☐Theory   ☐Lab   ☐Clinical   ☐Course Repeat

The following area(s) of concern have been identified in the course *(Check all that apply)***:**

  ☐ Repeating a required course (Must also complete an Intent to Repeat a Program Course form)

  ☐ Theory exam scores

  ☐ Dosage/Medication Calculation exam scores

  ☐ Assignment scores

  ☐ Late/Missing coursework

  ☐ Behavior

  ☐ Attendance

  ☐ Lab/clinical absences (See syllabus for attendance policy).

  ☐ Incident, behavior, or performance requires a Performance Improvement Plan

Detailed Explanation of the concern(s) *(Attach supporting documents as needed)***:**

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Faculty recommends that you take advantage of the following services that are offered at Bethany:

☐Academic Resource Center _____

☐Tutors_____

☐Ada Stokes Writing Center_____

☐WLCFS Counseling Center_____

Student's Detailed Plan for Success *(Attach additional sheets as needed)***:**

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Criteria Student Must Meet to Demonstrate Improvement *(Include due dates)***:**

_____

_____

_____

_____

_____

_____

_____

_____

By signing this document, I acknowledge that the above information was reviewed and that the student and faculty worked in partnership to develop a plan for success. The student is responsible for adherence to the plan outlined above in addition to all other course requirements or the student may receive a failing grade for the course. If student performance related to any course requirements does not improve or falls below course expectations, the student may be required to complete a Performance Improvement Plan.

_____   _____   _____

Student Signature   Faculty Signature   Date Reviewed with Student

****

Follow Up Review   ☐Criteria Met   ☐Criteria Not Met

Comments:

_____ ☐ In Person ☐ Email   _____

Date Notified/Discussed with Student   Faculty Signature & Date

Bethany Lutheran College
Nursing Program
Performance Improvement Plan

Student_____ Faculty_____ Semester/Year_____

Course: NURS_____ ☐Theory   ☐Lab   ☐Clinical   ☐Course Repeat

Date of Incident(s) _____   Location of Incident(s)_____

Faculty: Check appropriate action(s) and categories below and provide specific, relevant documentation related to the behaviors of concern. Attach copies of written evidence as necessary.

As documented below, this student has demonstrated professional and personal attributes that do not meet the standards of professionalism and/or safe clinical practice as identified in the Bethany Lutheran College Nursing Program Student Handbook.

☐Written Warning
☐Plan for Remediation
☐Failure of Course

1. The student's practice fails to meet the needs of the client from a biological, psychological, sociological and/or cultural standpoint.
    ☐Failure to carry out psychomotor/technical skills in a safe manner.
    ☐Failure to carry out communicative skills in a safe manner.
    ☐Act of omission in the care of client.
    ☐Displays mental, physical and/or emotional behavior(s) which negatively affect others.
    ☐Does not come to clinical prepared to provide safe care.
    ☐Other_____

Supporting evidence:

_____

_____

_____

_____

_____

2. The student's practice lacks consistency in the responsible preparation, documentation, communication and promotion of continuity in the care of clients.
    ☐Attempts activities without adequate preparation or assistance.
    ☐Demonstrates inaccurate or incomplete verbal/written communication.
    ☐Acts in such a way to create significant anxiety and/or stress to others.
    ☐Is verbally abusive and/or exhibits threatening, coercive or violent behavior toward anyone.

☐Is unable to achieve therapeutic nurse-patient relationships characterized by rapport, empathy, and respect.

☐Violates the boundaries of professional nurse-patient/family relationships, e.g., engages in romantic or sexual relationships.

☐Is unable to maintain satisfactory relationships with others in the clinical or college setting.

☐Other_____

Supporting evidence:

_____

_____

_____

_____

_____

3. The student fails to practice within the boundaries of the Minnesota Nurse Practice Act, guidelines of the course syllabus, polices of the Nursing Program, and/or the rules and regulations of the health care agency that is the site of the course.

☐Is habitually tardy/absent.

☐Exhibits criminal behavior.

☐Is suspected of being under the influence of drugs and/or alcohol in class or clinical.

☐Dresses inappropriately and/or exhibits nonprofessional appearance/behavior.

☐Exhibits behavior that is offensive to others sexiest, racist, threatening, and demeaning).

☐Needs repeated reminders of responsibilities consistent with the policies of the nursing program and/or clinical agency.

☐Other_____

Supporting evidence:

_____

_____

_____

_____

_____

4. The student fails to practice according to the American Nurses Association's Code of Ethics and Standards of Practice or the Bethany Lutheran College Academic Honor Code.

