



NURSING PROGRAM

STUDENT HANDBOOK

2021-2022
Edition

BELLINGHAM TECHNICAL COLLEGE

Nursing Program Student Handbook

2021-2022



Bellingham Technical College is accredited by the Northwest Commission on Colleges and Universities (NWCCU).

The Nursing Program is approved by the Washington State Nursing Care Quality Assurance Commission (NCQAC) and the Washington State Board for Community and Technical Colleges (SBCTC).

The Associate Degree Registered Nursing Program at Bellingham Technical College located in Bellingham, WA is accredited by the: Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Rd. NE, Ste. 1400, Atlanta, GA 30326, (404) 975-5000, www.acenursing.org. The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree Registered Nursing Program is Initial Accreditation.



The Practical Nursing Certificate Program at Bellingham Technical College located in Bellingham, WA is a candidate for accreditation through the Accreditation Commission for Education in Nursing (ACEN) but it is not nationally accredited at this time.

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NURSING PROGRAM LETTER TO STUDENTS

Dear Nursing Student:

Welcome to the Bellingham Technical College Nursing Program! You have worked hard to get to this important step in your education. The road ahead of you is steep and full of difficult terrain but, like many inclines, the view from the top is incredible! We look forward to working with you and supporting your journey into nursing and your academic progression through the different licensure and degree levels available to you as a nursing pathway student.

This handbook is a supplement to the college catalog and the Bellingham Technical College student code of conduct. The purpose of this handbook is to provide you with policies and information specific to the nursing program.

It is important that you read this handbook!

We have worked hard to keep it relevant and succinct. The guidelines in this book apply directly to you and detail our expectations of your behavior and performance. Keep and refer to this handbook throughout your program of study. When we update policies, procedures, and guidelines, we will notify you via Canvas email and publish the updated handbook on the Nursing Program Canvas Homepage and the BTC website.

Our goal is your success. If you have questions or concerns, contact us!

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NURSING PROGRAM MISSION VISION & GOALS

MISSION STATEMENT

Bellingham Technical College's Nursing Program delivers high-quality nursing education to benefit the health of our region.

VISION STATEMENT

The Nursing program will be a recognized leader in providing innovative, effective, and progressive nursing education. The Program creates options for career success by developing a high quality, competitive nursing workforce.

PHILOSOPHY OF NURSING

Nursing is both an art and a science; an art requiring creativity and skill, and a science requiring knowledge and the application of evidence-based practice achieved through observation, study, and research. Nursing is unique in its ability to provide safe, patient-centered care. This requires collaboration with the healthcare team and coordination of available resources, including application of informatics.

NURSING PROGRAM GOALS

In accordance with Bellingham Technical College's goals, the nursing program has established the following goals:

- **Teaching & Learning [priority goal]:** Use high quality instruction to create pathways to reduce barriers and support student learning.
- **Student Career Preparation & Achievement:** Strengthen student workplace readiness through partnerships and job placement services so students may achieve their education and career goals.
- **Campus Community & Culture:** Cultivate a welcoming and accessible learning environment, which promotes student success through a commitment to diversity, equity, and inclusiveness.
- **Innovation & Responsiveness:** Prioritize continuous quality improvement to keep pace with workforce needs and emerging industry trends.

NURSING PROGRAM PATHWAYS

There is one Nursing Program at BTC which has three program options, Registered Nursing (RN), LPN-RN, and Practical Nursing (PN). The two-year registered nurse associate degree is intended for students new to the nursing field and is a full-time option only. Advanced placement students who are Licensed Practical Nurses (LPNs) are admitted into the part-time, evening LPN-RN option to complete the DTA/MRP associate degree. Students who graduate from the two-year full-time RN and LPN-RN pathway are eligible to sit for the National Council Licensure Examination – Registered Nurse (NCLEX-RN). The third program option is the Practical Nursing Certificate Program. This program is designed for students interested in becoming a Licensed Practical Nurse (LPN) and looking for a part-time option that better meets their needs. Upon completion of the PN Certificate Program graduates are eligible to sit for the National Council Licensure Examination – Practical Nurse (NCLEX-PN).

NURSING CAREER MOBILITY

Bellingham Technical College is committed to providing multiple pathways for students to enter into the nursing field. Students new to nursing may choose to begin their nursing education through the full-time, two-year RN program or the practical nursing certificate program. The BTC Nursing Program continues to support the movement of licensed practical nurses who wish to complete their associate degree to become a registered nurse. In accordance with the Washington State Nursing Articulation agreement, the

BTC Nursing Program practices a career-ladder approach to nursing education and provides full-time and part-time options to meet our students' needs. Agreements are in place with baccalaureate programs, enabling graduates to continue their education through the Bachelor of Science in Nursing (BSN). Many graduates pursue higher degrees including Master in Nursing (MN) work and Advanced Practice (ARNP) degrees in a variety of settings.

PHILOSOPHY OF NURSING EDUCATION

The Nursing Program curriculum is concept based and focuses on specific competencies and core elements essential for nurses entering the workforce. Through examination of concepts, the knowledge, skills and attitudes necessary to provide safe, evidence-based, collaborative nursing care are learned.

Nursing education is a process of discovery and adaptation that continues throughout life, enriching both the individual and society. Learning is an active process, manifested by growth and measurable changes in behavior. Maximum learning occurs in an environment that permits free inquiry, considers individual differences, and provides correlation between theory and practice through examination of concepts.

The faculty create and support a sound educational environment, guides the student in the educational process, and is available for feedback. Committed learners demonstrate motivation, responsibility, accountability, and respect, and are responsible for their own learning. The BTC Nursing Program provides a collaborative learning environment, using best practices in adult education. The relationship between student and faculty is a partnership. This BTC program ensures that empathetic, informed, and skilled nursing professionals care for individuals across our region.

Nursing education is exceptionally well suited for the professional technical college setting. The Program integrates theoretical and clinical content, fostering both personal and professional development. Graduates are well prepared in the art and science of nursing to meet the challenging and changing demands of the healthcare industry.

NURSING PROGRAM CONCEPTUAL FRAMEWORK

The philosophy of the Nursing Program provides direction for curriculum development. The nursing faculty of Bellingham Technical College implement curriculum based on concepts. The curriculum is the map that the student, in partnership with faculty, use to navigate the complex issues relating to healthcare in our region.

The nautilus shell graphically represents the framework of the nursing program at Bellingham Technical College and has been the symbol of the BTC Nursing Program for many years. The spiral walls represent the path that, along with the chambers, supports the program structure. This graphic represents the exponential growth and development of the student's competence.



The nautilus is a symbol of strength because it can withstand very high pressure and has remained unchanged for centuries. It is also a symbol of expansion and renewal as it grows increasingly larger chambers throughout its life. When the creature outgrows each chamber, it creates a larger space to grow into. There is no final chamber, as long as the creature continues to live and grow it must also continue to expand.

These qualities make the nautilus an excellent representation of your journey into professional nursing. Each chamber represents growth and expansion through education. This growth reflects a deepening of the knowledge, skills, and attitudes essential to the development of empathetic, informed, and skilled nursing graduates.

The open spiral symbolizes the movement from concept to concept and course to course. In partnership with the faculty, the student navigates the program curriculum, gaining momentum and independence. Through this process, the learner develops a habit of lifelong learning and prepares a pathway to their future within the profession of nursing.

Your shell does not stop growing when you graduate from this nursing program. Caregiving is a calling as much as a profession. We all come to it through different life paths and experiences and we will all contribute something unique. Like the nautilus itself, you will continue to grow and learn as a nurse for the rest of your life: continually adding new chambers to house your expanded knowledge and experience. This is the beginning of a journey that will foster your growth professionally, personally, and spiritually.

NURSING PROGRAM PROGRAM OUTCOMES

2-Year RN and LPN-RN Program Outcomes:

Outcome Theme The BTC Associate Degree Nursing graduate will:

Nursing Care	Integrate the nursing process to deliver individualized culturally competent care.
Self-Care Promotion	Formulate strategies to promote the health of self and others.
Professionalism	Model integrity through professional boundaries, ethical behaviors, and respectful communication.
Collaborative Leadership	Maximize positive health outcomes through the promotion of evidence-based clinical care within the interdisciplinary team.
Clinical Judgment	Model safe nursing care by integrating critical thinking, evidence-based practice, and prioritization.

Practical Nursing (PN) Certificate Program Outcomes:

Outcome Theme The BTC Practical Nursing graduate will:

Nursing Care	Implement the nursing process to deliver individualized culturally competent care.
Self-Care Promotion	Build strategies to promote the health of self and others.
Professionalism	Demonstrate integrity through professional boundaries, ethical behaviors, and respectful communication.
Collaborative Leadership	Build positive health outcomes through the promotion of evidence-based clinical care within the interdisciplinary team.
Clinical Judgment	Administer safe nursing care by integrating critical thinking, evidence-based practice, and prioritization.

NURSING PROGRAM ESSENTIAL QUALIFICATIONS OF NURSING

The Bellingham Technical College *DTA/MRP Associate Degree in Nursing* and *Practical Nursing Certificate* signify that the holder has been educated to competently practice nursing and may apply for licensure as a nurse in the State of Washington.

The education of a nurse requires assimilation of knowledge, acquisition of skills, and development of judgment through client care experiences. The practice of nursing emphasizes collaboration among physicians, nurses, allied healthcare professionals, the client, and the client's family. Nursing curriculum requires students to engage in a variety of specific experiences fundamental to the acquisition and practice of essential nursing skills and functions. Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to perform these functions. In addition to being crucial to the successful completion of the requirements of the nursing program, these functions are necessary to ensure the health and safety of clients, fellow students, faculty, and other healthcare providers.

Essential qualifications ensure safety for patients. These essential qualifications are required for student participation in the Nursing Program at Bellingham Technical College.

MOTOR SKILLS

A nursing student must be able to:

- Demonstrate sufficient motor function to be able to execute movements required to provide general care and treatment to clients in all healthcare settings.
- Perform basic life support, including CPR, and function in an emergency.
- Safely assist a client in moving and perform the duties of a demanding job (within reasonable limits). This specifically includes crouching, grasping, pulling and pushing with 25lbs of force, lifting up to 50lbs, stooping, reaching, standing for long periods, and walking several miles in an 8-hour shift.

SENSORY/OBSERVATION

A nursing student must be able to:

- Acquire the information presented through demonstrations and experiences in basic nursing sciences.
- Observe a client accurately, at a distance and nearby, and observe and appreciate non-verbal communications when performing nursing assessment and intervention or when administering medications.
- Perceive changes in condition through physical assessment. Such information is derived from observation of the body surfaces and auditory information (client voice, heart tones, bowel and lung sounds).

COMMUNICATION

A nursing student must be able to:

- Communicate effectively and sensitively with other students, faculty, staff, clients, family, and other professionals.
- Express ideas and feelings clearly, and demonstrate a willingness and ability to give and receive feedback.
- Communicate effectively in oral and written forms.
- Hear sounds at a normal range, including the ability to receive dictated information.
- Speak clearly and concisely with patients and health team members, in English when applicable, using medical terminology.

- Convey or exchange information, assisting with development of a health history; report problems presented; participate in care conferences; and give directions during treatment and post-treatment.
- Process and communicate information on the client's status to members of the healthcare team accurately and in a timely manner. The appropriate communication may also depend upon the student's ability to make a correct judgment in seeking supervision and consultation in a timely manner.

COGNITIVE

A nursing student must be able to:

- Operate a computer to obtain, enter and transmit data. Proficient computer skills are required.
- Measure, use arithmetic, reason, analyze, and integrate within the context of nursing.
- Quickly read and comprehend extensive written and electronic material.
- Evaluate and apply information and engage in critical thinking in the classroom and clinical setting.

BEHAVIORAL/EMOTIONAL

A nursing student must possess:

- Emotional health required for the full utilization of intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibilities attendant to the nursing care of clients and families.
- Emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways.

In addition, a nursing student must:

- Be able to maintain mature, sensitive, and effective relationships with clients, students, faculty, staff, and other professionals under all circumstances, including highly stressful situations.
- Understand that personal values, attitudes, beliefs, emotions, and experiences affect their perceptions and relationships with others.
- Be able and willing to examine and change personal behavior when it interferes with productive individual or team relationships.
- Possess the skills and experience necessary for effective and harmonious relationships in diverse academic and working environments.

PROFESSIONAL CONDUCT

A nursing student must:

- Possess the ability to reason morally and to practice nursing in an ethical manner.
- Be willing to learn and abide by the professional standards of practice.
- Possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility, and tolerance.
- Be able to engage in client care delivery in all acute care settings, and be able to deliver care to all client populations, including but not limited to children, adolescents, adults, developmentally disabled persons, medically compromised clients, and vulnerable adults.

To matriculate or continue in the program, the student must be able to pass each course, performing all the essential functions.

NURSING PROGRAM DEGREE PATHWAYS – PROGRAM OPTIONS

There is one Nursing Program at BTC which has three program options which all use concept-based curriculum and include integrated General University Requirements (GUR). The two-year, full-time registered nurse associate degree option is an Associate Degree in Nursing Direct Transfer Agreement/Major Ready Pathway (DTA/MRP). Advanced placement students who are Licensed Practical Nurses (LPNs) are admitted into the part-time, evening LPN-RN option and complete the DTA/MRP degree. Academic preparation includes core courses in arts and sciences and those focusing on basic nursing skills and knowledge. Students who graduate from the two-year full-time RN and LPN-RN pathway are eligible to sit for the National Council Licensure Examination – Registered Nurse (NCLEX-RN). The third option is the part-time, six quarter Practical Nursing Certificate Program. The PN Certificate uses the DTA/MRP curriculum scaled to the PN scope of practice. Students who graduate from the PN Certificate Program will be eligible to sit for the National Council Licensure Examination – Practical Nurse (NCLEX-PN). Once these graduates of the PN Certificate become licensed LPN's and complete 1,000 hours of LPN employment they are eligible to apply to the LPN-RN program option to complete the Associate Degree in Nursing Direct Transfer Agreement/Major Ready Pathway (DTA/MRP).

DEGREE & PROGRAM OPTIONS

Associate Degree in Nursing DTA/MRP (2-year, full-time RN): This pathway is designed for students new to the nursing field. The Washington State community and technical colleges, in conjunction with the four-year universities in Washington State have collaboratively developed the Associate in Nursing DTA/MRP to create a shorter, smoother pathway to the Bachelors of Science in Nursing (BSN) degree. The Associate Degree in Nursing DTA/MRP is a 3+1 pathway. This means that students spend 1 year (3 quarters full-time) completing prerequisite foundational coursework. They then spend 2 years (6 quarters full-time) completing core nursing courses. Between foundational and nursing courses, students will spend 3 years earning their Associate Degree. Upon graduation from BTC, students will be prepared to test for licensure as a registered nurse. Graduates will be eligible to apply for admission to state-approved RN-BSN programs at WA state colleges and universities where they will spend 1 year (4 quarters full-time) completing their BSN. DTA/MRP credits are transferable to Washington state RN-BSN programs and will meet most if not all General University Requirements (GUR). Applicants are encouraged to plan early for Baccalaureate Degree completion by meeting with an admissions advisor at their school of choice. The 2-year RN program enrolls 60 students per year using the Annual Program List-Nursing (APL-N) process.

Associate Degree in Nursing LPN-RN: This pathway is designed for Licensed Practical Nurses (LPNs) who wish to complete their Associate Degree in Registered Nursing. LPNs holding an active, unencumbered WA license may apply for advanced placement into part-time, evening LPN-RN cohort. LPN-RN students take six quarters, part-time of second year nursing classes and first year GUR courses including summer quarter. Upon completion, students are prepared to test for licensure as a registered nurse and can apply for admission to state-approved RN-BSN programs at Washington State colleges and universities. The LPN-RN option enrolls students using a standard waitlist and new cohorts are started as demand dictates.

Practical Nursing Certificate Program: This program is designed for students interested in becoming a Licensed Practical Nurse (LPN) and looking for a part-time option that better meets their needs. Students

will receive a Practical Nursing Certificate from BTC. The prerequisite foundational courses for the PN Program are fewer than those for the 2-year RN and LPN-RN options. Students will complete 6 quarters part-time including summer quarter then upon graduation sit for the NCLEX-PN. The graduates of the PN Certificate pathway are eligible to apply to the LPN-RN program option to complete the DTA/MRP Associates Degree after being admitted to and completing the LPN-RN program option. LPNs are in high demand and the BTC Nursing Program has partnered with Whatcom county employers to offer this program option.

NURSING PROGRAM ADMISSIONS POLICY

Applicants interested in the Nursing Program are encouraged to meet with a Nursing Student Navigator and attend a Nursing Info Session to discuss specific plans and receive program information. Information on program entry, Info Sessions, and how to schedule a meeting with a student navigator is available on the BTC website.

The requirements for admission to a Nursing Program Cohort differ from Bellingham Technical College's general admission requirements. Meeting the minimum standards for admission to the College does not guarantee admission to a Nursing Program Cohort. Admission to the College and initiation of coursework to meet prerequisites can occur any quarter. These prerequisite foundational courses may be taken at another accredited institution and transferred to BTC before applying to the Nursing Program.

Admission requirements are based on an analysis of the abilities needed to successfully enter into a professional technical training program and into the occupation for which it prepares. The Nursing Program enters students using a separate admission process. The student must be admitted to a cohort before beginning required nursing coursework.

FOUNDATIONAL COURSES

All incoming students must complete the same prerequisite foundational courses at the same standards in order to apply. Incoming Practical Nursing Program students have a modified prerequisite list but these students will need to complete all the prerequisite foundational courses before they apply to the LPN-RN program option. Courses below highlighted in grey do not need to be completed prior to applying to the PN program.

Prerequisite foundational courses listed below must be completed with a B (3.0) or higher in each course. Courses with an asterisk only require a C (2.0) or higher. Applicants must complete a formal transcript evaluation for nursing entry prior to submitting application.

PREREQUISITE FOUNDATIONAL COURSES			
Prefix	Number	Course Title	Credits
BIOL&	160	General Biology w/Lab*	5
BIOL&	241	Human Anatomy & Physiology 1	5
BIOL&	242	Human Anatomy & Physiology 2	5
BIOL&	260	Microbiology	5
CHEM&	121	Intro to Chemistry	5
ENGL&	101	English Composition I	5
MATH&	146	Introduction to Statistics	5
PSYC&	100	General Psychology*	5
PSYC&	200	Lifespan Psychology	5
		Communication (elective)*	5
		Humanities (elective – 2 courses) *	10
LPN-RN only: Practical Nursing Transferred in Credits			30

Communication and Humanities Electives- Recommended BTC Courses

PN Certificate applicants do not need to complete these electives prior to applying.

Communications: Choose One			
Prefix	Number	Course Title	Credits
ENGL&	102	English Composition II	5
ENGL&	235	Technical Writing	5
CMST&	220	Public Speaking	5

Humanities: Choose Two			
Prefix	Number	Course Title	Credits
HIST&	146	United States History I	5
HIST&	147	United States History II	5
HIST&	148	United States History III	5
HUM&	101	Introduction to Humanities	5
SPAN&	121	Spanish I	5
SPAN&	122	Spanish II**	5
CMST&	210	Interpersonal Communications	5
CMST&	220	Public Speaking	5

Each course can only be applied to one requirement category. For example, CMST&220 can be used to fulfill the Communications requirement or the Humanities requirement, but not both.

***Only one language course may be applied to the Humanities electives.*

ADDITIONAL REQUIREMENTS FOR ENTRY

All applicants are required to complete the ATI TEAS assessment and score at the Proficient level or higher in each of the four areas. An applicant must demonstrate *Proficiency* on one ATI TEAS transcript but they may take the exam as many times as they need to meet this requirement. ATI TEAS test results are valid for four years. An Official ATI Transcript is required for all ATI TEAS assessments not taken at the BTC Assessment Center. Students who met Proficiency on the ATI TEAS and successfully completed the BTC PN Certificate do not need to retake the ATI TEAS when applying to the LPN-RN program option.

Healthcare experience is also required for entry. Two-year RN and PN applicants must submit a Healthcare Experience Verification Form for prior approval. Experience in healthcare may be demonstrated by certification or training in an allied healthcare field. Other healthcare experience will be evaluated on a case-by-case basis by Nursing Program faculty and staff and either approved or denied. LPN-RN applicants must have an active and unencumbered WA state LPN license, be able to provide verification of work experience documenting at least 1,000 hours of employment as an LPN within the last five years, and have their employer complete the Verification of Work Experience form.

APPLICATION PROCESS

The BTC Nursing Program has separate application processes for admission to each program option. Applicants to the 2-year full-time option apply to the program and are placed in cohort seats using the Annual Program List-Nursing (APL-N) process. Applicants to the LPN-RN option and PN Program are placed into cohort seats using a standard waitlist after submitting a complete application. Details about each application process are included below.

ADVANCED PLACEMENT

The BTC Nursing Program maintains internal waitlists for students admitted to each program option who had to withdraw for a variety of reasons. Information about how a student is placed on an internal waitlist can be found in the Reentry & Transfer section of this handbook. Students on the internal waitlists will be placed into cohorts by program faculty on a space available basis.

2-YEAR FULL-TIME APPLICANTS

The Nursing Program enters cohorts of 20 students in Fall, 20 students in Winter, and 20 students in Spring quarters for a total of 60 available cohort seats every academic year. Qualified program-ready applicants will be placed into cohort seat using the Annual Program List – Nursing (APL-N).

Annual Program List – Nursing (APL-N)

The Annual Program List – Nursing (APL-N) is a blended process of first-come, first-served and ranking by points that is used by the Nursing Program to determine how students are accepted into cohorts. Applications to the RN Nursing Program will only be accepted during the Application Window.

First-come, first-served will be determined using an online application portal which will only be available during the Application Window which generally occurs in July. Applicants must be program-ready prior to applying to the Nursing Program. Ranking by points will be determined by awarding one point for answering yes to questions on the application form. The Nursing Program will post these questions on the BTC website prior to the Application Window opening. These questions may include, but are not limited to:

- Fifteen (15) or thirty (30) or more nursing foundational course credits taken at BTC, excluding Nursing Assistant and Allied Health Program credits;
- Successfully completing Nursing Assistant or Allied Health Program at BTC;
- Being an eligible veteran or family member of an eligible veteran;
- Having applied previously with a complete application.

Seats will be awarded to applicants with the greatest number of points starting at the top of the first-come, first-served date/time list.

Applicants who meet all entrance requirements will be offered cohort seats for the coming academic year (Fall, Winter and Spring) based on their points and date/time their online application was submitted. Once all three quarters are filled (60 students offered cohort seats), the applicants remaining on the APL-N will be maintained as a short-term alternate waitlist. If an applicant is not offered a seat in a cohort during the academic year of their application, they will need to reapply to the APL-N for the next academic year.

The APL-N is confidential and no information will be released to applicants regarding length of list, position on list or any other details regarding APL-N.

Nursing Program staff will review all applications received through the online application portal to determine if the applicant is program-ready and verify that the application questions were answered accurately. Once this verification is complete, the applicant will be placed on the APL-N. Applicants with incomplete applications will not be placed on the APL-N and will need to reapply the next academic year.

No deferral of offered cohort seats will be accepted. If the student is offered a seat and is unable to accept the seat, the student can choose to be placed at the bottom of the APL-N for the academic year applied for in the event that a seat becomes available in a different quarter or may reapply the next academic year.

LPN-RN APPLICANTS

The application process for the LPN-RN program option is a standard program-ready list (waitlist). Only Licensed Practical Nurses with active, unencumbered WA State licenses are eligible to apply. Complete applications will be placed on the program-ready waitlist in the order in which they are received. The LPN-RN waitlist will remain active and is not a limited waitlist.

PRACTICAL NURSING PROGRAM APPLICANTS

The application process for the PN Program is a standard program-ready list (waitlist). Students with complete applications will be placed on the program-ready waitlist in the order in which they are received. The PN waitlist will remain active and is not a limited waitlist. Students may apply to the PN Program and remain on the RN Program APL-N alternate list but once a student accepts a seat in the PN Program they will be automatically removed from the RN Program APL-N alternate list.

PROGRAM REQUIREMENTS FOR CLINICAL PLACEMENT

Students admitted to the Nursing Program regardless of which program option cohort will be required to complete the Clinical Requirements Placement process. After cohort seat has been offered and accepted:

- Students must be 18 years of age or older before the first day of the quarter.
- Students must create an online account with American Databank/Complio and pay a fee for the background check, urine drug screen and requirement tracking.
- Students must complete the following clinical affiliate requirements:
 - Physical exam, tuberculous screening, and specified immunizations, including yearly influenza vaccination. COVID-19 screening may also be required by some clinical sites.
 - COVID-19 vaccination
 - Current AHA BLS Provider CPR certification
 - 10-panel urine drug screen
 - Medical insurance coverage
 - Criminal History Background Check
 - Active, unencumbered WA LPN license (*second year LPN-RN applicants only*)

NURSING PROGRAM REENTRY & TRANSFER POLICY

REENTRY POLICY

Reentry into a Nursing Program cohort will be considered on a space-available, case-by-case basis once the student has met all reentry requirements and has received Nursing Program approval. No student is guaranteed reentry into a future cohort. Students approved for reentry will be placed on an internal program waitlist and offered a seat in the next appropriate reentry point on a space available basis. Students will be allowed to defer the offered seat as long as it has been less than three years since the date of exit.

Students in good-standing:

Students may elect to withdraw from the Nursing Program for a variety of non-academic, non-performance issues such as medical emergency, personal/family hardship, call to active military duty or step-out. Students who successfully complete a quarter and withdraw for personal reasons prior to the start of the next quarter will be considered students in good standing. To be considered for a hardship withdrawal, students must follow the BTC Hardship Withdrawal process and have their petition accepted by the Registrar unless students choose to withdraw before the start of the quarter.

Those students who withdrew from the program in good standing prior to completion and wish reentry, will be allowed to do so, based on the following:

- It has been 3 years or less since time of withdrawal;
- Student was making satisfactory progress and meeting course outcomes at time of withdrawal;
- Correct processes to withdraw were followed;
- Student can validate their current level of nursing knowledge, based on the last level of nursing course completed;
- Student must meet the current entry requirements of Bellingham Technical College, the Nursing Program, and complete the clinical placement process. This includes:
 - No outstanding fees or tuition;
 - Demonstrate satisfactory health status through physical examination;
 - Current American Heart Association BLS Provider CPR certification;
 - Current influenza and COVID-19 vaccination;
 - Current TB screening test;
 - Urine drug rescreen;
 - Criminal history background re-check.

Students not meeting program standards (academic and/or clinical performance failure, exit, or withdrawal):

Students who do not meet program standards will not be able to progress in the program. A student is considered to not be meeting program standards if they are not meeting course outcomes at the time of exit or withdrawal. A student not meeting program standards may be allowed reentry only one time with Nursing Program approval. ***Program reentry is not guaranteed for students who did not meet program standards.*** In the event a student is not successful after reentering, the student will be ineligible to continue in the Nursing Program.

Unsafe Clinical Performance/Behavior Not Meeting Program Standards

Patient safety is of the utmost importance. Depending on the clinical situation and the results of a multi-faculty Nursing Program review, the student may not be eligible for reentry to the Nursing Program and the incident may need to be reported to the Nursing Care Quality Assurance Commission (WAC 246-840-

513).

When an academic or clinical failure and/or exit occurs or a student elects to withdraw due to a failing grade, not meeting course outcomes or unsafe clinical performance, the student must self-evaluate the source of the error and then meet with the Nursing Director to determine eligibility for reentry.

Requirements for students not meeting program standards requesting reentry may include, but may not be limited to, completing a Plan for Success, a detailed remediation plan as determined by program faculty, and approval by the Nursing Program. Additionally, students must meet the following requirements:

- It has been 3 years or less since time of exit;
- It was the student's first not meeting program standards exit;
- Correct processes to withdraw was followed;
- Student must meet the current entry requirements of Bellingham Technical College, the Nursing Program, and complete the clinical placement process. This includes:
 - No outstanding fees or tuition;
 - Demonstrate satisfactory health status through physical examination;
 - Current American Heart Association BLS Provider CPR certification;
 - Current influenza and COVID-19 vaccination;
 - Current TB screening test;
 - Urine drug rescreen;
 - Criminal history background re-check.

Students who have not met program standards in Spring Quarter will not be approved for reentry Fall Quarter due to the fact that the reentry process cannot be completed until faculty return at the start of the new academic year. Additionally, students who have been exited from the program for not meeting program standards should not expect to reenter immediately in the next quarter start as a wait of one year or more is typical.

Process for Requesting Reentry:

1. Meet with Nursing Support Specialist at the time of withdrawal or exit.
2. Program Manager will email student completed Request for Reentry Form.
3. Student will sign and return to Program Manager Request for Reentry Form. *Students in good-standing will be approved for reentry by Program Manager.*

Following steps are only for *students not meeting program standards*:

4. Complete and submit Plan for Success.
5. Student academic and/or clinical performance and Plan for Success reviewed by Nursing Program faculty and staff.
6. Reentry approved, denied, and/or additional stipulations put forward by the program. Student will be contacted by the program through email and may request a meeting with the Nursing Support Specialist and Nursing Director or Program Manager.
7. Meet with Nursing Support Specialist prior to reentering a cohort.

Once a request for reentry has been approved by the Nursing Program the student will be placed on the internal program waitlist. If the student who is requesting reentry has been out of the program longer than three years since time of exit, this request will be denied and the student will be required to apply to enter the program from the beginning.

Any student requesting reentry, who has been out of the program for more than one quarter, may be

required to take and pass a nursing skill assessment. This assessment is to ensure that the student is ready and capable to safely reenter the clinical phase of the program. Theory questions may be asked in relation to a skill to establish the applicant's understanding of content. The assessment of skills will be based on the last course successfully completed. The student is required to pass the skills competency testing with a minimum of 80% accuracy and 90% accuracy is required for the dosage calculation portion of the competency test. One retake will be allowed to demonstrate proper medication administration technique and dosage calculation.

TRANSFER POLICY

The Registered Nursing Program, is not able to accept advance placement students who are not currently Licensed Practical Nurses (LPN) in the State of Washington. The Nursing Program is a concept-based, DTA/MRP degree program which means that no other nursing program's curriculum aligns in a way that would allow BTC to award a non-LPN-RN transfer student a degree. Since the PN Program is also concept-based it is also not able to accept advanced placement students from another practical nursing program.

Students admitted to the full-time 2-year RN program making satisfactory progress after successfully completing first quarter courses may elect to transfer to the part-time Practical Nursing Program or LPN-RN pathway with faculty and Nursing Director approval. Students in the part-time pathways, PN and LPN-RN, may not transfer to the full-time pathway. Students who elect to transfer into the part-time PN Program must meet the program outcomes for PN and apply to the LPN-RN program option once they have met the admission requirements if they chose to continue on to get their RN degree. RN program students not making satisfactory progress in first quarter courses cannot transfer to the PN Program, instead they need to apply to the program and be placed on the waitlist.

Students in the full-time pathway who are interested in transferring to or applying for the part-time pathways should meet with the Nursing Support Specialist. All transfer requests will be reviewed by faculty and either approved or denied. Once the transfer is approved the student will be placed on a waitlist and offered a seat when one becomes available in a part-time cohort.

PRACTICAL NURSING (PN) CERTIFICATE PROGRAM

Starting Fall Quarter 2021 the PN Program is updating the program courses so that the PN and RN program will not be using the same course numbering and titles. Students currently enrolled in the PN Program Summer Quarter 2021 will complete the program using the previous course numbering and titles. The new course titles, numbers, and descriptions are included here as well as a crosswalk illustrating the previous and new course numbers and titles. No change in prerequisite courses or program credits is being made.

PN Program Prerequisite Foundational Courses

Prefix	Number	Course Title	Credits
BIOL&	160	General Biology w/Lab	5
BIOL&	241	Human Anatomy & Physiology 1	5
BIOL&	242	Human Anatomy & Physiology 2	5
CHEM&	121	Intro to Chemistry	5
ENGL&	101	English Composition I	5
MATH&	146	Introduction to Statistics	5
PSYC&	100	General Psychology	5
PN Cert Total Prerequisite Foundational Course Credits:			35

PN Program Core Courses/Typical Student Schedule

Quarter 1

Prefix	Number	Course Title	Credits
NURS	113	PN Introduction to Health Concepts	4
NUTR	113	PN Nutrition in Healthcare I	1
PHIL	113	PN Ethics and Policy in Healthcare I	1
PSYC	113	PN Psychosocial Issues in Healthcare I	1

Quarter 2

Prefix	Number	Course Title	Credits
NURS	114	PN Introduction to Health Concepts- Clinical Lab	6

Quarter 3

Prefix	Number	Course Title	Credits
NURS	123	PN Health and Illness Concepts 1	5
NUTR	123	PN Nutrition in Healthcare II	1
PSYC	123	PN Psychosocial Issues in Healthcare II	1

Quarter 4

Prefix	Number	Course Title	Credits
NURS	124	PN Health and Illness Concepts 1- Clinical Lab	6

Quarter 5

Prefix	Number	Course Title	Credits
NURS	133	PN Health and Illness Concepts 2	3
NUTR	133	PN Nutrition in Healthcare III	1
PSYC	133	PN Psychosocial Issues in Healthcare III	2

Quarter 6

Prefix	Number	Course Title	Credits
NURS	134	PN Health and Illness Concepts 2- Clinical Lab	6

Practical Nursing Course Crosswalk

OLD Course ID	OLD Course Name	NEW Course ID	NEW Course Name
NURS 110	Introduction to Health Concepts	NURS 113	PN Introduction to Health Concepts
NUTR 115	Nutrition in Healthcare I	NUTR 113	PN Nutrition in Healthcare I
PHIL 115	Ethics and Policy in Healthcare I	PHIL 113	PN Ethics and Policy in Healthcare I
PSYC 115	Psychosocial Issues in Healthcare I	PSYC 113	PN Psychosocial Issues in Healthcare I
NURS 115	Introduction to Health Concepts- Clinical Lab	NURS 114	PN Introduction to Health Concepts- Clinical Lab
NURS 120	Health and Illness Concepts 1	NURS 123	PN Health and Illness Concepts 1
NUTR 116	Nutrition in Healthcare II	NUTR 123	PN Nutrition in Healthcare II
PSYC 116	Psychosocial Issues in Healthcare II	PSYC 123	PN Psychosocial Issues in Healthcare II
NURS 125	Health & Illness Concepts 1- Clinical Lab	NURS 124	PN Health & Illness Concepts 1- Clinical Lab
NURS 130	Health and Illness Concepts 2	NURS 133	PN Health and Illness Concepts 2
NUTR 117	Nutrition in Healthcare III	NUTR 133	PN Nutrition in Healthcare III
PSYC 117	Psychosocial Issues in Healthcare III	PSYC 133	PN Psychosocial Issues in Healthcare III
NURS 135	Health & Illness Concepts 2- Clinical Lab	NURS 134	PN Health & Illness Concepts 2- Clinical Lab

Note: This crosswalk will apply for BTC PN Program graduates who return to complete the DTA degree in the LPN-RN pathway.

PRACTICAL NURSING PROGRAM OVERVIEW

QUARTER 1

NURS 113 PN Introduction to Health Concepts

4 Credits

This integrated course introduces the practical nursing concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including: comfort, elimination, health, wellness and illness, mobility, tissue integrity, cognition, assessment, clinical decision making, communication, professional behaviors, teaching and learning, accountability, legal issues, safety, basic principles of pharmacology, and foundational nursing skills within the practical nursing scope of practice. This course will include integrated General University Requirements (GURs) content applicable to the Nursing DTA.

Prerequisite: Acceptance into the Practical Nursing program. MATH& 146, BIOL& 241, BIOL& 242, ENGL& 101 all with a B or higher. CHEM& 121 or CHEM& 161 with a B or higher. PSYC& 100 and BIOL& 160 all with a C or higher. NA 101 and NA 102 all with a C or higher or Healthcare Experience

verification. ATI TEAS scores: Reading 69.0 or higher, Mathematics 63.3 or higher, Science 45.8 or higher, and English & Language Usage 60.0 or higher.

NUTR 113 PN Nutrition in Healthcare I**1 Credit**

Examines the scientific, economic, cultural, ethnic, and psychological implications of nutrition in relation to health across the lifespan and in the context of healthcare professions through an integrated format with NURS 113 practical nursing theory course.

Prerequisite: Acceptance into the Practical Nursing program. MATH& 146, BIOL& 241, BIOL& 242, ENGL& 101 all with a B or higher. CHEM& 121 or CHEM& 161 with a B or higher. PSYC& 100 and BIOL& 160 all with a C or higher. NA 101 and NA 102 all with a C or higher or Healthcare Experience verification. ATI TEAS scores: Reading 69.0 or higher, Mathematics 63.3 or higher, Science 45.8 or higher, and English & Language Usage 60.0 or higher.

PHIL 113 PN Ethics and Policy in Healthcare I**1 Credit**

Explores values, ethics, and legal decision-making frameworks and policies used to support the well-being of people and groups within the context of the healthcare professions through an integrated format with NURS 113 practical nursing theory course.

Prerequisite: Acceptance into the Practical Nursing program. MATH& 146, BIOL& 241, BIOL& 242, ENGL& 101 all with a B or higher. CHEM& 121 or CHEM& 161 with a B or higher. PSYC& 100 and BIOL& 160 all with a C or higher. NA 101 and NA 102 all with a C or higher or Healthcare Experience verification. ATI TEAS scores: Reading 69.0 or higher, Mathematics 63.3 or higher, Science 45.8 or higher, and English & Language Usage 60.0 or higher.

PSYC 113 PN Psychosocial Issues in Healthcare I**1 Credit**

Examines some determinants of health and illness including social, psychological, environmental, spiritual, and cultural dimensions across the lifespan and within the context of health care through an integrated format with NURS 113 practical nursing theory course.

Prerequisite: Acceptance into the Practical Nursing program. MATH& 146, BIOL& 241, BIOL& 242, ENGL& 101 all with a B or higher. CHEM& 121 or CHEM& 161 with a B or higher. PSYC& 100 and BIOL& 160 all with a C or higher. NA 101 and NA 102 all with a C or higher or Healthcare Experience verification. ATI TEAS scores: Reading 69.0 or higher, Mathematics 63.3 or higher, Science 45.8 or higher, and English & Language Usage 60.0 or higher.

QUARTER 2**NURS 114 PN Introduction to Health Concepts-Clinical Lab****6 Credits**

Applies competencies within the practical nursing scope of practice necessary to meet the needs of individuals, families, and groups in a safe, legal, and ethical manner using the nursing process related to selected alterations discussed in PN Introduction to Health Concepts. These concepts are applied through on-campus theory, skills and simulation labs and off-campus clinical experiences at local elder care agencies, assisted living and long-term care facilities.

Prerequisite: NURS 113, NUTR 113, PHIL 113 & PSYC 113

QUARTER 3

NURS 123 PN Health and Illness Concepts 1

5 Credits

This course is designed to further develop the practical nursing concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid base balance, fluids and electrolytes, inflammation, metabolism, mobility, oxygenation, perfusion, thermoregulation, culture and diversity, development, spirituality, assessment (pediatric variations), caring interventions and self-care, clinical decision making, and documentation within the practical nursing scope of practice. This course will include integrated General university requirements (GURs) content applicable to the Nursing DTA.

Prerequisite: NURS 114

NUTR 123 PN Nutrition in Healthcare II

1 Credit

Examines the scientific, economic, cultural, ethnic, and psychological implications of nutrition in relation to health across the lifespan and in the context of healthcare professions through an integrated format with NURS 123 practical nursing theory course.

Prerequisite: NURS 114, NUTR 113

PSYC 123 PN Psychosocial Issues in Healthcare II

1 Credit

Examines some determinants of health and illness including social, psychological, environmental, spiritual, and cultural dimensions across the lifespan and within the context of health care through an integrated format with NURS 123 practical nursing theory course.

Prerequisite: NURS 114, PSYC 113

QUARTER 4

NURS 124 PN Health and Illness Concepts 1- Clinical Lab

6 Credits

Applies competencies within the practical nursing scope of practice necessary to meet the needs of individuals, families, and groups in a safe, legal, and ethical manner using the nursing process related to selected alterations discussed in PN Health and Illness Concepts 1. These concepts are applied through on-campus theory, skills and simulation labs and off-campus clinical experiences at local community clinic agencies.

Prerequisite: NURS 123, NUTR 123 & PSYC 123

QUARTER 5

NURS 133 PN Health and Illness Concepts 2

3 Credits

This course is designed to further develop the practical nursing concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of comfort, immunity, oxygenation, perioperative care, sensory perception, sexuality, addiction, family, stress and coping, teaching and learning, advocacy, ethics, informatics, safety, and care of the family within the practical nursing scope of practice. This course will include integrated General University Requirements (GURs) content applicable to the Nursing DTA.

Prerequisite: NURS 124

NUTR 133 PN Nutrition in Healthcare III

1 Credit

Examines the scientific, economic, cultural, ethnic, and psychological implications of nutrition in relation to health across the lifespan and in the context of healthcare professions through an integrated format with NURS 133 practical nursing theory course.

Prerequisite: NURS 124, NUTR 123

PSYC 133 PN Psychosocial Issues in Healthcare III**2 Credits**

Examines some determinants of health and illness including social, psychological, environmental, spiritual, and cultural dimensions across the lifespan and within the context of health care through an integrated format with NURS 133 practical nursing theory course.

Prerequisite: Prerequisite: NURS 124, PSYC 123

QUARTER 6**NURS 134 PN Health and Illness Concepts 2- Clinical Lab****6 Credits**

Applies competencies within the practical nursing scope of practice necessary to meet the needs of individuals, families, and groups in a safe, legal, and ethical manner using the nursing process related to selected alterations discussed in PN Health and Illness Concepts 2. These concepts are applied through on-campus theory, skills and simulation labs and off-campus clinical experiences at local community agencies and long-term care facilities.

Prerequisite: NURS 133, NUTR 133 & PSYC 133

PN PROGRAM FOUNDATIONAL PREREQUISITE COURSES**BIOL& 160 General Biology w/Lab****5 Credits**

This course provides introduction to basic concepts of biology, with an emphasis on the cells as the fundamental unit of life. Topics include: cell structure, basic chemical and biochemical concepts, metabolism, cell division, principles of genetics, biological diversity, and methods of scientific inquiry and critical thinking. Course establishes foundation necessary for continued biology study, especially in human anatomy and physiology. Lab included.

BIOL& 241 Human Anatomy & Physiology 1**5 Credits**

This course emphasizes understanding of the normal human, which will serve as a foundation of general understanding as well as a foundation for future study in allied health fields. Lecture, group discussion, literature and internet research, and laboratory exercises are included. Acquisition of basic knowledge, application and integration of concepts is emphasized. BIOL& 241 includes anatomy survey; tissues; and integumentary, skeletal, muscular, nervous, and endocrine systems.

BIOL& 242 Human Anatomy & Physiology 2**5 Credits**

This course emphasizes understanding of the normal human, which will serve as a foundation of general understanding as well as a foundation for future study in allied health fields. Lecture, group discussion, literature and internet research, and laboratory exercises are included. Acquisition of basic knowledge, application and integration of concepts is emphasized. BIOL& 242 includes circulatory, lymphatic, respiratory, digestive, urinary, and reproductive systems.

CHEM& 121 Intro to Chemistry**5 Credits**

Introductory course for non-science majors, nursing, and environmental science students. Includes basic concepts of inorganic and organic chemistry, the nature of atoms, molecules and chemical bonds, chemical notation, chemistry of solutions, scientific reasoning, and problem-solving in the study of the theory and application of chemistry. Lab work is included.

ENGL& 101 English Composition I**5 Credits**

A composition course in which students read, analyze, and write essays using a variety of rhetorical strategies, as well as develop and verbally express ideas clearly and effectively. The critical reading of essays will provide a basis for the student's own critical writing, which will reflect a command of college-level literacy standards. Attention to writing fundamentals and stylistic techniques will also be included.

MATH& 146 Introduction to Statistics**5 Credits**

Fundamental concepts and basic tools of descriptive and inferential statistics. How to describe data and make reasonable conjectures about the populations from which the samples were taken. Topics include: sampling distribution patterns, organization of data, sampling methods and experimental design, probability and simulation of random events, estimation of population parameters, confidence intervals, correlation, linear regression and basic hypothesis testing. Internet/computer access and graphing calculator required.

PSYC& 100 General Psychology 5 Credits

An overview of the factors affecting behavior including topics related to theories of learning, the senses, perceptions, nervous system, emotions, personality theory, motivation, abnormal behavior and therapy, and social psychology.

DTA/MRP ASSOCIATE DEGREE NURSING DEGREE OUTLINE**Full-Time RN & LPN-RN Program Prerequisite Foundational Courses**

Prefix	Number	Course Title	Credits
BIOL&	160	General Biology w/Lab	5
BIOL&	241	Human Anatomy & Physiology 1	5
BIOL&	242	Human Anatomy & Physiology 2	5
BIOL&	260	Microbiology	5
CHEM&	121	Intro to Chemistry	5
ENGL&	101	English Composition I	5
MATH&	146	Introduction to Statistics	5
PSYC&	100	General Psychology	5
PSYC&	200	Lifespan Psychology	5
		Communication (elective)	5
		Humanities (electives – 2 courses)	10
Total Prerequisite Foundational Course Credits:			60

<i>LPN-RN only:</i> Practical Nursing Transferred in Credits	30
LPN-RN Total Prerequisite Foundational Course Credits:	90

Only 5 credits of foreign language may be counted towards the Humanities elective requirement and CMST& 210 Interpersonal Communications may only be counted as a Humanities elective and not a Communication elective.

Full-Time RN Program Core Courses/Typical Student Schedule**Quarter 1**

Prefix	Number	Course Title	Credits
NURS	110	Introduction to Health Concepts	4
NURS	115	Introduction to Health Concepts- Clinical Lab	6
NUTR	115	Nutrition in Healthcare I	1
PHIL	115	Ethics and Policy in Healthcare I	1
PSYC	115	Psychosocial Issues in Healthcare I	1

Quarter 2

Prefix	Number	Course Title	Credits
NURS	120	Health and Illness Concepts 1	5
NURS	125	Health and Illness Concepts 1- Clinical Lab	6
NUTR	116	Nutrition in Healthcare II	1
PSYC	116	Psychosocial Issues in Healthcare II	1

Quarter 3

Prefix	Number	Course Title	Credits
NURS	130	Health and Illness Concepts 2	3
NURS	135	Health and Illness Concepts 2- Clinical Lab	6
NUTR	117	Nutrition in Healthcare III	1
PSYC	117	Psychosocial Issues in Healthcare III	2

Quarter 4

Prefix	Number	Course Title	Credits
NURS	210	Acute Health Concepts	5
NURS	215	Acute Health Concepts- Clinical Lab	6
NUTR	215	Nutrition in Healthcare IV	1
PHIL	215	Ethics and Policy in Healthcare II	1

Quarter 5

Prefix	Number	Course Title	Credits
NURS	220	Complex Health Concepts	4
NURS	225	Complex Health Concepts- Clinical Lab	6
NUTR	216	Nutrition in Healthcare V	1
PSYC	215	Psychosocial Issues in Healthcare IV	1

Quarter 6

Prefix	Number	Course Title	Credits
NURS	230	Professional Nursing Concepts	3
NURS	235	Professional Nursing Concepts- Clinical Lab	6
PHIL	216	Ethics and Policy in Healthcare III	3
DTA/MRP Associate Degree in Nursing Total Program Core Credits			75

LPN-RN DTA/MRP Part-Time Option Program Core Courses/Typical Student Schedule

Courses highlighted in grey below are first year GUR courses that LPN-RN students must complete in addition to nursing and second year GUR courses to complete the LPN-RN DTA/MRP degree.

Quarter 1

Prefix	Number	Course Title	Credits
NURS	210	Acute Health Concepts	5
NUTR	215	Nutrition in Healthcare IV	1
PHIL	215	Ethics and Policy in Healthcare II	1
NUTR	115	Nutrition in Healthcare I	1
PHIL	115	Ethics and Policy in Healthcare I	1

Quarter 2

Prefix	Number	Course Title	Credits
NURS	215	Acute Health Concepts- Clinical Lab	6

Quarter 3

Prefix	Number	Course Title	Credits
NURS	220	Complex Health Concepts	4
NUTR	216	Nutrition in Healthcare V	1
PSYC	215	Psychosocial Issues in Healthcare IV	1
NUTR	116	Nutrition in Healthcare II	1
NUTR	117	Nutrition in Healthcare III	1

Quarter 4

Prefix	Number	Course Title	Credits
NURS	225	Complex Health Concepts- Clinical Lab	6
PSYC	117	Psychosocial Issues in Healthcare III	2

Quarter 5

Prefix	Number	Course Title	Credits
NURS	230	Professional Nursing Concepts	3
PHIL	216	Ethics and Policy in Healthcare III	3
PSYC	115	Psychosocial Issues in Healthcare I	1
PSYS	116	Psychosocial Issues in Healthcare II	1

Quarter 6

Prefix	Number	Course Title	Credits
NURS	235	Professional Nursing Concepts- Clinical Lab	6
LPN-DTA/MRP Associate Degree in Nursing			
Total Program Core Credits			45
Total Prerequisite/Foundation Course Credits			90
Total Degree Credits			135

DTA/MRP ASSOCIATE DEGREE NURSING DEGREE OVERVIEW**QUARTER 1****NURS 110 Introduction to Health Concepts****4 Credits**

This integrated course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including: comfort, elimination, health, wellness and illness, mobility, tissue integrity, cognition, assessment, clinical decision making, communication, professional behaviors, teaching and learning, accountability, legal issues, safety, basic principles of pharmacology, and foundational nursing skills.