☐Does not maintain confidentiality.

☐Demonstrates dishonesty.

☐Ignores unethical behavior of other health workers.

☐Does not demonstrate respect for the preferences of the patient.

☐Does not advocate for the rights of the patient.

☐Misrepresents or falsifies actions or information.

☐Other_____

Supporting evidence:

_____

_____

_____

_____

_____

5. The student lacks effort directed toward self-improvement.

    ☐Is resistant or defensive regarding suggestions to improve.

    ☐Appears unaware of her/his deficiencies and the need to improve.

    ☐Does not accept constructive criticism or take responsibility for errors.

    ☐Is abuse or critical during times of stress.

    ☐Demonstrates arrogance.

    ☐Other_____

Supporting evidence:

_____

_____

_____

_____

_____

Additional incident description or comments:

_____

_____

_____

_____

_____

_____

_____

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_____

Remediation Plan: **Completion Date: _____**

_____

_____

_____

_____

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_____

Student's Comments:

_____

_____

_____

_____

_____

_____

I have read this evaluation, discussed it with the course faculty and/or my advisor, and received a copy per my request.

_____   _____

Student Signature   Date

Faculty/Advisor _____ Director of Nursing_____
               Signature & Date   Signature & Date

****

Follow Up Review   ☐Remediation Plan Met   ☐Remediation Plan Not Met
Comments:

_____ ☐ In Person ☐ Email   _____
Date Notified/Discussed with Student   Director of Nursing Signature & Date

Bethany Lutheran College
Nursing Program
Exam Item Reconsideration

In order to initiate the exam item reconsideration process, the student must complete the exam review and rationale process for the item the student is requesting. The student must review their exam within 7 days of the posting of exam scores. The student needs to complete and submit the Exam Item Reconsideration Form within 48 hours of exam review. All of the required information for the reconsideration must be cited and the information must come from the required or recommended text, course documents, and/or course resources.

The faculty will review any requests for reconsideration at the next course faculty team meeting. Details regarding the outcome of the request will not be disclosed to students in order to maintain exam security. The student submitting the reconsideration may contact the faculty for more information about the outcome of the request.

Student Name: _____ Date of Exam Review and Request: _____

Question(s):_____

_____

_____

_____

Student rationale of why the student's chosen answer is an acceptable correct answer:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Source(s)/Page number(s): _____

_____

****

Faculty Review Date: _____   Accepted   Not Accepted   Faculty Initials: _____

Comments:

Bethany Lutheran College
Nursing Department
Intent to Repeat a Program Course

Name:	
Email Address:	
BLC ID#:	

I have not successfully completed the following courses(s) during this current semester. I intend to repeat the following course(s) during Fall/Spring of 20____
(Check all that apply)

- ☐ NUR301 Fundamentals of Professional Nursing
- ☐ NUR310 Assessment & Skills for Nursing
- ☐ NUR320 Pharmacology for Nursing
- ☐ NUR331 Pathophysiology for Nursing
- ☐ NUR340 Gerontological Nursing
- ☐ NUR350 Evidence-Based Nursing
- ☐ NUR360 Adult Nursing
- ☐ NUR370 Transcultural Nursing

- ☐ NUR400 Issues & Trends in Nursing
- ☐ NUR410 Childbearing Family Nursing
- ☐ NUR420 Child & Adolescent Nursing
- ☐ NUR430 Mental Health Nursing
- ☐ NUR440 Community Health Nursing
- ☐ NUR450 Leadership & Management in Nursing
- ☐ NUR460 Transition into Professional Nursing

I understand the requirement to repeat courses and progress in the program. I understand that I am required to complete a Program Progression Plan with remediation activities during the semester I am absent from nursing courses. I will meet with my advisor and complete a Program Progression Plan within 21 calendar days of the start of the next semester.

I understand that I will have the opportunity to repeat the course(s) with priority over other students waiting to take the course for one time only. I understand that if I do not repeat the course at the time designated by the Nursing Department, I will forfeit my priority status and will be eligible to take the course(s) after other students waiting to take the course (first-time entry students, transfer students) have had an opportunity to enter the program. I understand that I will have no longer than two enrolled semesters with the course offering to successfully complete the course.