Prerequisite: Acceptance into the Nursing program, MATH& 146, BIOL& 241, BIOL& 242, BIOL& 260, ENGL& 101, and PSYC& 200 all with a B or higher, CHEM& 121 or CHEM& 161 with a B or higher, PSYC& 100 and BIOL& 160 all with a C or higher, 5 credits of Communications with C or higher, 10 credits of Humanities all with a C or higher, NA 101 and NA 102 all with a C or higher or Healthcare Experience verification. ATI TEAS scores: Reading 69.0 or higher, Mathematics 63.3 or higher, Science 45.8 or higher, and English & Language Usage 60.0 or higher.

NURS 115 Introduction to Health Concepts-Clinical Lab**6 Credits**

Applies competencies necessary to meet the needs of individuals, families, and groups in a safe, legal, and ethical manner using the nursing process related to selected alterations discussed in NURS 110. These concepts are applied through on-campus theory, skills and simulation labs and off-campus clinical experiences at local elder care agencies, assisted living and long-term care facilities.

Prerequisite: Acceptance into the Nursing program, MATH& 146, BIOL& 241, BIOL& 242, BIOL& 260, ENGL& 101, and PSYC& 200 all with a B or higher, CHEM& 121 or CHEM& 161 with a B or higher, PSYC& 100 and BIOL& 160 all with a C or higher, 5 credits of Communications with C or higher, 10 credits of Humanities all with a C or higher, NA 101 and NA 102 all with a C or higher or Healthcare Experience verification. ATI TEAS scores: Reading 69.0 or higher, Mathematics 63.3 or higher, Science

45.8 or higher, and English & Language Usage 60.0 or higher.

NUTR 115 Nutrition in Healthcare I

1 Credit

Examines the scientific, economic, cultural, ethnic, and psychological implications of nutrition in relation to health across the lifespan and in the context of healthcare professions through an integrated format with theory NURS 110.

Prerequisite: Acceptance into the Nursing program, MATH& 146, BIOL& 241, BIOL& 242, BIOL& 260, ENGL& 101, and PSYC& 200 all with a B or higher, CHEM& 121 or CHEM& 161 with a B or higher, PSYC& 100 and BIOL& 160 all with a C or higher, 5 credits of Communications with C or higher, 10 credits of Humanities all with a C or higher, NA 101 and NA 102 all with a C or higher or Healthcare Experience verification. ATI TEAS scores: Reading 69.0 or higher, Mathematics 63.3 or higher, Science 45.8 or higher, and English & Language Usage 60.0 or higher.

PHIL 115 Ethics and Policy in Healthcare I

1 Credit

Explores values, ethics, and legal decision-making frameworks and policies used to support the well-being of people and groups within the context of the healthcare professions through an integrated format with theory NURS 110.

Prerequisite: Acceptance into the Nursing program, MATH& 146, BIOL& 241, BIOL& 242, BIOL& 260, ENGL& 101, and PSYC& 200 all with a B or higher, CHEM& 121 or CHEM& 161 with a B or higher, PSYC& 100 and BIOL& 160 all with a C or higher, 5 credits of Communications with C or higher, 10 credits of Humanities all with a C or higher, NA 101 and NA 102 all with a C or higher or Healthcare Experience verification. ATI TEAS scores: Reading 69.0 or higher, Mathematics 63.3 or higher, Science 45.8 or higher, and English & Language Usage 60.0 or higher.

PSYC 115 Psychosocial Issues in Healthcare I

1 Credit

Examines some determinants of health and illness including social, psychological, environmental, spiritual, and cultural dimensions across the lifespan and within the context of health care through an integrated format with theory NURS 110.

Prerequisite: Acceptance into the Nursing program, MATH& 146, BIOL& 241, BIOL& 242, BIOL& 260, ENGL& 101, and PSYC& 200 all with a B or higher, CHEM& 121 or CHEM& 161 with a B or higher, PSYC& 100 and BIOL& 160 all with a C or higher, 5 credits of Communications with C or higher, 10 credits of Humanities all with a C or higher, NA 101 and NA 102 all with a C or higher or Healthcare Experience verification. ATI TEAS scores: Reading 69.0 or higher, Mathematics 63.3 or higher, Science 45.8 or higher, and English & Language Usage 60.0 or higher.

QUARTER 2

NURS 120 Health and Illness Concepts 1

5 Credits

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid base balance, fluids and electrolytes, inflammation, metabolism, mobility, oxygenation, perfusion, thermoregulation, culture and diversity, development, spirituality, assessment (pediatric variations), caring interventions and self-care, clinical decision making, and documentation.

Prerequisite: NURS110, NURS115, NUTR115, PHIL115 & PSYC115

NURS 125 Health and Illness Concepts 1- Clinical Lab**6 Credits**

Applies competencies necessary to meet the needs of individuals, families, and groups in a safe, legal, and ethical manner using the nursing process related to selected alterations discussed in Health and Illness Concepts 1. These concepts are applied through on-campus theory, skills and simulation labs and off-campus clinical experiences at local community agencies and acute care facilities.

Prerequisite: NURS110, NURS115, NUTR115, PHIL115 & PSYC115

NUTR 116 Nutrition in Healthcare II**1 Credit**

Examines the scientific, economic, cultural, ethnic, and psychological implications of nutrition in relation to health across the lifespan and in the context of healthcare professions through an integrated format with theory NURS 120.

Prerequisite: NURS110, NURS115, NUTR115, PHIL115 & PSYC115

PSYC 116 Psychosocial Issues in Healthcare II**1 Credit**

Examines some determinants of health and illness including social, psychological, environmental, spiritual, and cultural dimensions across the lifespan and within the context of health care through an integrated format with theory NURS 120.

Prerequisite: NURS110, NURS115, NUTR115, PHIL115 & PSYC115

QUARTER 3**NURS 130 Health and Illness Concepts 2****3 Credits**

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of comfort, immunity, oxygenation, perioperative care, sensory perception, sexuality, addiction, family, stress and coping, teaching and learning, advocacy, ethics, informatics, safety, and care of the family are introduced.

Prerequisite: NURS120, NURS125, NUTR116 & PSYC116

NURS 135 Health and Illness Concepts 2- Clinical Lab**6 Credits**

Applies competencies necessary to meet the needs of individuals, families, and groups in a safe, legal, and ethical manner using the nursing process related to selected alterations discussed in Health and Illness Concepts 2. These concepts are applied through on-campus theory, skills and simulation labs and off-campus clinical experiences at local community agencies and acute care facilities.

Prerequisite: NURS120, NURS125, NUTR116 & PSYC116

NUTR 117 Nutrition in Healthcare III**1 Credit**

Examines the scientific, economic, cultural, ethnic, and psychological implications of nutrition in relation to health across the lifespan and in the context of healthcare professions through an integrated format with theory NURS 130.

Prerequisite: NURS120, NURS125, NUTR116 & PSYC116

PSYC 117 Psychosocial Issues in Healthcare III 2 Credits

Examines some determinants of health and illness including social, psychological, environmental, spiritual, and cultural dimensions across the lifespan and within the context of health care through an integrated format with theory NURS 130.

Prerequisite: NURS120, NURS125, NUTR116 & PSYC116

QUARTER 4

NURS 210 Acute Health Concepts

5 Credits

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the analysis of the concepts of cellular regulation, digestion, fluids and electrolytes, immunity, infection, intracranial regulation, metabolism, perfusion, clinical decision making, collaboration, managing care, teaching and learning, informatics, quality improvement, hospitalized individual and advanced clinical skills.

Prerequisite: NURS130, NURS135, NUTR 117 & PSYC 117 or advance placement for LPNs

NURS 215 Acute Health Concepts- Clinical Lab

6 Credits

Applies competencies necessary to meet the needs of individuals, families, and groups in a safe, legal, and ethical manner using the nursing process related to selected alterations discussed in Acute Health Concepts. These concepts are applied through on-campus theory, skills and simulation labs and off-campus clinical experiences at inpatient regional facilities with focus on adult medical surgical acute care.

Prerequisite: NURS130, NURS135, NUTR 117 & PSYC 117 or advance placement for LPNs

NUTR 215 Nutrition in Healthcare IV

1 Credit

Examines the scientific, economic, cultural, ethnic, and psychological implications of nutrition in relation to health across the lifespan and in the context of healthcare professions through an integrated format with theory NURS 210.

Prerequisite: NURS130, NURS135, NUTR 117 & PSYC 117 or advance placement for LPNs

PHIL 215 Ethics and Policy in Healthcare II

1 Credit

Explores values, ethics, and legal decision-making frameworks and policies used to support the well-being of people and groups within the context of the healthcare professions through an integrated format with theory NURS 210.

Prerequisite: NURS130, NURS135, NUTR 117 & PSYC 117 or advance placement for LPNs

QUARTER 5

NURS 220 Complex Health Concepts

4 Credits

This course is designed to further develop the concepts within the three domains of the individual, healthcare and nursing. Emphasis is placed on the concepts of acid base balance, perfusion, cognition, mood and affect, self, violence, reproduction, antepartum care, intrapartum care, postpartum care, newborn care, collaboration, and managing care.

Prerequisite: NURS210, NURS215, NUTR 216 & PHIL 215

NURS 225 Complex Health Concepts- Clinical Lab

6 Credits

Analyzes and manages collaborative care to clients who are experiencing complications discussed in Complex Health Concepts Theory. These concepts are applied through on-campus theory, skills and simulation labs and off-campus clinical experiences at inpatient regional facilities with focus on specialty nursing areas.

Prerequisite: NURS210, NURS215, NUTR 216 & PHIL 215

NUTR 216 Nutrition in Healthcare V**1 Credit**

Examines the scientific, economic, cultural, ethnic, and psychological implications of nutrition in relation to health across the lifespan and in the context of healthcare professions through an integrated format with theory NURS 220.

Prerequisite: NURS210, NURS215, NUTR 216 & PHIL 215

PSYC 215 Psychosocial Issues in Healthcare IV**1 Credit**

Examines some determinants of health and illness including social, psychological, environmental, spiritual, and cultural dimensions across the lifespan and within the context of health care through an integrated format with theory NURS 220.

Prerequisite: NURS210, NURS215, NUTR 216 & PHIL 215

QUARTER 6**NURS 230 Professional Nursing Concepts****3 Credits**

This course is designed to assimilate the concepts within the three domains of individual, nursing and healthcare. Emphasis is placed on cellular regulation, comfort, infection, oxygenation, perfusion, tissue integrity, grief and loss, managing care, professional behaviors, teaching and learning, ethics, evidenced-based practice, healthcare systems, health policy, legal issues, and mastering previously learned concepts.

Prerequisite: NURS220, NURS225, NUTR 216 & PSYC 215

NURS 235 Professional Nursing Concepts- Clinical Lab**6 Credits**

This course is designed to assimilate the concepts within the three domains of individual, nursing and healthcare. Emphasis is placed on oxygenation, tissue integrity, clinical decision making, health policy, health care systems, legal issues, evidenced based practice and mastering previously learned concepts. These concepts are applied through on-campus theory, skills/simulation labs and off-campus clinical experiences. The opportunity to be mentored in professional nursing practice is provided through preceptor-guided experiences in a variety of community based and inpatient regional facilities as assigned.

Prerequisite: NURS220, NURS225, NUTR 216 & PSYC 215

PHIL 216 Ethics and Policy in Healthcare III**3 Credits**

Explores values, ethics, and legal decision-making frameworks and policies used to support the well-being of people and groups within the context of the healthcare professions through an integrated format with theory NURS 230.

Prerequisite: NURS220, NURS225, NUTR 216 & PSYC 215

DTA/MRP ASSOCIATE DEGREE NURSING FOUNDATIONAL COURSES**BIOL& 160 General Biology w/Lab****5 Credits**

This course provides introduction to basic concepts of biology, with an emphasis on the cells as the fundamental unit of life. Topics include: cell structure, basic chemical and biochemical concepts, metabolism, cell division, principles of genetics, biological diversity, and methods of scientific inquiry and critical thinking. Course establishes foundation necessary for continued biology study, especially in human anatomy and physiology. Lab included.

BIOL& 241 Human Anatomy & Physiology 1 **5 Credits**

This course emphasizes understanding of the normal human, which will serve as a foundation of general understanding as well as a foundation for future study in allied health fields. Lecture, group discussion, literature and internet research, and laboratory exercises are included. Acquisition of basic knowledge, application and integration of concepts is emphasized. BIOL& 241 includes anatomy survey; tissues; and integumentary, skeletal, muscular, nervous, and endocrine systems.

BIOL& 242 Human Anatomy & Physiology 2 **5 Credits**

This course emphasizes understanding of the normal human, which will serve as a foundation of general understanding as well as a foundation for future study in allied health fields. Lecture, group discussion, literature and internet research, and laboratory exercises are included. Acquisition of basic knowledge, application and integration of concepts is emphasized. BIOL& 242 includes circulatory, lymphatic, respiratory, digestive, urinary, and reproductive systems.

BIOL& 260 Microbiology **5 Credits**

Exploration of microbial world with a focus on medical microbiology for students in the health field. Areas of study include classification of microbes, life cycle, metabolism, control, and common infectious diseases of the human body. Laboratory component will demonstrate procedures to identify and control microbes.

CHEM& 121 Intro to Chemistry **5 Credits**

Introductory course for non-science majors, nursing, and environmental science students. Includes basic concepts of inorganic and organic chemistry, the nature of atoms, molecules and chemical bonds, chemical notation, chemistry of solutions, scientific reasoning, and problem-solving in the study of the theory and application of chemistry. Lab work is included.

ENGL& 101 English Composition I **5 Credits**

A composition course in which students read, analyze, and write essays using a variety of rhetorical strategies, as well as develop and verbally express ideas clearly and effectively. The critical reading of essays will provide a basis for the student's own critical writing, which will reflect a command of college-level literacy standards. Attention to writing fundamentals and stylistic techniques will also be included.

MATH& 146 Introduction to Statistics **5 Credits**

Fundamental concepts and basic tools of descriptive and inferential statistics. How to describe data and make reasonable conjectures about the populations from which the samples were taken. Topics include: sampling distribution patterns, organization of data, sampling methods and experimental design, probability and simulation of random events, estimation of population parameters, confidence intervals, correlation, linear regression and basic hypothesis testing. Internet/computer access and graphing calculator required.

PSYC& 100 General Psychology **5 Credits**

An overview of the factors affecting behavior including topics related to theories of learning, the senses, perceptions, nervous system, emotions, personality theory, motivation, abnormal behavior and therapy, and social psychology.

PSYC& 200 Lifespan Psychology**5 Credits**

A systematic study of the developmental processes in humans from conception to late adulthood. Special emphasis will be given to the topics of physical development, cognitive development, and personality/social development.

Ten credits of Humanities. Options to include:**CMST& 210 Interpersonal Communications****5 Credits**

Designed to introduce students to the application of basic interpersonal communication theory, with a focus on achieving success in the workplace. Topics explored include self-awareness, self-disclosure, conversation skills, relationship development and maintenance, assertiveness, teamwork and group dynamics, conflict management strategies, and diversity issues.

HUM& 101 Intro to Humanities**5 Credits**

Students explore the works in the literary, performing, and visual arts. Students identify common themes in the arts, analyze works representing diverse perspectives, and investigate the political, social, technological and historical contexts of works. A broader understanding is encouraged through the exploration and synthesis of outside sources using research methods.

HIST& 146 US History I 5 Credits

Survey of Native American societies, European explorers, and the lifestyles of the new continent, the independence movement, and the problems of a new nation.

HIST& 147 US History II**5 Credits**

Survey course covering the rise of nationalism, evolution of American lifestyles, Civil War, westward movement, and the American industrial revolution.

HIST& 148 US History III 5 Credits

Survey course exploring the social, political, and economic history of the United States from 1900 to the present.

SPAN& 121 Spanish I**5 credits**

An introductory course, which facilitates elementary ability in comprehension, speaking, reading, and writing in Spanish. This course provides some understanding of Hispanic cultures.

Five credits of Communications. Options to include:**CMST& 220 Public Speaking****5 Credits**

Introduction to communication theory and public speaking emphasizing organization, audience analysis, oral styles, and use of visual aids. Includes presentation of various types of public speeches and analyses of contemporary speeches.

ENGL& 102 English Composition II**5 Credits**

Intermediate academic essay writing. Emphasis on critical reading and writing, synthesis of cross-disciplinary texts, documentation of sources and argumentation.

ENGL& 235 Technical Writing**5 Credits**

This course is designed to help students report technical information clearly, completely, and persuasively. Technical writing shares many of the same concerns of other kinds of writing, such as attention to Purpose,

Readability, and most significantly, Audience. This course is designed to provide instruction and practice in creating practical and effective documents for students in medical, scientific, technical, and other professional fields.

NURSING PROGRAM REQUIRED SUPPLIES AND MATERIALS

FULL-TIME RN & LPN-RN REQUIRED SUPPLIES

- BTC Nursing Program Student Handbook - available in BTC Campus Store.
- Lippincott's NCLEX-RN PassPoint (PrepU) RN subscription of one year or longer. Students purchase through link on the Nursing Program Homepage to receive program discount. Details will be provided at the Technology Workshop.
- Program Curriculum on the Canvas - available to students on first day of class.
- Laptop/desktop computer with webcam and microphone, printer, and internet access. It is recommended that students check compatibility before making a computer purchase. Chromebooks or tablets (iPads) are not compatible with all required software applications.

Required Texts Full-Time RN & LPN-RN:

ISBN

- | | |
|---|------------|
| • Nursing: A Concept-Based Approach to Learning, Volume 1, 3 rd Ed. | 0134616804 |
| • Nursing: A Concept-Based Approach to Learning, Volume 2, 3 rd Ed. | 0134616812 |
| • Clinical Nursing Skills: A Concept-Based Approach Volume 3, 3 rd Ed.* | 0134616839 |
| • Schuster: Concept Mapping: Critical Thinking Approach to Care Planning, 4 th Ed. | 0803638485 |
| • Davis's Drug Guide for Nurses, 17 th Ed. | 171964005X |
| • Davis's Laboratory & Diagnostic Tests w/Nursing Implications, 8 th Ed. | 0803674953 |
| • Sparks & Taylor's Nursing Diagnosis Reference Manual, 11 th Ed. | 1975141741 |
| • NCLEX-RN Exam Review or Nursing Test Taking Success book of student's choice | |

*Clinical Nursing Skills textbook required for Full-Time RN students only.

Students may use older editions of the required texts highlighted in grey above but it is recommended that they be no older than two previous editions.

Assessment Technologies Institute (ATI) products are purchased through student fees and access will be provided during the Technology Workshop. Students do not need to purchase ATI products directly. An ATI three-day live review for NCLEX-RN is included and provided in the final quarter of the program.

Required Clinical Supplies Full-Time RN & LPN-RN:

- Blood Pressure Cuff (1st year only)
- Gait Belt (1st year only)
- Stethoscope (double bell)
- Pen light
- BTC Nursing Student ID Badge (current academic year)
- BTC Nursing Student Patch
- BTC Nursing Student Uniform (see Student Uniform Requirements for details)
- Wrist Watch with second hand
- Full-Time RN: RN Nurse Kit 115, RN Nurse Kit 125, RN Nurse Kit 135, RN Nurse Kit 215 & RN Nurse Kit 225, Nurse Kit 235 - available in BTC Campus Store
- LPN-RN: LPN-RN Nurse Kit 215, LPN-RN Nurse Kit 225, Nurse Kit 235 - available in BTC Campus Store

A contents list for the Nurse Kits will not be provided to students. Nurse Kits should only be purchased for the quarter a student is enrolled in. Nurse Kit contents are subject to change without notice.

PN CERTIFICATE REQUIRED SUPPLIES & TEXTS

- BTC Nursing Program Student Handbook - available in BTC Campus Store.
- Program Curriculum on the Canvas - available to students on first day of class.
- Laptop/desktop computer with webcam and microphone, printer, and internet access. It is recommended that students check compatibility before making a computer purchase. Chromebooks or tablets (iPads) are not compatible with all required software applications.

Required Texts PN Cert:

	ISBN #
• Nursing: A Concept-Based Approach to Learning, Volume 1, 3 rd Ed.	0134616804
• Nursing: A Concept-Based Approach to Learning, Volume 2, 3 rd Ed.	0134616812
• Clinical Nursing Skills: A Concept-Based Approach Volume 3, 3 rd Ed.	0134616839
• Schuster: Concept Mapping: Critical Thinking Approach to Care Planning, 4 th Ed.	0803638485
• Davis's Drug Guide for Nurses, 17 th Ed.	171964005X
• Davis's Laboratory & Diagnostic Tests w/Nursing Implications, 8 th Ed.	0803674953
• Sparks & Taylor's Nursing Diagnosis Reference Manual, 11 th Ed.	1975141741
• NCLEX-PN Exam Review or Nursing Test Taking Success book of student's choice	

Students may use older editions of the required texts highlighted in grey above but it is recommended that they be no older than two previous editions.

Assessment Technologies Institute (ATI) products are purchased through student fees and access will be provided during the Technology Workshop. Students do not need to purchase ATI products directly. An ATI three-day live review for NCLEX-PN is included and provided in the final quarter of the program.

PN Certificate Required Clinical Supplies:

- Blood Pressure Cuff
- Gait Belt
- Stethoscope (double bell)
- Pen light
- BTC Nursing Student ID Badge (current academic year)
- BTC Nursing Student Patch
- BTC Nursing Student Uniform
- Wrist Watch with second hand
- PN Nurse Skills Kits: PN Nurse Kit 115 (114), PN Nurse Kit 125 (124), PN Nurse Kit 135 (134) - available in BTC Campus Store

A contents list for the Nurse Kits will not be provided to students. Nurse Kits should only be purchased for the quarter a student is enrolled in. Nurse Kit contents are subject to change without notice.

ATI Live Review

ATI offers guaranteed support to students after completing an ATI Live Review. If a student does not pass on their initial attempt at NCLEX, ATI will provide further support to the student at no additional cost. In order to receive additional support, the student must: 1) Attend all days of the review. 2) Contact ATI within three weeks of taking NCLEX to inform ATI that he or she did not pass on initial attempt. If the student contacts ATI after three weeks of taking NCLEX, the student must pay a \$75 reactivation fee for further evaluation and assistance.

NURSING PROGRAM INSTRUCTIONAL IMPLEMENTATION

It will take a student a minimum of six quarters full-time to complete the BTC Nursing Program. The PN Certificate and LPN-RN option will take six quarters each to complete and a total of twelve quarters for PN students to complete the DTA/MRP degree. Each course in the program is divided into individual units of specific content called a module. Student directed learning experiences are the core of the learning process. The faculty believe the leadership development facilitated by this method of delivery is instrumental to the total learning process and professional development.

Students in the full-time option complete nursing theory and clinical lab concurrently, with clinical lab experiences designed to facilitate transfer and application of both practical skills and theoretical knowledge. In the part-time options students complete nursing theory courses one quarter then the corresponding clinical lab course the next quarter. Within the program, faculty work as a team. Program faculty have demonstrated ability to teach all portions of the program and may rotate assignments in accordance with the needs of the students and the program overall.

Each nursing theory course, both PN and RN, includes General University Requirement (GUR) courses as part of the DTA/MRP degree. Upon completion of the DTA/MRP degree students will have 5 credits of Nutrition in Healthcare, 5 credits of Psychosocial Issues in Healthcare, and 5 credits of Ethics and Policy in Healthcare on their transcripts. In the PN and RN programs this content is integrated in each nursing theory course. In the LPN-RN option students will take the first-year GUR courses in addition to the second-year theory and GUR courses.

The Nursing Program Advisory Committee provides recommendations to the program. The Committee meets a minimum of two times per year for the purpose of overall program improvement. Each class selects a student representative to attend these meetings.

The lead faculty will provide weekly instructional sequence during the first week of class. Clinical courses are generally eight-hour days and times and days vary depending on the clinical location and the clinical shift and may include weekends and/or evenings. NURS 235 is the preceptorship course and the student works the schedule of the nurse to whom they are assigned, this may include 8, 10 or 12-hour shifts for a total of 120 hours and may be day, evening or overnight shifts. PN Certificate students will complete transition and leadership rotations in the final quarter of the program. **Nursing students must be able to accommodate the various clinical schedules as clinical can start as early as 5:00am and/or go as late as 11:30pm and may include weekends.**

CLINICAL INSTRUCTIONAL IMPLEMENTATION

Each clinical session is a learning opportunity where the student will utilize all resources to extend learning. Clinical faculty facilitate student learning by assigning students experiences that will assist them in achieving the learning objectives. Students are responsible for meeting the clinical objectives illustrated in the Clinical Handbook or Canvas course. Students are responsible for seeking out experiences that will enhance their experience and skill development.

In addition to actual client care experiences, students will share personal experiences with classmates in a classroom setting. These conversations are exploratory in nature and the expectation is that conversations that happen in this context fall under the HIPAA mandates. Also, students will maintain anecdotal records of experiences and self-evaluation of clinical performances. Individual faculty prior to each clinical

rotation may give specific instructions regarding preparation for scheduled clinical practicum sessions.

Clinical shifts are generally 8 hours, begin with a pre-conference, and end with a post-conference. During the pre-conference, clinical faculty will give general instructions and the student creates a plan to meet individual client needs. The faculty evaluates student preparation for client care during the pre-conference. Any student, who in the judgment of the faculty does not demonstrate appropriate preparation for client assignment, will be:

- Given direction for additional preparation and/or –
- Excluded from that clinical practicum session.

Throughout the clinical practicum, facilitation of student learning occurs in a variety of ways. Faculty meet with individual students informally during clinical time to discuss student strengths and areas for improvement with a focus on how to manage the clients' needs in the most effective way. Students are encouraged to take the initiative to discuss their client care with their clinical faculty, as well as reflect on their practice in their self-evaluation and reflective journal. Faculty will schedule a midterm and final clinical conference with each student for evaluation of clinical performance. These evaluations will be documented on the Clinical Assessment Tool (CAT) form. Students are encouraged to schedule additional conferences with faculty as needed to discuss their progress in the program.

Any student demonstrating repeated unsafe clinical performance and/or behavior not meeting program standards will be excluded from the clinical setting, as this behavior constitutes unsatisfactory progress and will result in failure of the clinical course (see *Criteria for Behavior Not Meeting Program Standards*). More information about safe clinical performance is located in the Student Nurse Responsibilities & Polies section of this handbook. Any student excluded from clinical for unsafe performance and/or behavior not meeting program standards will receive a failing (F) grade for that clinical assignment. It should be noted that although a student receives a failing grade for a clinical course, the student may continue with the theory component of any course, but will be unable to continue in the program, because both theory and clinical must be successfully completed concurrently in the full-time program.

Additionally:

- Students must adhere to stated clinical affiliate/site policies in relation to dress code, nursing standards, parking, use of the cafeteria, and routines of the agency.
- All students are required to obtain assistance from a clinical faculty when performing new procedures or in new situations.
- Students must have appropriate supervision of all medication administration.
- Students will perform safely in all areas of client care. Any performance that endangers a client's wellbeing may result in removal from the clinical setting.
- Clinical supervision follows current WACs for nursing education. Due to delegation and supervision, faculty may require demonstration of previously mastered skills in the clinical lab prior to performance in the clinical setting.

PRECEPTORSHIP GUIDELINES FOR RN & LPN-RN

NURS 235 is the designated preceptorship quarter for 2-year RN and LPN-RN. Students may submit preferences for preceptorship under the following guidelines in accordance with WAC 246-840-533 and the NNCP Preceptorship Guidelines:

- Student preceptorship placement will be evaluated by faculty based on the established rubric and students will be assigned by the preceptorship committee to their preceptor for the quarter.

- Students will not be placed for a preceptorship experience in healthcare facility, unit or department in which they are currently employed or have been employed within the past five years. Exceptions may be granted on a case-by-case basis.
- Students will not be placed for a preceptorship experience in facility departments or units in which they have a friend, relative or family member employed.
- Students will not seek out their own precepting placement. All clinical placements are done through the clinical site coordinator.

PN CERTIFICATE TRANSITION

The final quarter of the PN Certificate Program, NURS 134 (135) students complete a transition to practice culminating clinical assignment. Students will be assigned to a skilled nursing facility and will assume the role of the practical nurse under the direct supervision of a Licensed Nurse (LPN or RN). Students will not be placed in a facility in which they are currently employed or have been employed within the past five years. Exceptions may be granted on a case-by-case basis.

CULTURAL COMPETENCE

Cultural Competence in Health Care: Washington State legislature requires all healthcare providers licensed by the Department of Health to receive multicultural health awareness education and training. Please refer to Cultural Competency in Health Service and Care, A Guide for Health Care Providers, June 2010, published by the Washington State Department of Health:
<http://www.doh.wa.gov/portals/1/Documents/Pubs/631013.pdf>

NURSING PROGRAM ASSESSMENT AND GRADING STANDARDS

Nursing students are assessed and graded throughout the program to ensure cognitive, affective, and psychomotor skill development. Students must receive a minimum of 80% (B-) in all courses (theory and clinical) to progress to the next course.

Students must achieve a combined individual exam average of 80% or higher in order to pass each theory course. Students who do not achieve an 80% average on exams will not be able to progress in the program sequence regardless of their cumulative course grade. Exam averages are rounded to the hundredths in Canvas.

LATE WORK

All student work (theory or clinical) that is turned in after the posted due date will be penalized 20% of the total points possible for that assignment. The student must notify the faculty that the assignment will be late prior to the due date or a grade of "0" will be recorded for the missed assignment. If a student is asked to redo work that was already submitted the assignment will be penalized an additional 20% of the total points possible for that assignment.

GRADING CRITERIA FOR THEORY COURSES:

Students will receive the same grade for the integrated General University Requirement (GUR) courses as they receive for their nursing theory course, unless students are taking these courses as independent courses in the LPN-RN program option.

Course syllabus and assignment details are located in Canvas and made available to students each quarter. *Students should refer to the course syllabi for the most current grading and assignment information.*

A	=	93.0% and above
A-	=	90.0%-92.9%
B+	=	87.0%-89.9%
B	=	83.0%-86.9%
B-	=	80.0%-82.9%
C+	=	77.0%-79.9%
C	=	73.0%-76.9%
C-	=	70.0%-72.9%
D+	=	67.0%-69.9%
D	=	63.0%-66.9%
D-	=	60.0%-62.9%
F	=	below 60.0%

STUDENT ASSIGNMENTS/REQUIREMENTS:

Theory Exams	45%
Evidence Based Practice	20%
Online Learning Resources	15%
Attendance	10%
Participation	9%
Professionalism (Shared Governance)	1%

Theory Exam (45% of grade) scores must have a combined average of 80% or higher in order to progress to the next course. Scoring below 80% on an individual theory exam requires content remediation. The student is responsible for meeting with the lead faculty and Nursing Success Specialist to create a remediation plan.

Exam ground rules:

- Exams will be administered by computer remotely using a secure testing platform, or in the nursing computer lab or in the BTC Assessment Center using exam security software. Testing in the BTC Assessment Center must be pre-arranged and pre-approved.
- Students are required to use the secure testing platform for every exam.

- Cellphones, smart watches or other devices that record or send a signal are not allowed in any testing areas.
- When taking exams at home another person should not be in the room while student is testing. This may be considered cheating.
- A dry-erase board and pen may be used during the exam. Student must show both sides of dry-erase board before and after exam.
- Exam website calculator is to be used if needed, not phone or personal calculator.
- A non-medical dictionary will be available for student reference upon request.
- Collaborative exams may be administered in this program at the discretion of the lead faculty. If a student is absent the day of the collaborative exam, no make-up will be available.

Students are expected to complete all examinations on the assigned day; in the event of illness students will be required to complete an alternate version of the test on the first available date following an absence. On the first occurrence of a missed exam, each quarter there will be no grade penalty. For each exam missed after the first, 10% of the points possible will be subtracted from the student's final score.

Cheating on tests is grounds for dismissal from the program (See BTC Student Code of Conduct). Additional details are located in the Exam Guidelines policy in this handbook.

Evidence Based Practice (20% of grade) projects are assigned every quarter to allow students to collect, interpret, examine and prioritize information from a variety of peer-reviewed, scholarly sources. This process will prepare the student to coordinate and provide safe, evidence-based, collaborative nursing care. Grading combines both complete/incomplete elements and point based grading. Any elements turned in late will result in a 10% reduction in final grade. Any missing elements will result in a final grade of "0". A detailed project outline, including directions for APA formatting is available on Canvas.

Online Learning Resources (15% of grade)

Assessment Technologies Institute (ATI)

Course lead faculty assigns ATI Tutorials and Practice and Proctored Assessments and details are available on Canvas. ATI is an online resource for students to use to supplement theory and lab course content and to help students prepare for the NCLEX. Students receive points for work done in ATI Tutorials, Practice and Proctored Assessments, and Focused Review. Overall ATI points vary each quarter and assignment points totals are available on the Canvas course website. Students must complete the Practice Assessments and Focused Review and submit proof of completion prior to taking the Proctored Assessment. Additional ATI tutorials or assessments may be assigned.

Completion of assigned ATI Proctored Assessment is required for course completion and program progression. BTC Nursing Program has set a benchmark for ATI Proctored Assessments of Level 2 or higher as this score indicates adequate content knowledge.

PassPoint (PrepU)

A subscription to Lippincott NCLEX PassPoint that will last through expected graduation date is required for all students but second year students will only be graded on their use of the product. PassPoint is a valuable tool that helps students study nursing concepts, helps them prepare for module exams, and helps prepare for the NCLEX licensing exam. Grading requirements are in each Canvas course and will include both number of questions and mastery level. Practical Nursing Certificate students will not be required to use or purchase PassPoint, instead these students will be assigned more assessments and tutorials in ATI.

Students are encouraged to choose content in PassPoint that aligns with curriculum to help prepare for module exams and may work ahead to get credit for questions done in previous quarters and over breaks. Students must complete the required number of questions and achieve the required mastery level to be awarded points.

Attendance (10% of grade) is graded in Canvas as an assignment worth 100 points. Attendance is expressed in the Canvas gradebook as a percentage of class periods attended and class periods missed. A tardy is worth 80% of a presence. For example, a student with one presence and one tardy will have an average attendance score of 90% in a nursing course that has 22 days.

Participation (9% of grade) is graded in Canvas and overall points vary each quarter based on the assignments in each course. Assignment points totals are available on the Canvas course website. Students who do not submit work for each assignment will receive a “0” for that assignment. Grading combines both complete/incomplete elements and point based grading. Late assignments will be graded in accordance to the Late Work policy.

Professionalism (1% of grade) is defined by the BTC Nursing Program as participating within the nursing profession by seeking opportunities for continued learning, self-development, and management skills. Grading for professionalism is evaluated through Shared Governance. Shared governance is considered participation in a dynamic staff/leader partnership that promotes collaboration, shared decision making and accountability for improving quality of care, safety and enhancing work life. Nursing students can participate in shared governance in a variety of ways. Some examples include active participation in organizations such as the Student Nurse Organization (SNO), the Associated Student Body of Bellingham Technical College (ASBTC), the Nursing Student Governance Advisory Committee (NSGAC), and serving as mentors in the student-led mentoring program.

GRADING CRITERIA FOR CLINICAL COURSES:

Course syllabus and assignment details are located in Canvas and made available to students each quarter.

A	=	93.0% and above
A-	=	90.0%-92.9%
B+	=	87.0%-89.9%
B	=	83.0%-86.9%
B-	=	80.0%-82.9%
C+	=	77.0%-79.9%
C	=	73.0%-76.9%
C-	=	70.0%-72.9%
D+	=	67.0%-69.9%
D	=	63.0%-66.9%
D-	=	60.0%-62.9%
F	=	below 60.0%

STUDENT ASSIGNMENTS/REQUIREMENTS:

Clinical Performance	50%
Clinical Assignments	20%
Dosage Calculation Exam	5%
Lab Skills Evaluations	5%
Simulation	10%
Attendance	10%

- *LPN-RN Program option Simulation is replaced by Online Learning Resources Assignments for 10% of clinical grade.*

Clinical Performance (50% of grade) will be evaluated by the clinical faculty with input from facility staff and other faculty as appropriate. Students will be evaluated using the Clinical Assessment Tool (CAT) rubric at the midterm and at the end of the clinical experience. When a student's behavior or behaviors pose a threat to patient safety, that student may be subject to a failing grade in the clinical course. *See Criteria for Behavior Not Meeting Program Standards.* Clinical performance will also include grading

on successful completion and maintenance of the clinical placement requirements process. Achieving and maintaining *Compliant* status in Complio reflects on a student’s professionalism and is important for workforce preparation integrated into the Nursing Program.

CLINICAL ASSESSMENT TOOL (CAT) GRADING RUBRIC

Overall Clinical Performance

Midterm Evaluation		
Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
<i>At Midterm students are evaluated as either “Meets Expectations” or “Does Not Meet Expectations”.</i>	<ul style="list-style-type: none"> • Student performance reflects progress towards successful attainment of criterion that may be limited by opportunity or other factors. • Safe and accurate. • Needs limited supervision. • Occasional verbal cues required. 	<ul style="list-style-type: none"> • Student performance does not meet minimum standards of knowledge, skills and attitudes to successfully achieve the criterion. • Questionable safety and/or accuracy. • Multiple verbal cues are needed.
Final Evaluation		
Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
<ul style="list-style-type: none"> • Student performance exceeds successful attainment of criterion at the expected level for the course. • Identifies and reports potential safety concerns. • Needs minimal supervision. • Self-directed. 	<ul style="list-style-type: none"> • Student performance reflects progress towards successful attainment of criterion that may be limited by opportunity or other factors. • Safe and accurate. • Needs limited supervision. • Occasional verbal cues required. 	<ul style="list-style-type: none"> • Student performance does not meet minimum standards of knowledge, skills and attitudes to successfully achieve the criterion. • Questionable safety and/or accuracy. • Multiple verbal cues are needed.

Clinical Performance for each Program Outcome

Midterm Evaluation rubric only includes: “Meets Expectations” & “Does Not Meet Expectations”		
Final Evaluation		
NURSING CARE		
Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
<ul style="list-style-type: none"> • Strong knowledge base, excellent reasoning and problem solving skills. • Monitors client progress closely and adjusts treatment as indicated by client response. • Mastery of necessary nursing skills. • Consistently relaxed, organized and confident. 	<ul style="list-style-type: none"> • Knowledge of basic concepts and principles. • Monitors client progress with limited assistance. • Proficiency in the use of most nursing skills. • Generally relaxed, organized and confident. 	<ul style="list-style-type: none"> • Knowledge is memorized rather than comprehended. • Needs cueing to monitor client’s progress. • Unable to select and/or perform nursing skills. • Inefficient, uncoordinated and unorganized.

SELF-CARE PROMOTION		
Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
<ul style="list-style-type: none"> Independently evaluates and analyzes self-care. Demonstrates emotional resilience for self and client. Consistently mindful of patient preferences. Demonstrates ongoing commitment to improve self-care. 	<ul style="list-style-type: none"> Evaluates and analyzes self-care with minimal prompting. Identifies a need for emotional resilience for self and client. Generally mindful of patient preferences. Demonstrates a desire to improve self-care. 	<ul style="list-style-type: none"> Uninterested in improving self-care. Is unable to identify a need for emotional resilience for self and client. Unable to recognize patient preferences. Rarely reflects on self-care improvement. Arrives to clinical unwell.
PROFESSIONALISM		
Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
<ul style="list-style-type: none"> Self-directed in seeking new learning experiences beyond assignments. Completely and accurately reports relevant information and seeks assistance from other team members. Independently identifies areas for improving personal and professional behaviors and values. Promotes professional and ethical behavior in practice. Uses effective, culturally appropriate communication techniques to therapeutically interact with the individual/family and provide health education. Enters data into health record independently without cues from instructor or staff nurse. 	<ul style="list-style-type: none"> Consistently arrives on time and prepared. Self-directed in completing assignments. Consistently dresses according to code. Needs cues to completely and accurately report relevant information and seek assistance from other team members. Accepts feedback in identifying areas for improving personal and professional behaviors and values. Employs professional and ethical behavior in practice. Shows basic understanding of culturally appropriate communication techniques to therapeutically interact with the individual/family and provide health education. Enters data into health record with occasional supportive cues. 	<ul style="list-style-type: none"> Tardy and/or unprepared. Needs cues to initiate care. Inconsistent with dress code, needs cues to maintain. Displays unprofessional attributes and/or is unaccountable. Does not question own established patterns of behavior and thought. Unsatisfactory interpersonal relationships. Does not report information or reports inaccurate information. Lacks awareness of cultural and language variations as a barrier to effective communication and/or appears judgmental in approach. Needs cues to enter data into health record.
COLLABORATIVE LEADERSHIP		
Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
<ul style="list-style-type: none"> Leads care of client and participates in collaborative interactions. Readily consults with nursing and interdisciplinary team members. Actively and consistently assists team with evidence-based clinical care. Provides and receives positive and constructive feedback. 	<ul style="list-style-type: none"> Participates in collaborative interactions. Consults with experienced nurse regarding delegation needs for client care and follows through appropriately with supervision. Recognizes difference between positive and constructive feedback. Shares information necessary to make informed decisions. Works well with team members who have varying points of view. 	<ul style="list-style-type: none"> Works primarily in isolation. Focused on completing own assignments. Seldom asks for help or feedback. Unable to lead self or others. May not recognize when to provide feedback and may be uncomfortable providing feedback to peers and others. May not appropriately identify tasks that may be delegated. Limited collaboration with nursing staff team members. Limited initiative to assist staff members.

CLINICAL JUDGMENT		
Exceeds Expectations	Meets Expectations	Does Not Meet Expectations
<ul style="list-style-type: none"> • Raises significant questions and issues. • Consistently utilizes the nursing process to analyze questions/problems. • Self-directed in regularly observing, monitoring and documenting a variety of data, and all useful information is noted. • Analyzes procedure manuals and scholarly resources to plan and provide care using evidence-based practice. 	<ul style="list-style-type: none"> • Raises questions and issues. • Uses nursing process to analyze questions/problems with cues. • Recognizes the difference between evidenced-based resources and opinion. • Uses procedure manuals and scholarly resources to plan and provide care. • Practices within the guideline and policy of the nursing program and legally defined scope of nursing practice. • Needs cues to use sources to plan and provide care. 	<ul style="list-style-type: none"> • Inconsistent comprehension of basic concepts/principles. • Inconsistent use of the nursing process. • Focuses on the most obvious and is missing important data. • Overwhelmed by the array of data. • Relies solely on easily accessible information (peers, staff, or non-scholarly resources) to plan and provide care. • Unaware of the role and impact of regulations on nursing practice.

Clinical Assignments (20% of grade) will be required prior to and after caring for clients in a clinical setting. Written assignments will be handed in after each clinical week. All assignments must be completed and submitted in order to pass the clinical course.

Dosage Calculation Exam (5% of grade) must be completed with a score of 90% or higher. Each course will have one dosage calculation assessment that will contain 10 questions and will be administered online using secure testing platform. A simple calculator will be available through the secure browser or testing platform; students cannot use cellphones or personal calculators. If a student retakes the dosage calculation exam, the score entered in the gradebook will be 80%. If a student does not reach a score of 90% on the second retake, this is unsatisfactory progress and the student will create a plan of correction and continue to test until they meet competency. *Students are not allowed to administer medications in the clinical setting until they meet this competency in each clinical course.*

Lab Skills Evaluations (5% of grade) and lab instruction is considered clinical time and attendance is mandatory. Students are required to come in full clinical uniform with all required paperwork. Students must successfully pass all skills evaluations before performing those skills at the clinical site. Campus skills lab evaluations may be retaken two times, if not passed on the third time, this is unsatisfactory progress and the student will not receive a passing grade in the clinical course. Lab skills evaluation retakes will not take place on the same day of the first attempt. Retakes will be scheduled with faculty. Students unable to maintain satisfactory progress will meet with their faculty to develop a remediation plan. Remediation and tutoring between attempts are highly recommended.

Simulation (10% of grade) scenarios area assigned either as a clinical outplacement called an Integrated Clinical Simulation or as a simulation scenario during skills lab called Clinical Lab Simulation. High-fidelity healthcare simulation education brings together theory learning, nursing skills, and real-life clinical experience. A simulation event includes a pre-brief, a scenario, and a debrief. A simulation day may include one or more scenarios preceded by a pre-brief and followed by a debrief session. These are required learning opportunities. Simulation counts as clinical time and students must meet all expectations of clinical. Grading will be based on completion of simulation preparation work as assigned, participation and performance in the simulation scenario, and participation in the debrief.

Attendance (10% of grade) is graded in Canvas as an assignment worth 100 points. Attendance is expressed in the Canvas gradebook as a percentage of class periods attended and class periods missed. A

tardy is worth is worth 80% of a presence. For example, a student with one presence and one tardy will have an average attendance score of 90% in a nursing course that has 22 days.

COURSE PROGRESSION

Students may progress to a higher level when they pass theory and clinical learning experiences at a lower level. Students must demonstrate satisfactory progress. Satisfactory progress is defined as a student receiving a passing grade in both theory and clinical courses and meeting course outcomes. Students unable to maintain satisfactory progress will meet with their lead faculty to develop a remediation plan.

PROGRESS REPORTS

Students will be notified by written progress report if they are performing at an unsatisfactory level in theory, lab or at clinical. Identified concerns may reflect unsatisfactory practice, achievement or behaviors. Students will be referred to the Nursing Support Specialist. Students may be given a contract for success, which they will be required to fulfill in a satisfactory manner within a specified period of time. Students must meet the terms of the contract for success in order to progress in the program. Failure to meet the terms of the contract for success may affect a student's ability to progress in the program.

EXIT

When a student exits the nursing program, the nursing faculty will follow Bellingham Technical College grading policy in assigning a grade. The Nursing Director or Manager will meet with the student to complete an exit interview. If the student is eligible for reentry into a future cohort the Request for Reentry form will be completed at this meeting. A copy of the form will be given to the student and the original copy will remain in the student's file. See Reentry and Transfer Policy.

NURSING PROGRAM STUDENT SUPPORT SERVICES

BTC Nursing program is committed to providing additional support for our in-program and pre-program students. The program's support staff provide coaching, support, and guidance to help students to attain academic and career goals. Staff members assess needs, help create an educational plan and work with students to address any challenges that may be experienced. The staff will direct students to appropriate support, funding resources, assist with job searches, and help review resume and job application materials.

- **Nursing Support Specialist** – focuses on in-program students by providing coaching, support and guidance for success and assists with employment readiness.
- **Nursing Program Manager** – provides program students with orientations, technology (Canvas & ATI) support, clinical placement coordination and clinical simulation.
- **Nursing Program Instructional Technicians** – assists students in the skills and simulation labs and tracks clinical placement requirements.
- **Nursing Student Navigator** – provides pre-program educational plans and supports preparation for application to the program.

NURSING TUTORING

The Nursing Program provides tutors and workshops to assist students with nursing theory and clinical skills. This tutoring is coordinated through the Nursing Support Specialist and is delivered as small group, individual, or online. Nursing tutors may be currently enrolled nursing students or recent graduates. Program faculty may also provide tutoring and supplemental instruction to students in Open Lab and Workshops.

TUTORING CENTER

The BTC Tutoring Center offers free access to tutoring services. Tutoring is available on a drop-in basis when classes are in session. To receive tutoring, you must be attending class and working on assignments. Tutors are graduate students, peer tutors, BTC graduates, retired teachers, professionals and others. Tutoring is conducted in a group setting. Nursing students have access to tutors who specialize in nursing theory and hands-on skills (see SI above). Contact the Tutoring Center for current schedules and more information: tutoring@btc.edu, 360.752.8499.

Please note during the COVID-19 pandemic tutoring services may be provided in alternate formats.

ACCESSIBILITY

BTC and your instructor are committed to the principle of universal learning. This means that our classroom, our virtual spaces, our practices, and our interactions be as inclusive as possible. Mutual respect, civility, and the ability to listen and observe others carefully are crucial to universal learning.