_____   _____
Student's Signature   Date
****
Follow Up Review   ☐Program Progression Plan Submitted (Attach to this document)
                                    ☐Criteria Met for Course(s) Repeat   ☐Criteria Not Met for Course(s) Repeat

Comments:

_____   _____
Date of Initial Meeting and Discussion   Faculty/Director Signature & Date

_____   _____
Date of Follow-up Meeting and Discussion   Faculty/Director Signature & Date

Bethany Lutheran College
Nursing Program
Authorization to Release Student Information

I _____ (print name) give permission for Nursing Department faculty

to release information for recommendation or referral purposes that I have requested to the following

agencies, institutions, and/or contact person(s):

Contact Person Name: _____

Contact Person Email: _____

Agency or Institution: _____

Address: _____

Phone: _____ Fax: _____

• •

Contact Person Name: _____

Contact Person Email: _____

Agency or Institution: _____

Address: _____

Phone: _____ Fax: _____

• •

Contact Person Name: _____

Contact Person Email: _____

Agency or Institution: _____

Address: _____

Phone: _____ Fax: _____

• •

Student Signature _____ Date _____

Bethany Lutheran College
Nursing Program
Hepatitis B Vaccine Declination Form

Student Name: _____   DOB: _____

I understand that due to my possible exposure to blood or other potentially infectious materials I may be at risk for acquiring hepatitis B virus (HBV) infection. I have been encouraged by Nursing Department faculty to be vaccinated with hepatitis B vaccine. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk for acquiring hepatitis B, a serious disease.

I understand that some clinical sites may not allow participation in clinical experiences at their site without the Hepatitis B vaccination. I understand that the nursing program does not guarantee an alternative facility placement and if no clinical agency placement is available, I will be dismissed from the nursing program.

Signature _____

Date _____

Bethany Lutheran College
Nursing Program
Tuberculosis Annual Symptom Screening

Student Name: _____   DOB: _____

Students who have a history of a positive TB skin test must complete an annual symptom screen (and repeat chest x-ray upon request) instead of an annual TB skin test.

In the last year, have you had any of the following symptoms:

Yes	No	Symptom
		Coughing up blood
		Hoarseness lasting three weeks or more
		Persistent cough lasting three weeks or more
		Unexplained, excessive fatigue
		Unexplained, persistent fever lasting three weeks or more
		Unexplained, excessive sweating at night
		Unexplained weight loss

Date of chest x-ray with provider documentation of negative disease: _____

Comments: _____

_____

_____

_____   _____
Student Signature   Date of Screen

****

Follow Up Review   ☐ No Concerns; Approved for Clinical Participation
                              ☐Concerns Identified; Not Approved for Clinical Participation

Comments:

_____ ☐ In Person ☐ Email   _____
Date Notified/Discussed with Student   Faculty/Director Signature & Date

Bethany Lutheran College

Nursing Program

Agreement to Program Policies

I, _____, the undersigned student, in consideration of being enrolled in the Nursing Program at Bethany Lutheran College, hereby understand and agree as follows:

1. I am required to take classroom courses and clinical courses that teach the practical application of material taught as part of the nursing program.
2. I will work under the close observation of a licensed registered nurse.
3. I will not be reimbursed or paid wages for the time spent in training or travel or services rendered during my assigned clinical courses.
4. I am not entitled to employment at a clinical site at the conclusion of my clinical rotations.
5. I am required to obtain and maintain professional liability insurance to be enrolled in the program and participate in activities at the clinical site. The college will obtain professional liability insurance on my behalf and the costs of such insurance will be included in my tuition and/or fees payable to the college. However, if the college is unable to do so, then I am required to obtain and maintain such coverage in the amounts and scope of coverage as directed by the college.
6. The nursing program and the clinical sites each retains the right to remove or deny access to me of their facilities in the event that my professional or social conduct is disruptive, disreputable, or violates the established policies, procedures, or practices of the clinical site; violates the standards of the college and/or nursing program; or constitutes grounds for disciplinary action of licensed nurses as described in Minnesota Statutes Section 148.261.
7. I must submit proof of CPR for Health Care Provider certification, immunizations, and a completed Health Clearance form to the nursing program prior to enrolling in clinical nursing courses. I understand that this information will be shared with clinical sites upon request to show my qualifications for attendance at each clinical site.
8. I must satisfactorily pass a criminal background check and drug test (upon request) to participate in clinical. I understand that the nursing program will release information of my criminal background check and drug test to a clinical agency upon request.
9. Clinical/laboratory attendance is mandatory. Missed clinical/laboratory experience may or may not be rescheduled depending on the availability of faculty and clinical site. If clinical experiences are rescheduled, there will be a charge per hour to reimburse clinical faculty.
10. I must report in writing to the nursing program the following: (a) any treatment conditions that may adversely affect my ability to safely practice nursing as a student (i.e. alcohol or chemical substance abuse or misuse, physical conditions, emotional or mental conditions), (b) any change in health status affecting ability to perform in the clinical setting, or (c) any change in criminal background check record (i.e. a conviction or pending conviction).
11. I agree to promptly report in writing to the instructor/preceptor or Director of Nursing any accident/incident of which I have actual knowledge and which might involve a deviation from the standard of care or a risk of liability on the part of myself, my supervising instructor, the clinical site, or the college.
12. I will accept nursing program decisions about continuation in the program in the event of misconduct or substandard performance including but not limited to academic difficulties, infraction of the code of professional conduct, infraction of the Nursing Program Student Handbook or other applicable Bethany Lutheran College policies, accidents, dishonesty, clinical agency violations, and/or excessive absence from the program.
13. I will at all times maintain personal hygiene and professional appearance or other conditions, (i.e. dress code, hair regulations) as required by the nursing program and the clinical site.
14. I will maintain strict confidentiality of all simulation content and discuss only in my post-conference setting or during de-briefing conferences.
15. I have received and read the Bethany Lutheran College Nursing Program Student Handbook and agree to abide by the policies and procedures outlined in the handbook.

_____ _____
          Student Signature   Date

Bethany Lutheran College
Nursing Program
Confidentiality Agreement

I, _____, a student enrolled in the Nursing Program at Bethany Lutheran College, understand and agree to the following:

- My clinical education will include access to confidential patient information in forms such as electronic records, oral communications, paper records, and computer programs and applications at the clinical sites where I participate in clinical education. This information includes information about the patient or the patient's family including diagnosis, treatment, and/or the patient's ability to pay. I agree to protect to the fullest extent required by all state and federal laws and Clinical Site policies the patient's right to confidentiality of medical and personal information.
- My clinical education may also include access to other confidential information about: (a) an employee or job applicant; (b) a physician or other practitioner; (c) peer review or quality of care; (d) the business plans or finances of the college or clinical Sites; (e) my computer password; (f) the computer password of others; (g) students and instructors; (h) my own patient care records; (i) my family members or friends; or (j) any other person who makes use of clinical facilities and services.
- I agree that, except as clearly directed by my instructor, I will not at any time either during or after my studies at the college, seek, disclose, or discuss confidential patient information or other confidential information as described above. This includes, but is not limited to: not divulging patient information to parties without prior authorization, accessing information that is not necessary to perform my duties as a student, and discussing a patient's medical information with someone not directly involved in that patient's care.
- I agree to become familiar with and fully comply with HIPAA, Minnesota Data Practices Act Chapter 13, and other patient confidentiality policies and procedures of the clinical sites where I participate in clinical education.
- I agree that confidential information is not to be transmitted to or from, or stored within, any form of personal technology equipment (i.e. personal computer, laptop, cell phone, etc.) and is not to be shared in any form of social media (i.e. *Facebook, Twitter, YouTube*, etc.).
- I understand that breach of confidentiality will result in dismissal from the Bethany Lutheran College Nursing Program.
- I understand that I could be subject to legal action, including but not limited to lawsuit for invasion of privacy, or unauthorized access or disclosure of patient healthcare information.

The student's signature below signifies that the student has read, understands, and will adhere to this confidentiality agreement.

_____   _____
Semester 1: Student Signature & Date   Semester 2: Student Signature & Date

_____   _____
Semester 3: Student Signature & Date   Semester 4: Student Signature & Date

Bethany Lutheran College
Nursing Program
Media Permission and Release Form

I authorize the Nursing Department, Bethany Lutheran College, and those acting pursuant to its authority to:

1. Use my photograph in promotional materials and/or publicity related to the nursing program. I understand that my photograph may be used in a publication, print ad, direct-mail piece, electronic media (e.g. video, CD-ROM, Internet/WWW), or other form of promotion.

2. Record my participation in high fidelity simulations or other nursing program activities and events on DVD, audio, or any other medium.

3. Exhibit the recording using secure private digital video network, or to select student audiences, in whole or in part without restrictions or limitation for any educational purpose which the Nursing Department deems appropriate. I hereby consent to the use of these recordings for scholarly presentations and research.

4. Share copies of my scholarly accomplishments, e.g.., papers, thesis, clinical projects, or presentation materials with members of nursing and college community as deemed necessary and appropriate.