If you have difficulty reading, hearing or seeing content, or any other disabilities or conditions that may negatively impact your potential to access this course and demonstrate learning, you may be eligible to receive help from our Accessibility Resources Office. If you feel you may benefit from an accommodation, please go to www.btc.edu/ARApplication. Once your application is received, you will be contacted by Accessibility Resources for an Access Planning Meeting.

The Accessibility Resources Office is located in College Services Room 111. **Please email ar@btc.edu** with questions. If you qualify for academic accommodations, the Accessibility Resources Office will forward a Letter of Accommodation to your instructor, who will, with you, work out the details of any accommodations needed for this course.

*If a student requires accommodations while in the Nursing Program it is the student's responsibility to contact Accessibility Resources (AR) **each quarter** and to follow AR policies and procedures.*

COUNSELING

Bellingham Technical College offers academic, career, and personal counseling free of charge. BTC counselors have one goal: to help students experience success. Counselors provide both academic and personal counseling services for students experiencing difficulties that interfere with learning. The focus is on providing support, clarifying choices, handling difficult situations, and accessing community resources. Students can contact counseling services at counseling@btc.edu or call 360-752-8345 for more information or to make an appointment.

Their faculty or Nursing Support Specialist may refer nursing students to BTC Counseling services or students can seek services on their own. See BTC website for more details.

ELL ACADEMIC ADJUSTMENTS

Students who are English language learners (ELL) or are students who have been identified as having Limited English Proficiency should meet with the Nursing Support Specialist. Students must meet with Student Services staff to evaluate what academic adjustments are necessary. These students may be eligible for extended time on tests, testing in the BTC Assessment Center and other academic adjustments. It is the student's responsibility to inform all instructors of the academic adjustments they have been approved for. The academic adjustments roll over from one quarter to the next.

NURSING PROGRAM NURSING TECHNICIAN

Student nurses may work as Nursing Technicians as defined in the Revised Code of Washington State (RCW), Title 18 Businesses and Professions, 18.79 Nursing Care,

RCW 18.79.340 Nursing Technicians

- 1) "Nursing technician" means a nursing student employed in a hospital licensed under chapter 70.41 RCW a clinic, or a nursing home licensed under chapter 18.51 RCW, who:
 - a) Is currently enrolled in good standing in a nursing program approved by the commission and has not graduated; or
 - b) Is a graduate of a nursing program approved by the commission who graduated:
 - i. Within the past thirty days; or
 - ii. Within the past sixty days and has received a determination from the secretary that there is good cause to continue the registration period, as defined by the secretary in rule.
- 2) No person may practice or represent oneself as a nursing technician by use of any title or description of services without being registered under this chapter, unless otherwise exempted by this chapter.
- 3) The commission may adopt rules to implement chapter 258, Laws of 2003.

RCW 18.79.350 Nursing technicians — Nursing Functions.

- 1) Nursing technicians are authorized to perform specific nursing functions within the limits of their education, up to their skill and knowledge, but they may not:
 - a) Administer chemotherapy, blood or blood products, intravenous medications, or scheduled drugs, or carry out procedures on central lines;
 - b) Assume ongoing responsibility for assessments, planning, implementation, or evaluation of the care of patients;
 - c) Function independently, act as a supervisor, or delegate tasks to licensed practical nurses, nursing assistants, or unlicensed personnel; or
 - d) Perform or attempt to perform nursing techniques or procedures for which the nursing technician lacks the appropriate knowledge, experience, and education.
- 2) Nursing technicians may function only under the direct supervision of a registered nurse who agrees to act as supervisor and is immediately available to the nursing technician. The supervising registered nurse must have an unrestricted license with at least two years of clinical practice in the setting where the nursing technician works.
- 3) Nursing technicians may only perform specific nursing functions based upon and limited to their education and when they have demonstrated the ability and been verified to safely perform these functions by the nursing program in which the nurse technician is enrolled. The nursing program providing verification is immune from liability for any nursing function performed or not performed by the nursing technician.
- 4) Nursing technicians are responsible and accountable for their specific nursing functions.

RCW 18.79.360 Applications for registration as a Nursing Technician — Fee.

- 1) Applications for registration must be submitted on forms provided by the secretary. The secretary may require any information and documentation that reasonably relates to the need to determine whether the applicant meets the criteria for registration provided for in chapter 18.130 RCW. Each applicant shall pay a fee determined by the secretary under RCW 43.70.250. The fee must accompany the application.
- 2) An applicant for registration as a nursing technician shall submit:

- a) A signed statement from the applicant's nursing program verifying enrollment in, or graduation from, the nursing program; and
 - b) A signed statement from the applicant's employer certifying that the employer understands the role of the nursing technician and agrees to meet the requirements of subsection (4) of this section.
- 3) The secretary shall issue a registration to an applicant who has met the requirements for registration or deny a registration to an applicant who does not meet the requirements, except that proceedings concerning the denial of registration based on unprofessional conduct or impairment are governed by the uniform disciplinary act, chapter 18.130 RCW.
- 4) The employer:
- a) Shall not require the nursing technician to work beyond his or her education and training;
 - b) Shall verify that the nursing technician continues to qualify as a nursing technician as described in RCW 18.79.340;
 - c) Shall advise the department and nursing program of any practice-related action taken against the nursing technician;
 - d) Shall maintain documentation of the specific nursing functions the nursing technician is authorized to perform; and
 - e) Shall provide training regarding the provisions of chapter 258, Laws of 2003, including procedures for filing a complaint with the department of health or the department of social and health services concerning violations of chapter 258, Laws of 2003, to all nursing technicians and registered nurses who shall supervise nursing technicians and document the training and make it available for any inspection or survey.

RCW 18.79.370 Nursing Technicians — Registration Renewal.

The secretary shall establish by rule the procedural requirements and fees for renewal of the registration. Failure to renew invalidates the registration and all privileges granted by the registration. For renewal of registration, a nursing technician must attest that he or she continues to qualify as a nursing technician as described in RCW 18.79.340

NURSE TECH APPROVAL PROCESS

Nursing Technician is defined as a nursing student employed in a hospital, a clinic, or nursing home, who is currently enrolled in good standing in a nursing program approved by the commission and has not graduated; or is a graduate of a nursing program approved by the commission who graduated within the past thirty days. Students are eligible to apply for Nursing Technician Registration after successfully completing the second quarter of the program to work in a skilled nursing or outpatient clinic setting. To work in an acute care setting (hospital) students need to have successfully completed third quarter. It is the student's responsibility, not the program's responsibility to find an employer willing to hire them as a Nurse Tech within their scope of practice.

Students interested in becoming a Nurse Tech will need to submit the most recent copy of their Clinical Skills Tracker and Education Verification form (available for download from the WA State DOH website) to the Dean. The program will keep this for reference of the skills (nursing functions) that are in the student's scope of practice. Students will then download from the WA DOH the Employer Verification form and follow the directions on the WA DOH website for the online application.

<https://www.doh.wa.gov/LicensesPermitsandCertificates/NursingCommission/NurseLicensing/ApplyforaLicense>

The WA State Nursing Commission does not allow students who work as Nursing Technicians to count those hours as nursing education clinical hours.

NURSING PROGRAM STUDENT NURSE RESPONSIBILITIES & POLICIES

See the **BTC website for current College Policies and Campus Resources**. Student's classroom conduct expectations and policies, as well as Student Academic Rights and Responsibilities are consistent with the current Student Conduct Code (WAC 495B-121). Each nursing theory course has additional policies outlined in each course syllabus. Each clinical course has policies that reflect additional requirements of clinical agencies where the student is assigned. In addition, the nursing program has the following expectations and responsibilities for nursing students.

PRACTICAL NURSING STUDENT NURSE RESPONSIBILITIES AND LIMITATIONS

PN STUDENT NURSE RESPONSIBILITIES:

- The student nurse will review the medical records of assigned client(s) with the licensed nurse or clinical faculty before being dismissed from the clinical setting.
- The student nurse will ensure a safe handoff is given to the licensed nurse before leaving the floor.
- The student nurse will inform the licensed nurse and clinical faculty of any need to leave the clinical site, including break/lunch times.
- The student nurse will seek permission from the clinical faculty before performing any procedure.
- The student nurse will ensure that the clinical faculty is notified immediately of any situation which culminates in an incident report.
- The student nurse is responsible for always following the rights of medication administration.
- The student nurse will ensure that all medications are double checked by clinical faculty or a licensed nurse prior to administering.
- The student nurse will follow the medication administration guidelines for each clinical course, as follows:
 - NURS 114 (115)
 - Skilled Nursing Facility: medication with clinical faculty ONLY
 - Outplacements: no medication administration
 - NURS 124 (125)
 - Skilled Nursing Facility: medication with clinical faculty ONLY
 - Medical Office: medication with licensed nurse ONLY, no medication with medical assistant
 - Outplacements: No medication administration
 - NURS 134 (135)
 - Skilled Nursing Facility: medication with licensed nurse
 - Outplacements: No medication administration

CPR

The student nurse should initiate CPR if the situation warrants emergent action. The student nurse must also defer to the code team or equivalent upon their arrival.

CODES WHILE AT CLINICAL SITE

It is recognized that emergency situations require additional training, therefore, students should NOT participate in any code during clinical rotations at the hospital or other clinical facility per clinical agency's policy.

PN STUDENT NURSE LIMITATIONS

The lists below have examples of student limitations. The lists are not exhaustive. **Students should not perform any skill for which they have not received theory instruction and been evaluated on and passed as competent in the skills lab setting.** Some skills may only be performed with direct licensed nurse supervision. Direct licensed nurse supervision is defined as the clinical faculty or nurse preceptor being “shoulder-to-shoulder” with the student the whole time the skill is being performed.

DIRECT LICENSED NURSE SUPERVISION IS REQUIRED FOR PRACTICAL NURSING STUDENTS TO PERFORM THE FOLLOWING:

Skill or Procedure	Definition
Heparin preparation	All heparin dosage must be double checked with a clinical faculty or staff nurse. Heparin preparations must be double checked and observed when drawn up. No IV heparin (high-risk medication).
Insulin preparation	All insulin dosage (sliding-scale or regular dose) must be double checked according to facility policy. Insulin preparation must be double checked and observed when drawn up. No IV insulin (high-risk medication).
Medication calculations	All medication calculations must be double checked before medication is prepared.
Pediatric medication dosage calculation and administration	All pediatric medication calculations and administration must be directly supervised.
Phone orders from a Healthcare Provider	See phone orders procedure below.
Signature	Signature in narcotic book, consent forms, admission and discharge sheets and on blood transfusion sheets must be countersigned.
Transcribing orders	See signing off orders procedure below.
Unit Transfer	Transferring a client to or from one unit to another with in a facility.

PRACTICAL NURSING STUDENTS MUST NOT PERFORM ANY OF THE FOLLOWING WHETHER SUPERVISED OR NOT:

Skill or Procedure	Definition
Amniotomy	The deliberate rupturing of the fetal membranes to bring on labor.
Antineoplastic agents - administration of (IV or PO)	Antineoplastic: Acting to prevent, inhibit or halt the development of a neoplasm (a tumor). An agent with antineoplastic properties. The term is applicable to dozens of other chemotherapy agents used to treat this and other forms of cancer. Often have handling precautions.
Arterial blood draws	An arterial stick is the collection of blood from an artery for laboratory testing. Blood is usually drawn from an artery in the wrist. It may also be drawn from an artery on the inside of the elbow, groin, or other site.

Skill or Procedure	Definition
Arterial catheters - blood draws from	An arterial line (also art-line or a-line) is a thin catheter inserted into an artery. It is most commonly used in intensive care medicine and anesthesia to monitor blood pressure directly and in real-time (rather than by intermittent and indirect measurement) and to obtain samples for arterial blood gas analysis.
A-V grafts - accessing	A graft (also called an arteriovenous graft or A-V graft) is made by joining an artery and vein in an arm with a plastic tube. The plastic tube is placed in a U-shaped loop under your skin, joining the radial artery to a vein near the elbow. Seen with dialysis.
Blood transfusions	PN students may not hang blood or participate in ongoing patient monitoring during blood transfusions.
Burn dressing changes	Applying a dressing to an injury caused by exposure to heat or flame.
Cardiac sheath removal	During a cardiac catheterization, a long, narrow tube called a catheter is inserted through a plastic introducer sheath (a short, hollow tube that is inserted commonly into the femoral artery).
Cardioversion	The use of an electric shock to convert a dangerously rapid, fluttering, and ineffective heartbeat to its normal rhythm.
Central line dressing changes where prohibited by policy (most acute care facilities)	A central venous catheter (CVC), also known as central line, central venous line or central venous access catheter, is a catheter placed into a large vein in the neck (internal jugular vein), chest (subclavian vein or axillary vein) or groin (femoral vein).
Defibrillation	Defibrillation is a treatment for life-threatening cardiac dysrhythmias, specifically ventricular fibrillation and non-perfusing ventricular tachycardia. A defibrillator delivers a dose of electric current to the heart.
Epidural infusion	Epidural administration is a medical route of administration in which a drug or contrast agent is injected into the epidural space of the spinal cord.
Intra-aortic balloon pump (IABP) - Care for a client	An intra-aortic balloon pump (IABP) is a mechanical device that helps the heart pump blood. This device is inserted into the aorta, the body's largest artery. It is a long, thin tube called a catheter with a balloon on the end of it.
Intrathecal catheter - Administration of medication via	An intrathecal catheter is used to deliver medications directly into the space between the spinal cord and the protective sheath surrounding the spinal cord.
Intrauterine catheter placement	An intrauterine pressure catheter (IUPC) is used during labor to help measure the exact force of contractions during labor by taking into account contraction frequency, duration and strength.
IV Therapy	IV fluids and medications including saline/Heparin lock flush.
Left Ventricular Assist Device (LVAD) - participate in care	A Left Ventricular Assist Device is a battery-operated mechanical pump that is implanted inside a client's chest to assist the left ventricle to pump blood to the rest of the body.

Skill or Procedure	Definition
PICC line insertion	A peripherally inserted central catheter (PICC line), is a form of intravenous access that can be used for a prolonged period of time or for administration of substances that should not be done peripherally. It is a catheter that enters the body through the skin at a peripheral site, extends to the superior vena cava (a central venous trunk), and stays in place for days or weeks.
Peripherally Inserted Central Catheter (PICC) line removal	Removal of a PICC line requires supervision of a licensed nurse.
Ports - Initial access of a port or de-access (may use while access established)	A port is a type of central venous catheter. It also called an implantable venous access port. It's a small drum made of plastic or metal with a thin tube going from the drum into a large vein. May use once access has been established.
Prostaglandins gel (and derivatives) administration	Prostaglandin is an artificial hormone to start labor. This hormone softens and thins the cervix, readying it for delivery. Administered vaginally.
Scalp lead insertion/removal	An internal monitor that directly records the fetal ECG via a single electrode applied to the fetal scalp (a fetal scalp electrode).
Sedation - Procedural/conscious	Procedural sedation and analgesia, previously referred to as conscious sedation, is defined as "a technique of administering sedatives or dissociative agents with or without analgesics to induce a state that allows the client to tolerate unpleasant procedures while maintaining cardiorespiratory function."
Suturing	Joining of the edges of a wound or the like by stitching.
Total Parenteral Nutrition (TPN)	Management of TPN including assessment, administration, and double checks.
Venous Access	Venipuncture, phlebotomy; conversion to/from IV to saline lock.
Verbal orders from a Healthcare Provider	Students are never allowed to take verbal orders from a Healthcare Provider.

PHONE ORDERS

The student is unable to take orders alone in the student nurse/preceptee role. Students may participate in the process using the methods listed below.

1. Three-way phone conversation with the primary nurse, healthcare provider and student.
 - a) Verify that primary nurse will be present for clarification and assistance during phone order.
 - b) Clearly present client condition, situation, and concern to healthcare provider with corresponding data or assessment information.
 - c) Repeat the order back to the healthcare provider, for full clarification of order.
 - d) Write down the order as healthcare provider phone order.
 - e) Write the order, order date and time, the healthcare provider's name and the student's name on the Healthcare providers' order sheet. Then have the primary nurse co-sign. ***The primary nurse must be present, listening and verifying the healthcare provider's order through her/his signature.***
2. Before calling the healthcare provider, make sure the student has:
 - a) Chart and med sheets in front of the student.

- b) Recent vital signs or other data, if pertinent.
3. Know what the goal of the conversation is and what results the student want.
 - a) Collaborate and problem solve with primary nurse about purpose or goal for phoning healthcare provider about client condition.
 - b) Prepare and gather all potential assessment and necessary information related to client prior to phoning.

SIGNING OFF ORDERS

The student may only sign off orders on paper or electronic systems which allow the preceptor/primary nurse to co-sign the orders as correctly transcribed. If the facility medical record does not allow for two signers, the student **may not sign off orders**. If the medical record does allow two signers, the procedure is as follows.

1. The student will then double-check the order entry
2. The student will seek clarification as needed.
3. The student will sign with student name, title (SN), time, and date.
4. The student's preceptor/primary nurse will check and co-sign the orders (s/he has the legal responsibility for the orders).

REGISTERED NURSING STUDENT NURSE RESPONSIBILITIES AND LIMITATIONS

RN STUDENT NURSE RESPONSIBILITIES:

- The student nurse will review the medical records of assigned client(s) with the registered nurse or clinical faculty before being dismissed from the clinical setting.
- The student nurse will ensure a safe handoff is given to the registered nurse before leaving the floor.
- The student nurse will inform the registered nurse and clinical faculty of any need to leave the clinical site, including break/lunch times.
- The student nurse will seek permission from the clinical faculty before performing any procedure.
- The student nurse will ensure that a clinical faculty or RN is present for initiation or management of IV therapy.
- The student nurse will ensure that the clinical faculty is notified immediately of any situation which culminates in an incident report.
- The student nurse is responsible for always following the rights of medication administration.
- The student nurse will ensure that all medications are double checked by clinical faculty or a registered nurse prior to administering.
- The student nurse will follow the medication administration guidelines for each clinical course, as follows:
 - NURS 115 and NURS 125
 - Skilled Nursing Facility: medication with clinical faculty ONLY
 - Outplacements: no medication administration
 - NURS 135
 - Acute Care: medication with clinical faculty ONLY until permission is given to perform medication administration with the registered nurse. IV fluids and injections with clinical faculty ONLY.
 - Outplacements: no medication administration
 - NURS 215

- Acute Care: medication with clinical faculty ONLY until permission is given to perform medication administration with the registered nurse. IV fluids and IV direct medication with clinical faculty ONLY.
- NURS 225
 - Acute Care: medication, IV fluids, and IV direct medication with clinical faculty ONLY until permission is given to perform with the registered nurse.
- NURS 235
 - Medication with registered nurse preceptor.

CPR

The student nurse should initiate CPR if the situation warrants emergent action. The student nurse must also defer to the code team or equivalent upon their arrival.

CODES WHILE AT CLINICAL SITE

It is recognized that emergency situations require additional training, therefore, students should NOT participate in code blue, code grey, code purple, code Apgar, code stroke, or STEMI when at the hospital or other facility for clinical per clinical agency's policy.

RN STUDENT NURSE LIMITATIONS

The lists below have examples of student limitations. The lists are not exhaustive. **Students should not perform any skill for which they have not received theory instruction and been evaluated on and passed as competent in the skills lab setting.** Some skills may only be performed with direct RN supervision. Direct RN supervision is defined as the RN faculty or RN preceptor being “shoulder-to-shoulder” with the student the whole time the skill is being performed.

DIRECT RN SUPERVISION IS REQUIRED FOR REGISTERED NURSING STUDENTS TO PERFORM THE FOLLOWING:

Skill or Procedure	Definition
Blood transfusions	Student may not hang blood but may participate in ongoing patient monitoring. Student signature does not count as a second check for blood transfusions.
Heparin preparation	All heparin dosage must be double checked with a clinical faculty or staff nurse. Heparin preparations must be double checked and observed when drawn up. No IV heparin (high-risk medication).
Insulin preparation	All insulin dosage (sliding-scale or regular dose) must be double checked according to facility policy. Insulin preparation must be double checked and observed when drawn up. No IV insulin (high-risk medication).
IV Therapy	IV fluids and medications including saline/Heparin lock flush.
Left Ventricular Assist Device (LVAD) - participate in care	A Left Ventricular Assist Device is a battery-operated mechanical pump that is implanted inside a client's chest to assist the left ventricle to pump blood to the rest of the body.
Medication calculations	All medication calculations must be double checked before medication is prepared.
Pediatric medication dosage calculation and administration	All pediatric medication calculations and administration must be directly supervised.

Skill or Procedure	Definition
Peripherally Inserted Central Catheter (PICC) line removal	Removal of a PICC line requires supervision of a licensed nurse.
Phone orders from a Healthcare Provider	See phone orders procedure below.
Signature	Signature in narcotic book, consent forms, admission and discharge sheets and on blood transfusion sheets must be countersigned.
Total Parenteral Nutrition (TPN)	Management of TPN including assessment, administration, and double checks.
Transcribing orders	See signing off orders procedure below.
Unit Transfer	Transferring a client to or from OR, PACU, ICU, or ED.
Venous Access	Venipuncture, phlebotomy; conversion to/from IV to saline lock.

REGISTERED NURSING STUDENTS MUST NOT PERFORM ANY OF THE FOLLOWING WHETHER SUPERVISED OR NOT:

Skill or Procedure	Definition
Amniotomy	The deliberate rupturing of the fetal membranes to bring on labor.
Antineoplastic agents - administration of (IV or PO)	Antineoplastic: Acting to prevent, inhibit or halt the development of a neoplasm (a tumor). An agent with antineoplastic properties. The term is applicable to dozens of other chemotherapy agents used to treat this and other forms of cancer. Often have handling precautions.
Arterial blood draws	An arterial stick is the collection of blood from an artery for laboratory testing. Blood is usually drawn from an artery in the wrist. It may also be drawn from an artery on the inside of the elbow, groin, or other site.
Arterial catheters - blood draws from	An arterial line (also art-line or a-line) is a thin catheter inserted into an artery. It is most commonly used in intensive care medicine and anesthesia to monitor blood pressure directly and in real-time (rather than by intermittent and indirect measurement) and to obtain samples for arterial blood gas analysis.
A-V grafts - accessing	A graft (also called an arteriovenous graft or A-V graft) is made by joining an artery and vein in an arm with a plastic tube. The plastic tube is placed in a U-shaped loop under your skin, joining the radial artery to a vein near the elbow. Seen with dialysis.
Burn dressing changes	Applying a dressing to an injury caused by exposure to heat or flame.
Cardiac sheath removal	During a cardiac catheterization, a long, narrow tube called a catheter is inserted through a plastic introducer sheath (a short, hollow tube that is inserted commonly into the femoral artery).
Cardioversion	The use of an electric shock to convert a dangerously rapid, fluttering, and ineffective heartbeat to its normal rhythm.

Skill or Procedure	Definition
Central line dressing changes where prohibited by policy (most acute care facilities)	A central venous catheter (CVC), also known as central line, central venous line or central venous access catheter, is a catheter placed into a large vein in the neck (internal jugular vein), chest (subclavian vein or axillary vein) or groin (femoral vein).
Defibrillation	Defibrillation is a treatment for life-threatening cardiac dysrhythmias, specifically ventricular fibrillation and non-perfusing ventricular tachycardia. A defibrillator delivers a dose of electric current to the heart.
Epidural infusion	Epidural administration is a medical route of administration in which a drug or contrast agent is injected into the epidural space of the spinal cord.
Intra-aortic balloon pump (IABP) - Care for a client	An intra-aortic balloon pump (IABP) is a mechanical device that helps the heart pump blood. This device is inserted into the aorta, the body's largest artery. It is a long, thin tube called a catheter with a balloon on the end of it.
Intrathecal catheter - Administration of medication via	An intrathecal catheter is used to deliver medications directly into the space between the spinal cord and the protective sheath surrounding the spinal cord.
Intrauterine catheter placement	An intrauterine pressure catheter (IUPC) is used during labor to help measure the exact force of contractions during labor by taking into account contraction frequency, duration and strength.
PICC line insertion	A peripherally inserted central catheter (PICC line), is a form of intravenous access that can be used for a prolonged period of time or for administration of substances that should not be done peripherally. It is a catheter that enters the body through the skin at a peripheral site, extends to the superior vena cava (a central venous trunk), and stays in place for days or weeks.
Ports - Initial access of a port or de-access (may use while access established)	A port is a type of central venous catheter. It also called an implantable venous access port. It's a small drum made of plastic or metal with a thin tube going from the drum into a large vein. May use once access has been established.
Prostaglandins gel (and derivatives) administration	Prostaglandin is an artificial hormone to start labor. This hormone softens and thins the cervix, readying it for delivery. Administered vaginally.
Scalp lead insertion/removal	An internal monitor that directly records the fetal ECG via a single electrode applied to the fetal scalp (a fetal scalp electrode).
Sedation - Procedural/conscious	Procedural sedation and analgesia, previously referred to as conscious sedation, is defined as "a technique of administering sedatives or dissociative agents with or without analgesics to induce a state that allows the client to tolerate unpleasant procedures while maintaining cardiorespiratory function."
Suturing	Joining of the edges of a wound or the like by stitching.
Verbal orders from a Healthcare Provider	Students are never allowed to take verbal orders from a Healthcare Provider.