5. I hereby release and discharge Nursing Department, Bethany Lutheran College, its officers, employees and agents, from any and all claims and demands arising out of or in connection with the use of such photographs, film, audio, or written work including but not limited to any claims for defamation or invasion of privacy

6. I hereby consent to the release of video, audio tape, film, photograph, written work, or any other medium for the above-stated purposes and in accordance with the terms stated above, pursuant to the consent provisions of the Family Educational Rights and Privacy Act, 20 U.S.C. 1232.

7. This permission will be in effect for the duration of my nursing education.

Date _____ Name_____

Signature _____

Bethany Lutheran College
Nursing Program
Release of Liability for Clinical Experiences

This release is made by _____ and is effective as of the day it is signed.

I intend to participate in all clinical experiences required by the Bethany Lutheran College nursing program. These experiences will involve observation or participation.

I understand and acknowledge that there are certain risks inherent in such clinical experiences, including, but not limited to, catastrophic injury, disease, HIV exposure, hepatitis exposure, invasion of privacy, emotional unrest, and even disability or death.

I understand that my participation in clinical experiences requires the release of certain health and personal information to the clinical sites where I will participate in clinical training.

I understand and acknowledge that I if I participate in a transcultural experience, the trip will involve travel and work in a foreign country. I understand and acknowledge that there are certain risks inherent in the transcultural experience, including but not limited to, civil unrest, environmental exposure, disease exposure, injury during travel to or from the program site, and disability or death.

I have received printed information in the Nursing Program Student Handbook on health policies and standard precautions. An opportunity for interactive questions and answers with a Bethany Lutheran College faculty member was provided to me after the presentation of a training session on blood borne pathogens and standard precautions.

Knowing the dangers, hazards, and risks associated with clinical participation, I freely and voluntarily agree as follows:

1. I agree to assume all of the risks and responsibilities surrounding my participation in the nursing program clinical experiences and transcultural experience.

2. I release, hold harmless, and forever discharge Bethany Lutheran College and its agents, employees, officers, directors, contractors (i.e. clinical sites), consultants, successors, and assigns from any and all claims (including but not limited to claims for negligence), demands, actions, causes of action, liabilities and costs which I or any of my legal representatives, heirs, successors and assigns may have or claim to have relating to or arising out of or in any way connected with:
   a. My participation in the nursing program clinical experiences,
   b. My participation in the transcultural experience,
   c. Travel to and from clinical sites, and
   d. Travel to and from any site for the transcultural experience, including, without limitation, any and all liabilities, claims and causes of action for property damage, monetary loss, bodily injury, illness and death, caused by, related to or arising out of any action or inaction of Bethany Lutheran College, its agents, employees, officers, directors, contractors, consultants, successors, and/or assigns. Furthermore, I promise not to sue Bethany Lutheran College for any of the claims released above.

3. I understand that this release agreement also applies to medical expenses that I incur, and I acknowledge that any medical expenses I incur during my participation in clinical or transcultural experiences are my responsibility, and not the responsibility of Bethany Lutheran College. I understand that the nursing program

recommends that I carry private health insurance to cover any health or injury needs that may occur during my participation in clinical experiences or the transcultural program.

4. I understand that the clinical sites have an interest in verifying and understanding my personal and health information due to the fact that I will be participating in the clinical experiences and having direct interaction with patients and personnel at the clinical sites. I consent to the release of my personal and health information to the clinical sites, including my CPR and other health certifications; information regarding my immunizations, physical examination, and health status; information regarding disciplinary actions of any kind against me by a governmental agency, my criminal history or conviction of a criminal offense; my ineligibility for any reason to participate in any federal health care program; or any activity in which I participate through the college that in the college's belief may violate any law or regulation.

5. This release agreement shall be binding on my legal representatives, heirs, successors and assigns.

I have carefully read this release agreement in its entirety and fully understand that by signing this document, I am giving up legal rights and remedies that may otherwise be available to me. I acknowledge that I have the right and opportunity to consult with an attorney or other advisor of my choice prior to signing this release agreement. This acknowledgement and release agreement is effective upon my signing and remains in effect during my status as a student and thereafter.