PHONE ORDERS

The student is unable to take orders alone in the student nurse/preceptee role. Students may participate in the process using the methods listed below.

4. Three-way phone conversation with the primary nurse, healthcare provider and student.
 - f) Verify that primary nurse will be present for clarification and assistance during phone order.
 - g) Clearly present client condition, situation, and concern to healthcare provider with corresponding data or assessment information.
 - h) Repeat the order back to the healthcare provider, for full clarification of order.
 - i) Write down the order as healthcare provider phone order.
 - j) Write the order, order date and time, the healthcare provider's name and the student's name on the Healthcare providers' order sheet. Then have the primary nurse co-sign. ***The primary nurse must be present, listening and verifying the healthcare provider's order through her/his signature.***
5. Before calling the healthcare provider, make sure the student has:
 - c) Chart and med sheets in front of the student.
 - d) Recent vital signs or other data, if pertinent.
6. Know what the goal of the conversation is and what results the student want.
 - c) Collaborate and problem solve with primary nurse about purpose or goal for phoning healthcare provider about client condition.
 - d) Prepare and gather all potential assessment and necessary information related to client prior to phoning.

SIGNING OFF ORDERS

The student may only sign off orders on paper or electronic systems which allow the preceptor/primary nurse to co-sign the orders as correctly transcribed. If the facility medical record does not allow for two signers, the student **may not sign off orders**. If the medical record does allow two signers, the procedure is as follows.

5. The student will then double-check the order entry
6. The student will seek clarification as needed.
7. The student will sign with student name, title (SN), time, and date.
8. The student's preceptor/primary nurse will check and co-sign the orders (s/he has the legal responsibility for the orders).

SAFE MEDICATION ADMINISTRATION

In accordance with WAC 246-840-513, the BTC Nursing Program will include and be guided by the following:

Orientation to Safe Medication Administration

Students will be provided with both theory and clinical learning experiences related to safe medication administration appropriate to their level of education. Simulated experiences with medication administration skills will be satisfactorily completed in the Skills Lab before a student is allowed to administer medications in the clinical environment with supervision. Students must always be supervised by a licensed nurse for any medication administration to a patient. Student orientation to safe medication administration will include, but is not limited to, the following simulated learning experiences:

1. Correct reading and interpretation of a medication order;
2. Safe identification of the patient;
3. Routes of medication administration, including the nursing judgment required to safely implement the routes of medication administration;
4. Safe use of Automated Drug Dispensing Devices (ADDDs) and other medication dispensing systems;
5. Processes for administration of controlled substances, medication wastage, and monitoring for drug diversion;
6. Medication reconciliation procedures;
7. Accurate dosage calculation (see Dosage Calculation Exam); and
8. Correct documentation of medication administration.

Students will complete training on Automated Drug Dispensing Devices (ADDDs), prior to their use in the clinical setting. In addition, students will receive on-site orientation(s) to agency-specific ADDDs, with supervision, by a licensed nurse (faculty or preceptor).

Evaluation of Medication Administration Competency

Students will be evaluated each quarter of the Nursing Program to determine medication administration proficiency by the use of exams that measure knowledge of pharmacology, medication administration techniques, and safe dosage calculation. Clinical performance will also include evaluation of safe medication administration.

Documentation of Student Medication Errors and Alleged Diversion

As mandated by the Washington State Nursing Care Quality Assurance Commission (NCQAC), the Nursing Program will complete documentation of student medication errors and alleged diversion of drugs and report these errors to the NCQAC as required. All student medication errors will be documented on the BTC Nursing Quality Assurance and Incident Report Form by the student and supervising clinical faculty and the Nursing Director will keep this documentation in a confidential file. Forms provided for this purpose by the NCQAC may replace this form.

Documentation of Medication Administration Errors or Alleged Drug Diversion must be reported to the Nursing Director of Nursing within **one business day**. A complete report will include a Quality Assurance and Incident Report Form, and Root Cause Analysis form. Original copies go to the Nursing Director for signature, entry on the Event Log and then to student file.

Most medication administration errors are unintentional behavioral choices where risk is not recognized. However, there are rare instances where a student makes the conscious behavioral choice to disregard a substantial and unjustifiable risk that results in a medication administration error. Careful review of

mistakes, errors, and “near misses” facilitates learning from such occurrences and identifies opportunities for process and system improvement.

Faculty will use the SPEET rubric in conjunction with the Criteria for Behavior Not Meeting Program Standards when counseling students and in determining action to be taken in the event of a medication administration error or alleged drug diversion.

As part of ongoing Continuous Quality Improvement, the Nursing Program will:

- Determine the cause and contributing factors of the incident;
- Work towards preventing future occurrences;
- Facilitate student learning; and
- Use the results of incident assessments for on-going program improvement.

STANDARDS OF NURSING CONDUCT OR PRACTICE

The BTC Nursing Program expects its students to be educated in the WA State nursing standards of practice and to be knowledgeable about the differences in scope of practice for registered nurses and licensed practical nurses. As a program which educates both RN and PN students, students need to be aware of the differences between functions of the RN and PN. Included in this handbook are excerpts from WAC 246-840-700 and WAC 246-840-705. Students should familiarize themselves with these standards and function within the appropriate scope of practice based on which program option they are taking classes in.

Registered Nurse: Minimum standards for registered nurses include the following:

- I. Standard I Initiating the Nursing Process:
 - a) Assessment and Analysis: The registered nurse initiates data collection and analysis that includes pertinent objective and subjective data regarding the health status of the clients. The registered nurse is responsible for ongoing client assessment, including assimilation of data gathered from licensed practical nurses and other members of the health care team;
 - b) Nursing Diagnosis/Problem Identification: The registered nurse uses client data and nursing scientific principles to develop nursing diagnosis and to identify client problems in order to deliver effective nursing care;
 - c) Planning: The registered nurse shall plan nursing care which will assist clients and families with maintaining or restoring health and wellness or supporting a dignified death;
 - d) Implementation: The registered nurse implements the plan of care by initiating nursing interventions through giving direct care and supervising other members of the care team; and
 - e) Evaluation: The registered nurse evaluates the responses of individuals to nursing interventions and is responsible for the analysis and modification of the nursing care plan consistent with intended outcomes;
- II. Standard II Delegation and Supervision: The registered nurse is accountable for the safety of clients receiving nursing service by:
 - a. Delegating selected nursing functions to others in accordance with their education, credentials, and demonstrated competence as defined in WAC 246-840-010;
 - b. Supervising others to whom he/she has delegated nursing functions as defined in WAC 246-840-010;
 - c. Evaluating the outcomes of care provided by licensed and other paraprofessional staff;

- d. The registered nurse may delegate certain additional acts to certain individuals in community-based long-term care and in-home settings as provided by WAC 246-840-910 through 246-840-970 and WAC 246-841-405; and
 - e. In a home health or hospice agency regulated under chapter 70.127 RCW, a registered nurse may delegate the application, instillation, or insertion of medications to a registered or certified nursing assistant under a plan of care pursuant to chapter 246-335 WAC;
- III. Standard III Health Teaching. The registered nurse assesses learning needs including learning readiness for patients and families, develops plans to meet those learning needs, implements the teaching plan and evaluates the outcome.

Licensed Practical Nurse: Minimum standards for practical nurses include the following:

Minimum standards for licensed practical nurses include the following:

- I. Standard I - Implementing the Nursing Process: The practical nurse assists in implementing the nursing process;
 - a. Assessment: The licensed practical nurse makes basic observations, gathers data and assists in identification of needs and problems relevant to the clients, collects specific data as directed, and, communicates outcomes of the data collection process in a timely fashion to the appropriate supervising person;
 - b. Nursing Diagnosis/Problem Identification: The licensed practical nurse provides data to assist in the development of nursing diagnoses which are central to the plan of care;
 - c. Planning: The licensed practical nurse contributes to the development of approaches to meet the needs of clients and families, and, develops client care plans utilizing a standardized nursing care plan and assists in setting priorities for care;
 - d. Implementation: The licensed practical nurse carries out planned approaches to client care and performs common therapeutic nursing techniques; and
 - e. Evaluation: The licensed practical nurse, in collaboration with the registered nurse, assists with making adjustments in the care plan. The licensed practical nurse reports outcomes of care to the registered nurse or supervising health care provider;
- II. Standard II Delegation and Supervision: Under direction, the practical nurse is accountable for the safety of clients receiving nursing care:
 - a. The practical nurse may delegate selected nursing tasks to competent individuals in selected situations, in accordance with their education, credentials and competence as defined in WAC 246-840-010(10);
 - b. The licensed practical nurse in delegating functions shall supervise the persons to whom the functions have been delegated;
 - c. The licensed practical nurse reports outcomes of delegated nursing care tasks to the RN or supervising health care provider; and
 - d. In community based long-term care and in-home settings as provided by WAC 246-840-910 through 246-840-970 and WAC 246-841-405, the practical nurse may delegate only personal care tasks to qualified care givers;
- III. Standard III Health Teaching. The practical nurse assists in health teaching of clients and provides routine health information and instruction recognizing individual differences.

Functions of a registered nurse and a licensed practical nurse. (WAC 246-840-705)

Registered Nurses:

The registered nurse performs acts that require substantial knowledge, judgment and skill based on the principles of biological, behavioral, health, and nursing sciences. Such acts are grounded in the elements of the nursing process which includes, but is not limited to, the assessment, analysis, diagnosis, planning,

implementation and evaluation of nursing care and health teaching in the maintenance and the promotion of health or prevention of illness of others and the support of a dignified death. The registered nurse using specialized knowledge can perform the activities of administration, supervision, delegation and evaluation of nursing practice; and the registered nurse functions in an **independent role** when utilizing the nursing process as defined in WAC 246-840-700(2) to meet the complex needs of the client.

In an interdependent role as a member of a health care team, the registered nurse functions to coordinate and evaluate the care of the client and independently revises the plan and delivery of nursing care.

The registered nurse functions in an interdependent **role** when executing a medical regimen under the direction of an advanced registered nurse practitioner, licensed physician and/or surgeon, dentist, osteopathic physician and/or surgeon, physician assistant, osteopathic physician assistant, podiatric physician and/or surgeon, or naturopathic physician. A registered nurse may not accept delegation of acts not within his or her scope of practice.

Licensed Practical Nurses:

The licensed practical nurse performs services requiring knowledge, skill and judgment necessary for carrying out selected aspects of the designated nursing regimen. The licensed practical nurse recognizes and is able to meet the basic needs of the client, and gives nursing care under the direction and supervision, to clients in **routine** nursing situations. A routine nursing situation is one that is relatively free of complexity, and the clinical and behavioral state of the client is relatively stable, requires care based upon a comparatively fixed and limited body of knowledge. In **complex** nursing care situations the licensed practical nurse functions as an assistant to the registered nurse and facilitates client care by carrying out selected aspects of the designated nursing regimen to assist the registered nurse in the performance of nursing care; and the licensed practical nurse functions in an **interdependent** role to deliver care as directed and assists in the revision of care plans in collaboration with the registered nurse.

The licensed practical nurse functions in a **dependent** role when executing a medical regimen under the direction and supervision of an advanced registered nurse practitioner, licensed physician and/or surgeon, dentist, osteopathic physician and/or surgeon, physician assistant, osteopathic physician assistant, podiatric physician and/or surgeon, or naturopathic physician. A licensed practical nurse may not accept delegation of acts not within his or her scope of practice. This shall not be construed as authorizing an independent role for the LPN.

The following standards apply to registered nurses and licensed practical nurses:

- a) The registered nurse and licensed practical nurse shall communicate significant changes in the client's status to appropriate members of the health care team. This communication shall take place in a time period consistent with the client's need for care. Communication is defined as a process by which information is exchanged between individuals through a common system of speech, symbols, signs, and written communication or behaviors that serves as both a means of gathering information and of influencing the behavior, actions, attitudes, and feelings of others; and
- b) The registered nurse and licensed practical nurse shall document, on essential client records, the nursing care given and the client's response to that care; and
- c) The registered nurse and licensed practical nurse act as client advocates in health maintenance and clinical care.

Other responsibilities:

- a) The registered nurse and the licensed practical nurse shall have knowledge and understanding of the laws and rules regulating nursing and shall function within the legal scope of nursing practice;

- b) The registered nurse and the licensed practical nurse shall be responsible and accountable for his or her practice based upon and limited to the scope of his/her education, demonstrated competence, and nursing experience consistent with the scope of practice set forth in this document; and
- c) The registered nurse and the licensed practical nurse shall obtain instruction, supervision, and consultation as necessary before implementing new or unfamiliar techniques or procedures which are in his/her scope of practice.
- d) The registered nurse and the licensed practical nurse shall be responsible for maintaining current knowledge in his/her field of practice; and
- e) The registered nurse and the licensed practical nurse shall respect the client's right to privacy by protecting confidential information and shall not use confidential health care information for other than legitimate patient care purposes or as otherwise provided in the Health Care Information Act, chapter 70.02 RCW.

SCOPE OF PRACTICE DECISION TREE

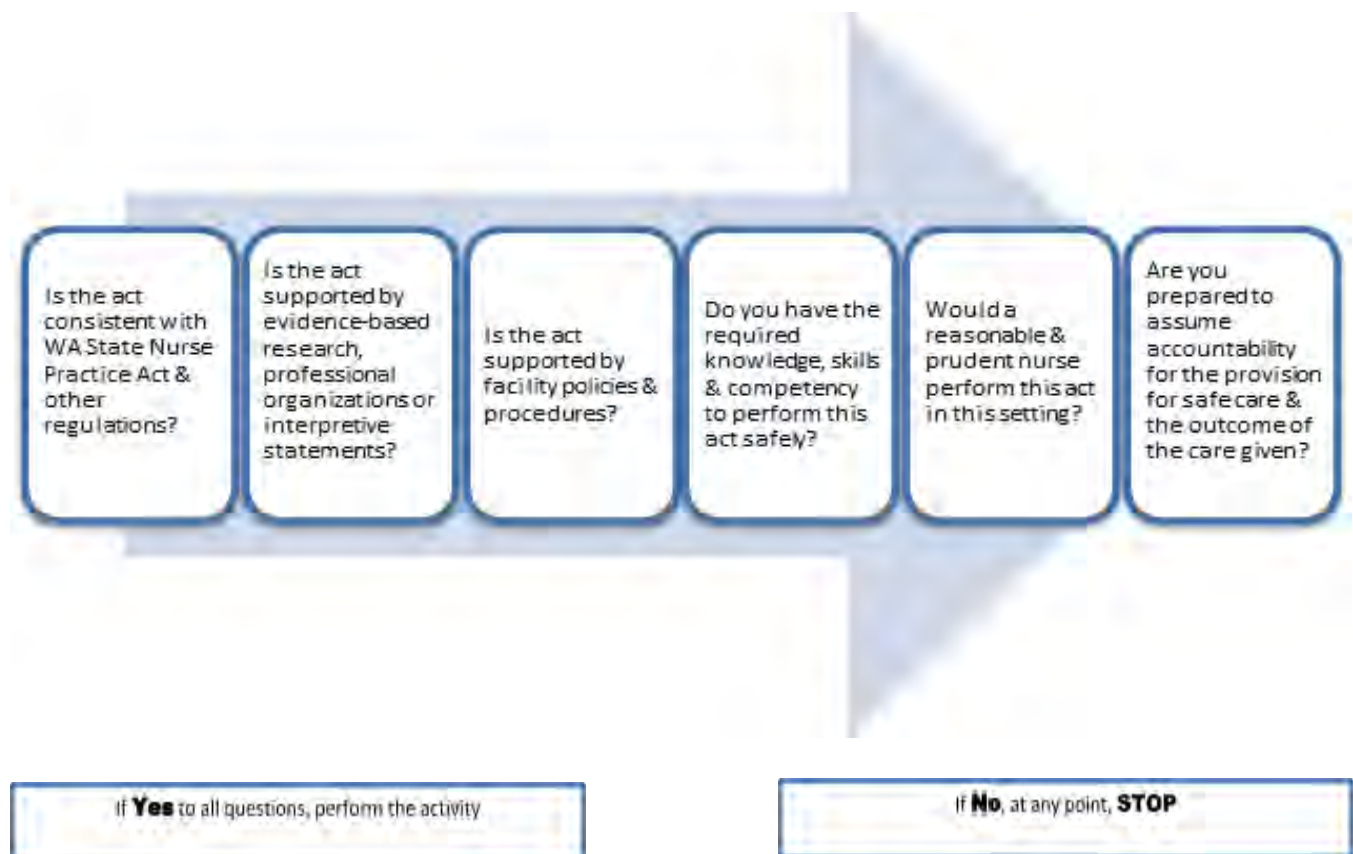
Nursing practice is constantly changing and developing in response to health needs of society, technical advancements and the expansion of scientific and nursing knowledge. Because it is always changing, it is not feasible to have a “task list” of activities a nurse can or cannot do. The core concept in determining scope of practice is whether the activity is appropriate considering the nurse’s level of educational preparation, training and professional experience. Within that concept, a nurse’s individual scope of practice varies and changes throughout a nurse’s career with continuing education and practice experience. The nurse’s activities must also fall within the legal boundaries established to ensure public protection. Nurses are responsible and accountable for determining whether an activity is within their individual scope of practice. The *Scope of Practice Decision Tree* is a tool to assist nurses in making decisions about their practice.

The Washington State nursing laws are broad and principle-based so that nurses in any setting may reflect on and develop their own scope of practice. Nurses must continually update their practice by using new knowledge and skills. The Nursing Commission supports nurses working up to the full extent, within the legal boundaries, of their education and training. For more information about Scope of Practice:

[Washington State Department of Health Nursing Care Quality Assurance Commission, Practice Information](#)

Washington State Department of Health Nursing Care Quality Assurance Commission Interactive Scope of Practice Decision Tree: <https://fortress.wa.gov/doh/opinio/s?s=DecisionTree>

National Council of State Boards of Nursing (October 2009). *Changes in Healthcare Professions’ Scope of Practice*: https://www.ncsbn.org/ScopeofPractice_09.pdf



STUDENT NURSE POLICES

ACADEMIC DISHONESTY

All forms of student academic dishonesty, including cheating, falsification, plagiarism, or facilitating, aiding and abetting academic dishonesty are considered a “punishable act” according to the Student Code of Conduct. Please refer to the BTC Student Handbook.

ALCOHOL AND CHEMICAL SCREENING FOR CLINICAL AFFILIATES

All nursing students are required by the clinical affiliate to undergo a “10 panel urine drug screen” for prohibited substances per clinical site policy. Students are required to create and pay for an account with American DataBank/Complio, Bellinghamtechcompliance.com. This screening will be completed within 6 months of commencing clinical practicum. Any diluted sample must be retested at the student’s expense within five working days of notification of results. If a test comes back positive, Complio sends it to their Medical Review Officer (MRO). The MRO contacts the student directly to resolve the issue; usually the student has to have the pharmacy fax their prescription to the MRO. If after final review by the MRO, the results are determined to be non-human or positive for prohibited substances (with no prescription) the student will not be allowed to register for a course with a clinical component and therefore would not be allowed to progress in the program. The student will be allowed to reapply to the Nursing Program after one year, or be placed on the appropriate placement list to be admitted to the program, after one year, if space is available and after testing negative on the urine drug screen. In the event of a second positive urine drug screen, the student will not be allowed to reapply to the program. This is in accordance with the clinical affiliate policies. Drug screening is a requirement of the clinical affiliates, not Bellingham Technical College.

ALCOHOL AND CHEMICAL DEPENDENCY: POLICY ON SUBSTANCE ABUSE/MISUSE IN THE CLINICAL SETTING

The purpose of this policy is to protect the welfare of clients, students, faculty, Bellingham Technical College, and affiliating agencies. The Washington State Department of Health under RCW 18.130.180 has defined current misuse of controlled substances or alcohol as unprofessional conduct. At BTC all students are expected to perform their clinical activities efficiently and safely without the influence of drugs or alcohol. Students must notify their clinical faculty if they are taking any medication which may impact the student’s ability to provide safe, competent care (essential functional abilities). This includes any medications that may cause sedation, slowed reflexes, or other alterations in physical and mental abilities.

If the student is reasonably suspected of being under the influence of drugs or alcohol while at a clinical site, the Nursing Director will be notified by the clinical faculty and the student will submit immediately to drug/alcohol testing at the site designated by the program. The expense of the testing will be borne by the student. The student will be sent home for the remainder of that day. Because students are legally responsible for their own acts any student demonstrating unsafe behavior will not be allowed to continue in clinical practice if there is a positive test result as per policies of BTC’s clinical affiliates. If the test results are negative, the student may return to clinical practice, subject to affiliate approval, if behavior is safe and appropriate. If the student refuses Substance Abuse Assessment, he/she will be dismissed from the clinical course on the grounds of implied admission to substance use/misuse and therefore will be unable to progress in the program.

The following actions/conditions are prohibited:

- Unsafe or potentially unsafe clinical performance/behavior not meeting program standards due to use of drugs and/or alcohol.

- Reporting for a clinical session with the odor of alcohol or illegal chemicals on the breath.
- Possessing any illegal narcotic, hallucinogen, stimulant, sedative or similar drug while on clinical time.
- Using any intoxicating liquor or illegal substances while on clinical time, on the premises or away from the premises when required to return to the clinical facility.
- Removing any drug from the institution or patient supply for any reason.
- Falsifying specimen collection for required drug screen in clinical.

Any student dismissed from the program for substance use/misuse may apply for reentry with evidence of having successfully completed an approved treatment program. The standard reentry policies and procedures will apply.

AMERICAN DATABANK/COMPLIO

Students are required to create and pay for an account with American DataBank/Complio through the Bellinghamtechcompliance.com website. Students will use Complio for their background check, UA, physical exam, and immunization tracking for the duration of the Nursing Program. Students will need to upload all their clinical documentation to the website and sign the required forms and maintain *Compliant* status through Bellinghamtechcompliance.com for the duration of the program.

ATTENDANCE

Theory

Course attendance is required. Attendance and punctuality are very important to student success. Regular attendance reflects a commitment to learning and readiness for employment as a registered nurse. Nursing students will be at the college during the hours set by the faculty and posted on the class schedule. Scheduled hours will vary each quarter. Each student is encouraged to plan carefully for his/her quarterly schedule. All students are expected to attend class on scheduled days. All students are expected to arrive on time and stay until dismissal time. Arriving late to class or leaving class early is not acceptable behavior. Late arrival or leaving early is defined as more than fifteen minutes and will be marked as tardy in Canvas. Please adjust work or other schedules so they do not interfere with your school schedule. Faculty value your behaviors in classroom and clinical as development of your “work ethic”. It is the student’s responsibility to inform his/her faculty when absence from class is necessary via voicemail or email prior to the start of class. Absenteeism or tardiness reflects on student grades and overall achievement and may be grounds for disciplinary action. See Assessment and Grading Policy.

Clinical, Simulation and Lab

Attendance at clinical lab courses is mandatory and includes both on-campus and clinical affiliate sites. There is no mechanism to make-up clinical, lab, or simulation days. Clinical absences may result in a failing clinical grade if the student is unable to meet course competencies. According to WAC 246-840-531(1)(a)(ii), RN students must complete at least five hundred hours for associate degree nursing education programs and under WAC 246-840-531(1)(a)(i), PN students must complete at least 300 hours to complete the PN Cert. Therefore, missing clinical may affect a student’s eligibility to sit for the licensure exam upon program completion. For patient/client/student safety, students are not permitted to work the shift immediately prior to clinical or immediately prior to assigned course/clinical activities.

Students who are late to the clinical rotations will be sent home with no credit given for that day.

Students who are ill must call in to the clinical site or campus two hours before the shift starts as well as notify (call) their clinical faculty at the beginning of the clinical day.

If faculty cannot be reached, please notify the nursing program at 360.752.8449 or nursing@btc.edu. Students who are unable to demonstrate satisfactory preparation for clinical lab experiences will be sent

home, to the facility library, or to the BTC campus, with no credit given for that day. See Assessment and Grading Policy.

BEHAVIOR

While in class, lab and at clinical, students are expected to demonstrate those personal qualities required by employers. Those expectations include, but are not limited to, responsibility, integrity, and honesty. Students are expected to demonstrate mutual respect for each other and for the faculty. If a student demonstrates behavior, including inappropriate dress, that impacts the learning environment negatively, the disciplinary procedure will be implemented. (*See Student Code of Conduct*)

CAMPUS EMERGENCIES

If an emergency arises, your instructor may inform you of actions to follow. You are responsible for knowing emergency evacuation routes from your classroom. If police or university officials order you to evacuate, do so calmly and assist those needing help. You may receive emergency information alerts via the building announcement system, text message, email, or BTC's webpage, Facebook and Twitter. Refer to the emergency flipchart in your classroom for more information on specific types of emergencies.

CLINICAL AFFILIATE ACCESS BADGE

Some clinical affiliates require students to wear an access badge. If a badge is required by the clinical facility, it will be considered part of the clinical uniform. Students must abide by all clinical affiliate policies regarding badge usage. Any misuse of the badge may result in disciplinary actions including dismissal from the program. All clinical affiliate access badges must be returned to program staff at the conclusion of the final clinical course.

CRIMINAL HISTORY BACKGROUND CHECKS

All students must pass a criminal history background check in order to comply with agreements between Bellingham Technical College and its clinical affiliates. Students will be required to create and pay for an account with American DataBank/Complio, to conduct the criminal history background check. One or more of the following checks will be conducted: Washington State Patrol, WA DSHS, Nationwide Healthcare Fraud and Abuse Scan, Nationwide Database and Sex Offender, Social Security Alert, and/or Residency History. The information obtained through the background check will be reviewed by Nursing Program staff and, if necessary, the Nursing Director. Clinical eligibility decisions will be based on the list of Disqualifying Crimes for Clinical Training Eligibility as well as the frequency and recent history of crimes. Failure to disclose any past or pending convictions may disqualify students from participating in clinical training. Ineligibility to participate in clinical training due to information obtained from the criminal history background check may result in a student's inability to complete the program requirements. Criminal history background check is a requirement of the clinical affiliates not Bellingham Technical College.

CRITERIA FOR BEHAVIOR NOT MEETING PROGRAM STANDARDS

Nursing students are legally responsible for their own acts, commission and/or omission. Nursing faculty are responsible for the supervision of their students in the clinical area; therefore, it is necessary for the student and the nursing faculty to evaluate unsafe behavior.

Any student demonstrating unsafe behavior (including a violation of WAC chapter 246-840) is subject to removal from the clinical setting and subsequently unable to progress in the program.

Faculty will use principles of "Just Culture" and the Student Practice Event Evaluation Tool also known as the SPEET rubric when counseling students and in determining action to be taken in the event of unsafe

clinical performance and/or behavior not meeting program standards.

Definition of behavior not meeting program standards: Students must demonstrate the judgment and professional behavior necessary to protect the client from physical and emotional jeopardy. Students are evaluated throughout the quarter in order to ensure safe professional practice. Students at risk of removal from a course have not met program standards due to: (a) the seriousness of an incident, or (b) demonstrated a pattern of unsafe behavior.

<i>Not Meeting Program Standards is Demonstrated When the Student:</i>	Examples: <i>may not be limited to descriptors below.</i>
Violates or threatens the <u>physical</u> safety of the client	Unsafe use of equipment or supplies. Comes unprepared to the practice site. Incorrect positioning. Inadequate preparation for an emergency situation.
Violates or threatens the <u>psychological</u> safety of the client.	Uses clichés repeatedly. Does not encourage verbalization, or is not aware of difference in ability to communicate. Imposes personal values upon client. Denies client the right to make decisions about own care. Fails to provide a therapeutic environment. Uses of profane language. Uses culturally insensitive communication.
Violates or threatens the <u>microbiological</u> safety of the client.	Unrecognized violation of aseptic technique. Comes to the practice site ill. Clinical placement requirements not current.
Violates or threatens the <u>chemical</u> safety of the client.	Inappropriate use and/or application of: medications, treatments, or products.
Violates the <u>thermal</u> safety of the client.	Fails to observe safety precautions. Injures client with application of hot/cold. Leaves unreliable client alone.
Inadequately and/or inaccurately utilizes critical thinking.	Fails to observe/identify and/or report critical data regarding clients. Makes repeated faulty judgments. Difficulty prioritizing and organizing responsibilities.
Violates previously mastered principles/learning objectives.	Incorrectly performing skills that have been previously evaluated/mastered. Inadequate preparation for procedure. Does not follow practice site policies and procedures.
Assumes inappropriate independence in actions or decisions.	Fails to seek help when situation is out of control or in an emergency. Performs skills that have not been evaluated in the classroom/lab setting. Does not seek supervision or assistance for tasks that have not been previously performed with or evaluated by instructor.
Displays unprofessional conduct.	Dishonest about tasks performed. Omits treatments or aspects of student responsibilities and does not inform instructor or staff. Does not recognize or acknowledge mistakes/errors. Commits privacy violation
Displays behavior that puts client safety at risk.	Becomes stressed, anxious and overwhelmed by changes in the environment and routine. Difficulty adjusting the plan based on new findings or changes to the situation. Difficulty applying knowledge and experience to new or different situations. Inconsistent performance despite having previously made progress toward learning objectives.

Please note: Students are expected to function safely and professionally at all times. These are only some of the examples of unsafe situations and do not represent all examples that can result in a student being removed from a course due to not meeting program standards.

Any violation of these criteria will be reviewed by the faculty and Dean, and will be handled individually regarding student's continuation in the program.

COMPUTER ACCESS OF PATIENT'S CHARTS

Students will receive computer training for assigned clinical affiliate and will be responsible to follow the affiliate's policies regarding computer access of client records. Students are allowed to access computer charts and records on clinical orientation day and assigned clinical days when they are at the healthcare facility. The student may only view the medical records of the client(s) that has been assigned. Once the student has left the facility, the computer record is not to be accessed. The student may not access the facility's computer database and/or medical record database from an off-site location (computer). The healthcare facility will assign each student a student access ID number and password that can be used for the clinical practicum only. This student ID is to be used only by the student to which it is assigned. *Please do not share your student access ID number.*

Should there be a breach in the computer/EMR system; the incident will be handled according to the healthcare facility's policies and standard. Any breach in confidentiality and security of patient's records may be grounds for dismissal from the program.

CONFIDENTIALITY

Patients and clients are entitled to confidentiality of their medical information. Federal legislation, the Health Insurance Portability and Accountability Act (HIPAA) mandates that no personally identifiable patient information be released without the patient's permission. All BTC clinical policies and procedures are in compliance with HIPAA. While students may share non-identifiable information for course and learning purposes, no patient information of any kind should be shared outside confidential settings in the practicum site or classroom. Absolutely NO reference to a patient, even if de-identified, should ever be shared electronically via email or on social networking sites such as Facebook. Additionally, no facility or facility staff information should be shared via email, on social networking sites, or by other means outside the learning environment. The faculty may direct students to share select de-identified patient information via email for course preparation or learning purposes. Sharing on Canvas is permissible, as directed by faculty, because Canvas access is password-protected. Pictures of patients must never be taken, whether a patient gives permission or not. If patient pictures are being considered for an educational purpose, the student must check with faculty who will determine policies at the clinical practicum site.

Nursing students are given access to all necessary information on their clients in order to appropriately plan and deliver quality client care. Under no circumstances is information pertinent to clients to be discussed outside of the clinical/classroom setting. Students must not write client names on personal papers, or copy sections of the chart. No copies of facility report/census sheets or other documents may leave the facility.

Given the nature of the program structure, confidentiality must also be maintained between students, in order to allow for free expression of ideas. **Any breach of confidentiality will be reported to the clinical agency and in addition may result in dismissal from the program.**

Students will sign a confidentiality form in agreement of understanding and adhering to this policy. Clinical affiliates may require students to sign additional confidentiality agreements.

CONTACT INFORMATION

Nursing students are required to keep their most current address, phone number(s), and preferred email on file with the nursing program. Be sure to include all applicable numbers (cellphone, home, etc.). This

information will only be used by program faculty, staff, and Nursing Director and will be kept confidential per FERPA. Students will be asked to provide an emergency contact name, phone number, and preferred email address. This information will only be used in an emergency and will be kept confidential per FERPA.

COVID-19 SAFETY GUIDANCE

Bellingham Technical College has implemented COVID-19 location-specific safety practices that all students, staff, and campus visitors are required to follow. The Nursing Program will follow all the safety guidance established by the college as long as these are in effect. Classes and labs are setup to accommodate social distancing, facial coverings will be required until further notice, and extra safety barriers have been implemented. Students should bring their own face covering or mask to campus and wear as directed by the college. Current BTC COVID-19 safety guidelines are posted on the BTC website. Starting Fall Quarter 2021, BTC will be a fully vaccinated campus. See the BTC COVID-19: Fully Vaccinated Campus Guidelines on the [BTC COVID-19 Updates website](#) for more information. Students will be required to sign the COVID-19 Fact Sheet & Assumption of Risk Form prior to attendance at clinical rotations.

Students experiencing any symptoms associated with COVID-19, a fever, cough, shortness of breath, fatigue, muscle aches or new loss of taste or smell, should not come to campus or clinical site, and must communicate their absence with faculty for directions on next steps. *See the Restrictions Due to Illness Policy in this Handbook for more information.* Students must follow current travel restrictions and self-quarantine requirements to become eligible to attend in-person classes or school sanctioned clinical rotations.

COVID-19 SCREENING FOR CLINICAL PLACEMENT

Clinical partner agencies may require students, including fully vaccinated students to complete weekly or monthly COVID-19 screening prior to arriving at the clinical site. All students and faculty caring for patients at a clinical partner agency which requires COVID-19 screening must comply with all clinical agency policies and submit to screening as directed. Students must bring proof of negative COVID-19 screening test, generally on paper, to the clinical site when they arrive. Failure to have adequate proof of negative COVID-19 screening results will prevent a student from completing a clinical rotation and will result in a failing grade for that day's assignment. It is the student's responsibility to cover the cost of all COVID-19 screenings required by the program. The BTC Nursing Program recommends students schedule their screening through the Whatcom County Health Department using [testdirectly.com](#).

COVID-19 VACCINATION

All health programs that provide direct hands-on care both in on-campus labs and at clinical practice sites in the community will be required to be fully vaccinated against COVID-19. Student noncompliance with this vaccination requirement may prevent the student from being admitted at the clinical facility. Students unable to complete clinical hours at a training site will be unable to continue in the program. This requirement applies equally to all students, faculty, and staff who work with students. To be considered fully vaccinated for COVID-19, two weeks must have passed since the date of the second dose or first dose for the one-dose vaccine. Proof of vaccination must include the vaccine received and the date(s) of vaccination(s). Students will be required to provide proof of vaccination to American DataBank/Complio by the first day of the quarter. Students will still need to do the general campus vaccination status attestation form in addition to uploading proof of vaccination to Complio. In the event a COVID-19 booster dose is required by clinical partner agencies, students will be required to provide proof of this vaccination. Students unable to be fully vaccinated against COVID-19 will need to withdraw from the program.

BTC Nursing and Allied Health programs feel that as healthcare professionals and healthcare students, we provide care for some of the most vulnerable members of our community. It is our ethical responsibility to protect our clinical facilities and their community charges to the best of our ability and, in the midst of a global pandemic, vaccination is the best tool we have to prevent the spread of COVID-19.

CPR CERTIFICATION

Prior to starting the program, readmission or transfer, and then throughout the program, nursing students are required to maintain current American Heart Association BLS (Healthcare) Provider CPR certification and submit proof to the program. Students with Complio clinical requirements trackers must upload current proof of CPR and have it accepted by Complio. Only accredited American Heart Association CPR certification classes will be accepted. Failure to maintain a current AHA Provider CPR card on file with the nursing program will prevent a student from attending clinical and therefore from progressing in the program.

DRESS CODE

Classroom

On campus, students will dress appropriately for the learning environment and/or workplace. If a student is disrupting the learning environment because of their dress style, the faculty will discuss this behavior with the student. If necessary, the student will be disciplined according to the BTC Student Code of Conduct.

Skills & Simulation Lab

Students are required to wear their full clinical uniform during all Nursing Skills Lab sessions and Simulations. Failure to do so will result in the student being unable to participate in the lab activity or evaluation. When practicing in the BTC Nursing Skills and Simulation Labs during either Open Lab or lab practice sessions, students do not need to wear their clinical uniform or scrub top or bottom, but must wear closed toed non-skid shoes.

Clinical

Students are required to wear their full clinical uniform during all clinical rotations unless directed differently by the clinical partner agency. See Student Uniform policy for details.

ELECTRONIC DEVICES

Classroom & Lab

To maintain an atmosphere conducive to learning, cellphones and other electronic devices are **not** allowed on audible settings in the classroom or clinical lab. Non-audible alerts (i.e., vibrating alerts) are acceptable. However, students are expected to return calls and texts **only** during scheduled breaks.

Recording devices guidelines:

- The student must sign the Classroom Recording Agreement form (located in this handbook) before lectures can be recorded;
- Student must ask permission of faculty before each occurrence of recording in classroom or lab occurs;
- It is the responsibility of the student to notify faculty that they may be recording the lecture each time prior to the lectures;
- All students in the class as well as guest speakers will be informed by the faculty that permission was granted for recording to occur;
- Recordings are to be used solely to facilitate student learning;

- No recording may be shared or posted on publicly accessible web environments (Facebook/YouTube/other private online groups), published, sold or used in any way other than for private study purposes;
- Students must destroy recordings at the end of each course;
- Public distribution of such materials may constitute copyright infringement in violation of federal or state law, or College policy;
- Violation of this policy may subject a student to disciplinary action, per *Student Code of Conduct*.

Clinical

While at the clinical facility, students must follow the **facility policy** regarding the use of cellphones and other electronic devices. Cellphones and other electronic devices are **not** allowed on audible settings at the clinical facility. Non-audible alerts (i.e., vibrating alters) are acceptable. Non-emergent use may occur **only** while on break. Cellphones or other electronic devices with photograph and voice recording capabilities can compromise or violate patients' privacy rights and use of the camera feature or voice or video recording is **strictly prohibited** at all times.

*Emergency calls to students may be made through the clinical faculty's cellphone.

EMPLOYMENT

The faculty strongly recommends that the maximum hours of employment not exceed 16 hours per week outside of school. Students are discouraged from planning to work the shift immediately prior to class or clinical, as fatigue may jeopardize safe performance. Faculty may recommend that a student reconsider working commitments if employment is interfering with meeting the objectives of the Nursing Program.

The student, as an employee of an agency, may not wear the BTC name badge, uniform or sign S.N. after his/her name. It is recommended that a student not accept assignments beyond the level of a nursing assistant unless s/he is an LPN or Nurse Technician. Employed students are not considered official representatives of the BTC Nursing Program.

An unlicensed nursing student should not accept employment that requires the student to perform duties that should be performed only by a licensed nurse. Students are accountable for their actions and are urged to use reasonable and prudent care in accepting a position and in fulfilling their responsibilities as employees.

EXAM GUIDELINES

The goal of the BTC nursing program is to provide a quiet and consistent exam environment to all students taking nursing exam. Exams will be administered by computer using ExamSoft/Examplify. Exams may be proctored in a computer lab. The Nursing Program uses test security software and students may only take exams using the approved software and exam platform. Students testing in the Assessment Center may be required to show picture government issued ID to test, students will return to the assigned waiting area when individual exam is complete. Students must abide by all Assessment Center policies when testing in that location.

Students are required to start the exam at the schedule time. Students late to any testing session and/or location will not be allowed to start after 15 minutes. Students who miss an exam for any reason will be given a different version of the exam.

Exam Guidelines for ExamSoft/Examplify:

- Students are required to use ExamSoft/Examplify for all exams.
- Students must have a computer with working webcam and microphone. In the event either audio

and/or video is not recorded due to issues with the student's computer or recording is not reviewable this could be considered cheating on an exam.

- All individual exams will be proctored using the secure feature in ExamSoft: ExamID and ExamMonitor. The non-secure setting may be used for group exams proctored in HC 112 computer lab.
- Student should use the bathroom before the exam, avoid going during the exam.
- Students should create a testing area where they can test without interruptions and can focus on their exam.
- Another person should not be in the room with while testing. This could be considered cheating.
- A dry-erase board and pen may be used during the exam. Student must show both sides of dry-erase board before and after exam.
- Exam website calculator is to be used if needed, no phone or personal calculator. Student must show both sides of dry-erase board before and after exam.
- A non-medical dictionary may be used with prior faculty approval.

Exam Guidelines for on-campus testing:

- Avoid using the bathroom during an exam;
- All cellphones, smart watches or other devices that record or send a signal must be turned off and placed at the front of the room along with all personal belongings and not accessed until all the students have completed the exam;
- A beverage with a lid is allowed, food is not;
- Movement, sounds, and strong scents are all disruptive and to be minimized, use only unscented body care products;
- Ear plugs may be worn to block sound; headphones are not allowed unless exam has auditory content;
- Once students finish exam they may leave the testing room quietly but must leave all personal belongings and electronic devices in the testing room until after the group exam. Exam proctor may designate a waiting area or room.

Faculty reserve the right to assign seating for individual exams and assign groups for collaborative exams. A dry erase board and pen will be provided by the proctor for use during the exam. Additionally, a Longman's Dictionary (non-medical) will be available in the exam area or can be checked out from the program for students to reference. Proctors or faculty cannot look a word up or use their own knowledge to answer a question for a student. For dosage calculation exams students will be provided a simple calculator or be required to use the web browser's calculator, use of a personal calculator is prohibited. No notes or math formulas are allowed in any testing setting. Neither proctor nor faculty will discuss items on exam during or immediately after testing.

Group or collaborative exams may follow individual module exams at faculty discretion. Groups are assigned by the faculty, no exceptions. Group exams will follow all the guidelines laid out for the individual exams. The proctor or faculty will document names of students and the "recorder" in each group.

Due to privacy concerns and to maintain test integrity there will be no individual exam review in the classroom or testing setting. If a student wants to review their individual exam or seek clarification of an individual exam question, the student should make an appointment to meet with their faculty. Students are not allowed to make written copies or take pictures of exam questions. Sharing information about

exam questions in any way is a breach of academic integrity and subject to discipline up to and including preventing progression in the program.

EXEMPTION

If any of the Nursing Program policies are in opposition to the student's beliefs, the student will request an exemption in writing at the beginning of the program. Each case will be dealt with on an individual basis by the faculty and Nursing Director. In the case of an exemption from clinical partner agency policy the program will defer to the clinical partner agency's policy.

EXPOSURE TO BODY FLUID GUIDELINES & STANDARD PRECAUTIONS

Students must wear appropriate protective clothing/equipment when performing any task(s) that may involve exposure to body fluids. Any direct exposure to body fluids occurring while functioning as a nursing student must be reported immediately to the clinical faculty. The process for reporting exposure will be:

- The clinical faculty and student will notify the agency supervisor.
- The student and faculty will complete the agency site's incident report.
- The student and faculty will complete the college's accident report.
- The student and faculty will file a report of the incident with the Nursing Program Director.
- Any medical expenses incurred by the student will be the responsibility of the student.

Standard Precautions: All blood and body fluids are considered to be potential sources of infection and are treated as if known to be infectious. Eating, drinking, applying cosmetics or lip balm, and handling contact lenses are prohibited in the work area where there is a likelihood of occupational exposure. When exposure is possible, personal protective equipment shall be used. Personal protective equipment includes:

- Gloves to be worn when it can be reasonably anticipated that the individual may have hand contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin; when performing vascular access procedures; and when touching contaminated items or surfaces.
- Masks, eye protection and face shields to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.
- Wash hands immediately after removal of gloves or other personal protective equipment.

FAILURE TO MEET STANDARDS OR POLICIES

Disciplinary warnings will be issued verbally and then in writing for failure to adhere to the Student Conduct Code, college or Nursing Program policies, maintain adequate progress in theory or behavior not meeting program standards. If a student receives a written warning, that student has the opportunity to review the document along with a witness of the student's choosing and the issuing faculty member in attendance. Recommendations for success/remediation will be based on the BTC Student Code of Conduct, individual course outcome objectives and/or the WAC for nursing practice.

HEALTH STATUS BY PHYSICAL EXAM

Prior to beginning clinical rotations, all students must show evidence of satisfactory health status by examination. Students reentering the program also need to submit a completed **Health Status Form** (see Reentry Policy). The examination may be conducted by a physician or mid-level provider (PA, ARNP). The Health Status Form must be on file with the Nursing Program prior to attending clinical. Students must upload the form and have it accepted by Complio.

In the event that a current program student experiences injury, medical procedure, medical or mental illness and/or childbirth, the student must provide a medical release to full duty prior to returning to clinical practicum. In the event that the student is not released for full-duty, the student will not be able to attend clinical rotations and should meet with the lead faculty for their course regarding ability to progress. Physical exam and health status are requirements of the clinical affiliates not Bellingham Technical College.

IMMUNIZATIONS

Nursing students must have proof of all the required immunizations on file with the Nursing Program before they can attend clinical. Students must upload documentation to and have it accepted by Complio. In the event a student needs to update their immunizations, the student may submit partial proof initially and then complete the process after the quarter starts **but before** beginning clinical rotations. All immunizations are requirements of the clinical affiliates not Bellingham Technical College.

- **MMR (Measles-Mumps-Rubella):** proof of 2 MMR vaccinations in your lifetime or positive titer indicating immunity to Measles, Mumps and Rubella.
- **Tdap:** proof of having received one Tdap (tetanus, diphtheria, acellular pertussis) booster immunization *since 2006*. Students are encouraged to be up to date on their tetanus vaccination as well but is it not required.
- **Varicella:** proof of 2 varicella vaccinations in your lifetime or positive titer indicating immunity to varicella. The vaccination or titer may be waived (*for varicella only*) if the student's healthcare provider signs off stating the date (m/d/y) that they had the disease (chicken pox).
- **Hepatitis B (Hep B):** proof of a positive titer indicating immunity to Hepatitis B or proof of at least the first Hep B vaccination in the sequence. It is the student's responsibility to complete the sequence (3 injections and a positive titer indicating immunity) and submit proof to the Nursing Program before beginning clinical rotations at a PeaceHealth facility.
- **Influenza:** students are required to obtain an influenza vaccine during flu season. Proof of vaccination must include current season, the date of vaccination, and practitioner/location where your vaccination was administered.
- **COVID-19:** students are required to be fully vaccinated for COVID-19. To be considered fully vaccinated, two weeks must have passed since the date of the second dose or first dose for the one-dose vaccine. Proof of vaccination must include the vaccine you received and the date(s) of vaccination(s). *See COVID-19 Vaccination policy.*

INSURANCE

Students must sign the Medical Policy Statement of Agreement form regarding health insurance and adhere to this policy statement while they are in the program. Students ***must*** be responsible for their own health insurance; this is a requirement for clinical placement. The student is responsible to maintain private health insurance and will not be allowed to attend clinical practicum if insurance expires. Students must notify the Nursing Program of changes to their health insurance. Students must upload documentation to and have it accepted by Complio. This is in accordance with clinical agency contracts with the college.

Students are covered by the blanket liability insurance policy of the program. This coverage is intended to cover students in the course of their nursing education. The coverage will not cover students who act outside of the role of student nurses or who fail to follow the established program guidelines for clinical practice. The Bellingham Technical College does ***not*** cover students with accident or medical insurance and students are required to have health insurance the entire time they are in the program. A student is not an employee and, therefore, does not qualify for worker's compensation if injured while in the clinical setting.

FACULTY GIFTS

Student success is the best gift faculty can receive but students may give faculty gifts but these should be limited to \$50 or less. No student should be made to feel that they must give a card or gift to their faculty and it is best practice to give these after grades are finalized, if at all.

JUST CULTURE

Open reporting and participation in error prevention and improvement is facilitated by use of the principles of “Just Culture” and through the use of the Student Practice Event Evaluation Tool also known as the SPEET rubric. Most errors are unintentional behavioral choices where risk is not recognized. However, there are rare instances where a student makes the conscious behavioral choice to disregard a substantial and unjustifiable risk which results in an error. Careful review of mistakes, errors, and “near misses” facilitates learning from such occurrences and identifies opportunities for process and system improvement.