Date _____   Participant Name (Print) _____

Participant Signature _____

Person to contact in case of emergency:

Name _____   Relationship _____

Phone _____

Bethany Lutheran College Nursing Program
Professionalism Assessment Rubric

Student Name _____   Course_____   Semester_____

Students preparing to enter nursing are expected to conduct themselves as professionals in all aspects of their behavior including: time management, respect, preparedness, quality of work, teamwork, and communication. Professionalism applies to the classroom and the clinical setting. All nursing courses include a grading component for professionalism. Students are expected to maintain professional behaviors as identified in the nursing program professionalism assessment rubric. Faculty will review the professionalism assessment rubric and provide feedback to the student at midterm, end of semester, and as needed.

Performance Criteria	Highly Professional Professionalism at its best	Professional Professionalism consistently exhibited	Participating Professionalism inconsistently exhibited	Unprofessional Lack of professionalism
Time Management Attendance Promptness Responsibility Points _____/_____	Always arrives on time and stays for entire class; regularly attends class; all absences are excused; always takes responsibility for work missed; no deadlines missed; does not seek exceptions from class, program, or college policies	Late to class only once or twice; almost never misses a class; no unexcused absences. generally takes responsibility for material and work missed; no more than one deadline missed; does not seek exceptions from class, program, or college policies	Late to class more than once every month and regularly attends class; misses two deadlines; seeks exceptions to class, program, or college policies	Late to class more than once/week and does not regularly attend class; demands exceptions to class, program, or college policies
Respect Social Skills Points _____/_____	Careful not to distract others (socializing, sleeping, leaving early or during class, reading unrelated material, doing homework for another class or wearing inappropriate attire); never uses unapproved electronic devices in class; is respectful towards faculty, peers, and the learning environment both in and out of class	Exhibits behavior that distracts others once or twice during the semester; rarely uses unapproved electronic devices in class; is almost always respectful towards faculty, peers, and the learning environment both in and out of class	Recurring behavior that distracts others; recurring use of unapproved electronic devices; is not consistently respectful towards faculty, peers, and the learning environment both in and out of class	Is asked to leave class due to behavior that distracts others; is often extremely disrespectful towards faculty, peers, and the learning environment both in and out of class

Quality of Learning Preparation Participation Contribution Effort Integrity Points _____/_____	Always participates in class and active learning; contributions reflect exceptional preparation, are always substantive, are well supported and relevant; can always answer questions and refer to readings; makes strong effort to pull information forward and apply information into courses; shows positive, proactive behavior; is always honest and encourages other to do the same; always adheres to class, program, and college academic dishonesty policies	Regularly participates in class and active learning; contributions reflect good preparation, are generally substantive, are fairly well supported and relevant; can usually answer questions and refer to readings; makes good effort to pull information forward and apply information into courses; shows positive, proactive behavior; is always honest; always adheres to class, program, and college academic dishonesty policies	Rarely participates in class and active learning; contributions reflect some preparation, are occasionally substantive, are somewhat supported and relevant; often cannot answer questions in depth or refer to readings; makes moderate effort to pull information forward and apply information into courses; rarely shows negative behavior; is honest; does not knowingly violate class, program, and college academic dishonesty policies	Never participates in class and active learning; contributions reflect no preparation, lack substance, lack support and relevance; cannot answer questions in depth or refer to readings; makes no effort to pull information forward and apply information into courses; shows negative behavior; is often not honest; knowingly violates class, program, and college academic dishonesty policies
Teamwork Points _____/_____	Makes significant contributions on projects; completes assigned work on time; makes strong effort to work effectively with others and provide valuable, creative, competent skills to the team; often takes leadership role; no complaints from team members about lack of contribution	Makes regular contributions on projects; completes assigned work on time; makes good effort to work effectively with others and provide valuable, creative, competent skills to the team; occasionally takes leadership role; one or two complaints from team members about lack of contribution	Makes occasional contributions on projects; completes assigned work; makes moderate effort to work effectively with others and provide valuable, creative, competent skills to the team; rarely takes leadership role; three or four complaints from team members about lack of contribution	Never contributes on projects; does not complete assigned work; never makes effort to work effectively with others and provide valuable, creative, competent skills to the team; doesn't take leadership role; five or more complaints from team members about lack of contribution
Communication Language Use Feedback Points _____/_____	Always uses language and communication appropriate to the audience; always follows appropriate lines and methods of communication; gives and receives feedback effectively	Regularly uses language and communication appropriate to the audience; regularly follows appropriate lines and methods of communication; gives and receives feedback effectively	Rarely uses language and communication appropriate to the audience; rarely follows appropriate lines and methods of communication; gives and receives feedback ineffectively	Never uses language and communication appropriate to the audience; never follows appropriate lines and methods of communication; gives and receives feedback ineffectively
Faculty Comments				