Faculty will use the SPEET rubric below in conjunction with the BTC Criteria for Behavior Not Meeting Program Standards when counseling students and in determining action to be taken in the event of an error.

NCBON Just Culture Student Practice Event Evaluation Tool (SPEET)

Event(s):

	Criteria	Human Error (green)	At Risk Behavior (yellow)			Reckless Behavior (red)		Score
		0	1	2	3	4	5	
G	General Nursing Practice	No prior counseling for practice related issues	Prior counseling for single non-related practice issue	Prior counseling for single “related” issue	Prior counseling for “same” issue	Prior counseling for multiple related or non-related practice issues	Prior counseling for <u>same</u> or <u>related</u> issue with no or little evidence of improvement	
U	Understanding expected based on program level, course objective/ outcomes	Has knowledge, skill and ability – <i>Incident was accidental, inadvertent, or an oversight</i>	Task driven/rote learning. OR Wrong action for <u>this circumstance</u> .	Failed to demonstrate appropriate understanding of options/resources. OR Aware of safety issues but in this instance <u>cut corners</u> .	Understands rationale but failed to recognize situations in terms of overall picture or to prioritize actions. OR in this instance, failed to obtain sufficient info or consult before acting.	Able to recognize potential problems. In this instance “negligent” OR <u>failed to act according to standards</u> . Risk to client outweighed benefits.	Knows or should have known correct action, role and limitations. In this instance action was “ <u>gross negligence/unsafe act</u> ” and demonstrated no regard for patient safety,	
I	Internal Program or Agency Policies/ standards/ inter-disciplinary orders	Unintentional breach OR No policy/standard/ order available	Policy not enforced OR <u>Cultural norm</u> or common deviation of staff. OR Policy/order misinterpreted	Student cut corners or <i>deviated</i> in this instance from policy/standard/order as <u>time saver</u> . – No evidence of suggestion of a pattern of behavior.	Aware of policy/standard/order but <u>ignored or disregarded</u> to achieve <i>perceived expectations</i> of faculty, staff, patient or others. May indicate patten or single event.	Disregarded policy/standard/order for <u>own personal gain</u> .	<u>Maliciously</u> disregarded policy/standard/order	
D	Decision/ choice	Accidental/mistake /inadvertent error	<u>Advantages</u> to patient <u>outweighed risk</u>	<u>Emergent situation</u> – quick response required.	<u>Non-emergent situation</u> . Chose to act/not to act without weighing options or utilizing resources. Used poor judgment.	Clearly a prudent student would not have done. <u>Unacceptable risk to patient/agency/public</u> . Disregard for patient safety.	Conscious choice. Put own interest above that of patient/agency/public. Egregious choice. <u>Neglected red flags</u> .	
E	Ethics/ credibility/ accountability	Identified own error and self- <u>reported</u> . Identifies opportunities for improvement and develops action plan for ensuring incident will not be repeated.	Admitted to error and <u>accepts responsibility</u> . Identifies opportunities for improvement and develops action plan for ensuring incident will not be repeated.	Acknowledged role in error but attributes to <u>circumstances</u> and/or blames others to justify action/inaction. Cooperative during investigation. Demonstrates desire to improve practice.	Denies responsibility until confronted with evidence. Reluctantly accepts responsibility. Made excuses or made <u>light of occurrence</u> . Marginally cooperative during investigation.	Denied responsibility despite evidence. Indifferent to situation. <u>Uncooperative and/or dishonest</u> during investigation.	Took active steps to <u>conceal error</u> or <u>failed to disclose known error</u> .	

Criteria Score: _____

NCBON Just Culture Student Practice Event Evaluation Tool (SPEET) continued

Mitigating Factors – check all identified (green)		Aggravating Factors – check all identified (red)	
Communication breakdown (multiple handoffs, change of shift, language barriers)		Especially heinous, cruel, and / or violent act	
Unavailable resources (inadequate supplies/equipment)		Knowingly created risk for more than one client	
Interruptions / chaotic environment / emergencies – frequent interruptions / distractions		Threatening / bullying behaviors	
Inadequate supervision by faculty or preceptor		Prior formal student disciplinary record for practice issue(s)	
Inappropriate assignment by faculty or preceptor		Other (identify):	
Policies / procedures unclear			
Client factors (combative/agitated, cognitively impaired, threatening)			
Non-supportive environment – interdepartmental/staff/student conflicts			
Lack of response by other departments / providers			
Other (identify):			
Total # mitigating factors identified		Total # aggravating factors identified	

Criteria Score (from front page)	
Mitigating factors (<u>subtract</u> 1 point for 1-3 factors; 2 points for 4-6 Factors; and 3 points for 7 or more factors)	
Aggravated factors (<u>add</u> 1 point for each identified factors)	
Total Overall Score	

Student Name: _____

Faculty Name: _____

Date of event: _____

Human Error (green)	At-Risk Behavior (yellow)	Reckless Behavior (red)
# criteria in green = _____ IF 3 or more criteria in Green OR total score <8 – Address event by consoling student and/or developing remedial improvement plan with student	# criteria in yellow = _____ IF 3 or more criteria in yellow OR total score 8-19 – Address event by coaching student, possibly counseling, and/or developing remedial improvement plan with student	# criteria in red = _____ IF 3 or more criteria in red OR Total score 20 or greater – Consider disciplinary action and/or remedial action in addressing event with student
Action(s) Taken:		

NOTE: This SPEET is NOT used if event involves misconduct such as: academic cheating, confidentiality, fraud, theft drug abuse, boundary issues, sexual misconduct, mental/ physical impairment. Instead, these are managed through established mechanisms outside of this clinical framework.

Human Error = Inadvertently doing other than what should have been done; a slip lapse, mistake.

At-Risk Behavior = Behavioral choice that increases risk where risk is not recognized or is mistakenly believed to be justified.

Reckless Behavior = Behavioral choice to consciously disregard a substantial and unjustifiable risk.

Consoling = Comforting, calming; supporting student while examining event.

Coaching = Supportive discussion with the student on the need to engage in safe behavioral choices.

Remedial Action = Actions taken to aid student including education, training assignment to program level-appropriate tasks.

Counseling = A first step disciplinary action; putting the student on notice that performance is unacceptable.

Disciplinary Action = Punitive deterrent to cause student to refrain from undesired behavioral choices.

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N95 MASK FIT TESTING

Clinical affiliates may require students and faculty to undergo N95 mask fit testing. In the event this is required by a clinical affiliate for placement at their facility, students must complete the required fit testing prior to beginning clinical rotations. Students will also need to abide by the clinical affiliate's policy regarding the use of N95 masks. Students unable or unwilling to complete N95 fit testing and follow policies may not be able to complete required clinical rotations.

OPPORTUNITY FOR STUDENT INPUT

Students have opportunities for input in the following areas:

- *Nursing Student Governance Advisory Committee*: Each cohort will select two or three class representatives who will participate in this committee. The committee will meet with nursing faculty to review program changes and make recommendations. These meetings occur at minimum twice a quarter. These meetings allow student participation in the determination in the program policies and procedures, curriculum planning and evaluation. Student representatives should solicit input from their cohort and develop a meeting agenda accordingly. Student representatives are responsible for communicating with their cohort after the meeting.
- *Advisory Committee* meetings, which meet at least twice a year.
- *The Student Nurse Organization (SNO)* meets on a regular basis generally twice monthly, as well as participates in and plans activities. SNO aids in the preparation of student nurses for the assumption of professional responsibilities and in providing unity among nursing students.
- *American Association for Men in Nursing (AAMN)* is a club open to male and female students interested in furthering the mission of AAMN which meets monthly. BTC is an official chapter of this organization.
- *Associated Students of Bellingham Technical College (ASBTC)* is open to all persons currently enrolled in degree/certificate programs at BTC. The nursing program has two student council senators, one from first year and one from second year. Each cohort additionally has a representative who can also act as an alternate senator. ASBTC meets weekly on Wednesdays at lunch.
- *Faculty Evaluations* students provide feedback on their lead and clinical faculty each quarter.
- *Curriculum Evaluations* which are included with each course, theory and clinical.
- *Clinical Site Evaluations* for each clinical experience.

Throughout the program, students are expected to play an active role in planning, implementation, and evaluation of their education.

PLAGIARISM

Plagiarism can be defined as presenting someone else's work as your own. This can be intentional, for example, submitting another student's paper as your own. It can also be accidental, as is seen when a student fails to accurately cite a scholarly source in an evidence-based practice paper. Plagiarism is considered Academic Dishonesty and is subject to the Student Code of Conduct.

Students who are readmitted to the program may not submit any of their previously submitted work. For example, a student submitted their EPB paper in NURS 210 but did not meet the minimum passing grade for testing, that student may not submit the same EBP paper when they are readmitted to NURS 210. Repeating students should meet with their faculty for clarification of this policy before submitting any assignments.

Students are responsible to review the sources of accidental plagiarism, and the correct methods of citation. If there is the perception of plagiarism, whether intentional or accidental, the following steps will be taken:

- Faculty will meet with the student to review the definition of plagiarism, the plagiarism policy, the plagiarized assignment, and create a remediation plan.
- If the plagiarism is **accidental** and it is the **first documented time** the student has committed plagiarism, the remediation plan will be as follows:
 - Student must review the Plagiarism Library Guide on BTC Library website and complete all of the Plagiarism Online Tutorials;
 - Revise their assignment, one time, for a maximum grade of 80%, until this is completed, the assignment is entered in the grade book with a score of zero “0”;
 - Write a one-page reflective summary on what was learned from this process;
- If the plagiarism was **not accidental** (e.g. a student submits another student’s work as their own) and/or the student has **plagiarized previously (documented in the student file)**:
 - Student will receive a zero “0” for the assignment; and
 - Student may be referred to the Vice President (VP) of Student Services or the VP of Instruction for disciplinary action, per BTC’s Academic Dishonesty policy.

The following documentation is then included in the student’s file: a written summary of the faculty-student meeting, a copy of the plagiarized work, the original source, the remediation plan, and the remediation assignments.

PROFESSIONAL BEHAVIOR/STUDENT CODE OF CONDUCT

The following may be grounds for dismissal from the program in accordance with the BTC Student Code of Conduct:

- Unsatisfactory attendance;
- Unsatisfactory progress;
- Dishonesty in the classroom or clinical setting;
- Attendance in class or clinical setting under the influence of alcohol or other drugs;
- Unsafe clinical practice as defined in the student and clinical handbooks;
- Behavior inconsistent with clinical facility policy as stated in the facility’s policy manual;
- Breach of confidentiality;
- Unprofessional conduct.

PROFESSIONAL BOUNDARIES

Your professional role at Bellingham Technical College is “student nurse”. Students in the Nursing Program must function in the role of student nurse in all clinical settings. As a student, you are not allowed to perform skills from your present job or previous certifications in the clinical setting. You will always function under the guidance of the nursing faculty or nursing preceptor. For your protection and your client’s safety, you may not perform skills before they are covered in the Nursing Program, regardless of your previous experience, unless under direct supervision of your clinical faculty.

To become friends with clients and their significant others you meet in the Nursing Program is non-therapeutic. Clients are vulnerable during treatment and a new social relationship with a professional person will create added problems for them. If a client asks for your personal information such as address, phone number, or email address, **DO NOT GIVE IT OUT**, instead explain respectfully and encourage the patient to seek out his or her own support system. Under no circumstances will a student transport a client in their own car or ride in the client car. If you encounter a friend or relative on the unit where you are assigned, please inform the staff and your clinical faculty so you may receive assistance in dealing with the situation, a determination will be made if you need to be moved to another unit. Please see the NCSBN

guidelines regarding professional boundaries:
https://www.ncsbn.org/ProfessionalBoundaries_Complete.pdf.

Additionally, as a student nurse at Bellingham Technical College, you are required to maintain professional boundaries with clients and clinical site employees. This includes the use of all forms of electronic communication, online social networking, and texting (see guidelines for social media at https://www.ncsbn.org/NCSBN_SocialMedia.pdf)

To be professional, you must be able to objectively evaluate your own strengths and weaknesses and demonstrate initiative for furthering your own learning. You must also accept and profit from constructive criticism and past experiences and be able to adapt to various situations.

PROFESSIONAL CONDUCT STANDARDS

The nursing faculty of Bellingham Technical College believes that standards of professional conduct are an inherent part of professional socialization and expect students enrolled in the Nursing Program to adhere to the standards.

Professional conduct standards include:

- *Confidentiality*- respects the privacy of clients and respects privileged information;
- *Accountability*- is answerable for one's actions; answers to self, the client, the profession, the Nursing faculty, the clinical facility and Bellingham Technical College;
- *Responsibility*- executes duties associated with the student nurse's particular role;
- *Agency's Policies and Procedures*- reads and adheres to the agency policies and procedures;
- *Honesty*- practices fairness and straightforwardness of conduct; displays moral excellence and truthfulness;
- *Punctuality and Promptness*- is on time for classroom and clinical assignments;
- *Dependability*- is trustworthy and reliable;
- *Respect*- treats others with consideration and courtesy;
- *Professional appearance*- adheres to the established dress code in all clinical and professional activities;
- *Professional boundaries*- maintains professional relationship with clients;
- *Ethical*- adheres to the Nurse's Code of Ethics;
- *Legal*- operates within the standards of practice related to the student nurse role;
- *Safety*- prevents or minimizes risks for physical, psychological, or emotional jeopardy, injury, or damage.

PROGRAM COMPLETION

The BTC Nursing Program does not grant RN or PN licensure. Students who successfully complete the Full-Time RN Program, LPN-RN Program option, or the PN Certificate Program must apply for licensure through the licensing agency in the state in which they plan on practicing and pass the national licensure exam (NCLEX-RN or NCLEX-PN). BTC has not made a determination that the nursing curriculum meets educational requirements for licensure/certification outside of Washington State. Students who plan to work out-of-state are encouraged to check relevant local licensure/certification requirements before applying to the program. The program recommends that students seek initial licensure through Washington State.

RESTRICTIONS DUE TO ILLNESS

It is the policy of BTC Nursing and Allied Health programs to instill in students the importance of honestly

reporting all infectious/communicable diseases and conditions to their faculty and/or Dean that could put the health of fellow students, BTC staff and faculty, and clinical partner agency patients and staff at risk. Students who report infectious/communicable diseases and conditions to their faculty and/or Dean will be evaluated using the Restrictions Due to Illness policy to assess their ability to attend program activities. Students with known or suspected communicable disease will not be released to attend program activities until program faculty and Dean and/or the Whatcom County Health Department determines the student is safe to do so.

The Nursing and Allied Health programs are committed to the success of students who may be affected by infectious/communicable diseases and conditions. Each program will work with impacted students on a case-by-case basis as situations come up and within the legal constraints of the program's accreditation and governing organization's rules. To this end, all Nursing and Allied Health Students must follow the Restrictions Due to Illness policy whenever they are participating in on-campus and off-campus activities associated with their program of study. Below are specific policies related to common infectious/communicable diseases and conditions. This list is not exhaustive and other infections or communicable diseases will be handled on a case-by-case basis.

COVID-19 (SARS-Cov-2) and COVID-19 Like-Illness

Nursing and Allied Health students with the following risk factors for acquiring COVID-19 must contact their faculty and/or Dean and refrain from attending on-campus or off-campus program activities such as clinical rotations. Additionally, students must follow all clinical partner agency and college COVID-19 guidance and policies.

- Student living in the same household with a household member with confirmed COVID-19 illness.
- Student who has been advised to self-quarantine by Public Health or a licensed healthcare provider.
- If a student has traveled to an area governed by international or other travel restrictions as outlined by the Washington State Governor and/or the Centers for Disease Control and Prevention (CDC).
- Student who reports experiencing a fever of 100.4° F or greater or sense of fever OR any one of the following symptoms cough, shortness of breath or difficulty breathing, sore throat, muscle or body ache, new loss of taste or smell that cannot be attributed to another health condition.
- If symptoms are identified upon arrival to campus or clinical site, the student will be sent home and should contact their healthcare provider for evaluation and need for testing and provide proof to faculty and/or Dean of results of COVID-19 screening.
- If symptoms develop while on campus or at a clinical site, the student must notify their faculty and immediately leave the facility. Faculty will notify the appropriate staff on-campus or at the clinical site. The student should contact their healthcare provider for evaluation and testing and provide proof to faculty and/or Dean of results of COVID-19 screening.
- Other community-based exposures will be reviewed in conjunction with the Whatcom County Health Department.

Students with confirmed COVID-19 illness who are not severely immunocompromised should not return to on-campus or clinical rotations until:

- At least 10 days have passed since symptoms first appeared AND
- At least 72 hours have passed since last fever, without the use of fever reducing medications (e.g., Tylenol, Ibuprofen) AND
- Symptoms (e.g. cough, shortness of breath) have improved.

Students who are not severely immunocompromised with laboratory-confirmed COVID-19 who have not had any symptoms (asymptomatic):

- Will be excluded from on-campus activities and/or clinical rotations until 10 days have passed since the date of their first positive COVID-19 diagnostic test, if they have not subsequently developed symptoms since their first positive test.

Students with severe to critical confirmed COVID-19 illness or who are severely immunocompromised should not return to on-campus activities and/or clinical rotations until:

- At least 20 days have passed since symptoms first appeared AND
- At least 72 hours have passed since last fever without the use of fever-reducing medications and
- Symptoms (e.g., cough, shortness of breath) have improved.

Students with one or more laboratory-confirmed COVID-19 household member:

- Should be excluded from on-campus activities and/or clinical rotations until 14 days have passed from last contact with household member while household member was contagious, as determined in conjunction with their local Whatcom County Health Department.

Students with confirmed or suspected COVID-19 or household member with confirmed COVID-19 will be required to have a Release Letter from the Whatcom County Health Department prior to returning to on-campus or off-campus program activities. Copy of this letter must be on file with the student's program.

Students who report COVID or COVID-like illness symptoms will be required to have a COVID-19 diagnostic test through the Whatcom County Health Department ([testdirectly.com](https://www.whatcomcountypa.gov/health-department/testing)) and provide proof of negative results to their program faculty or staff prior to returning to on-campus or off-campus program activities. Students will cover all expenses related to testing requirements.

Influenza and Respiratory Infections with Fever, Cough, or Other Symptoms Associated with Influenza-Like-Illness

Students with confirmed or suspected acute respiratory infections and/or symptoms must contact their faculty and/or Dean and refrain from attending on-campus or off-campus program activities such as clinical rotations.

- Symptoms including: fever of 100.4° F or greater OR any one of the following: cough, sore throat, headache, body aches, runny nose, nausea, vomiting, and/or diarrhea. Excessive nasal or throat secretions (coughs) that cannot be adequately covered.
- If symptoms are identified upon arrival to campus or clinical site the student will be sent home and should contact their healthcare provider.
- If symptoms develop while on campus or at a clinical site, the student must notify their faculty and immediately leave the facility. Faculty will notify the appropriate staff on-campus or at the clinical site. The student should contact their healthcare provider.
- Students diagnosed with Pertussis must stay home for twenty-one days from the onset of rhinitis or acute cough or until 5 days after the start of effective antimicrobial therapy.

Students are encouraged to be evaluated by their healthcare provider prior to returning to on-campus activities or clinical rotations. Students with influenza-like symptoms may return to on-campus activities and/or clinical rotations when afebrile for 24 hours without the use of fever reducing medications and cough can be adequately controlled and covered, unless COVID or COVID-like illness is suspected. If COVID-19 or COVID-19-like illness is suspected then the COVID-19 (SARS-Cov-2) and COVID-19

Like-Illness policy will be followed. Program faculty and Dean may choose to follow this policy out of an abundance of caution during the COVID-19 pandemic.

Students with sick family or household members may attend on-campus activities and/or clinical rotations if they are asymptomatic and follow standard precautions and COVID and COVID-like illness is not suspected.

Sore Throats

Students with diagnosed Group A Strep Throat or sore throat symptoms must contact their faculty and/or Dean and refrain from attending on-campus or off-campus program activities such as clinical rotations.

Students with a diagnosed or suspected streptococcal infection must refrain from attending on-campus activities or clinical rotations until they have taken at least 24 hours of appropriate proscribed antibiotics and must be afebrile for 24 hours without the use of fever reducing medication. Students with sore throats associated with household contacts with diagnosed Group A Strep Throat must be evaluated by their healthcare provider for culture and treatment prior to attending on-campus activities or clinical rotations. If COVID-19 or COVID-19-like illness is suspected then the COVID-19 (SARS-Cov-2) and COVID-19 Like-Illness Policy will be followed. Program faculty and Dean may choose to follow this policy out of an abundance of caution during the COVID-19 pandemic.

Gastrointestinal Illness with Acute Diarrhea and/or Vomiting

Students with diagnosed gastrointestinal illness and/or the following symptoms must contact their faculty and/or Dean and refrain from attending on-campus or off-campus program activities such as clinical rotations.

- Students with an acute diarrhea illness that is severe, accompanied by fever of 100.0° F or greater, abdominal cramps, bloody stools, or diarrhea that lasts longer than 24 hours pending medical evaluation for causative factors.
- Students with Norovirus while symptomatic and for 48 hours after last symptoms.
- Students diagnosed with *C. difficile* until they have completed half of the recommended treatment and they have had resolution of diarrhea for at least 24 hours and a healthcare provider full release to return. If the student has a recurrence of *C. difficile* disease, documentation of complete resolution of symptoms and full course of treatment is needed from the healthcare provider.
- Students diagnosed with non-typhoidal Salmonella or Shigatoxin E-Coli after two (2) negative stool cultures collected 24 hours apart and healthcare provider full release to return.

Students infected with other enteric pathogens can return to on-campus activities or clinical rotations 24 hours after symptoms resolve; a healthcare provider release to return note may be required.

Rashes and contagious skin conditions: Hand Foot Mouth Disease, Herpetic Whitlow (herpes infection of the fingers and hands) and Herpes Zoster (Shingles)

Students with rashes and contagious skin conditions must contact their faculty and/or Dean and refrain from attending on-campus or off-campus program activities such as clinical rotations.

- Students diagnosed with Hand Foot Mouth Disease must be symptom free including rash and mouth sores (usually 7-10 days) and no new lesions for 24 hours.

- Students diagnosed with Herpes Simplex (Oral Herpes) with primary or recurrent orofacial herpes simplex infections may be restricted from working in certain clinical agency units and/or from caring for immunocompromised patients until the lesion is dry and crusted.
- Students diagnosed with Herpetic Whitlow (herpes infection of the fingers and hands) and Herpes Zoster (Shingles) with herpes lesions on the fingers and/or hands or Zoster lesions that cannot be adequately covered are restricted until the lesions are healed, dry and crusted.
- Students with rashes of unknown origin should see their healthcare provider for evaluation. If communicable disease is suspected the student will need a healthcare provider release. If rash does not appear to be disease oriented (poison oak, insect bites, allergic dermatitis, etc.) the student will be allowed to attend on-campus activities and clinical rotations as long as the rash can be covered and is not draining.

Infectious Conjunctivitis (Pink Eye)

Students with Infectious Conjunctivitis (Pink Eye) must contact their faculty and/or Dean and refrain from attending on-campus or off-campus program activities such as clinical rotations.

- Students with suspect bacterial conjunctivitis (e.g., H. influenzae or S. pneumoniae) should see their healthcare provider for evaluation and should not return to on-campus activities or clinical rotations until they have had treatment with an antibiotic for a period of at least 24 hours.

Other Illness (not listed above)

Students should contact their faculty and/or Dean in the event of suspected or diagnosis illness and refrain from attending on-campus or off-campus program activities such as clinical rotations until the student has been evaluated by a healthcare provider. Students must have a full release to return from their healthcare provider in the event of suspected or confirmed infectious/communicable disease or condition that could put the health of fellow students, BTC staff and faculty, and clinical partner agency patients and staff at risk.

SHARPS SAFE HANDLING

No needles, syringes, or IV catheters may be removed from the BTC Nursing Skills and Simulation Labs. Students will practice parenteral skills in the lab only. The nursing program will provide students with needles and syringes for practice, evaluation, and simulation. Fourth quarter (NURS 215) students will turn in the IV catheters from their Nurse Kits to be safely stored and made available for practice and evaluation in the skills lab.

STUDENT UNIFORM

The clinical uniform policy is strictly enforced. Students will wear the uniform selected by the school and a picture ID name badge which identifies them as members of the Nursing Program and Bellingham Technical College. Students are also required to wear the student badge hanger identifying their level of practice. Name badge hangers will be checked out to students by their primary faculty prior to clinical and must be returned at the end of the quarter or program. Students are encouraged to refrain from wearing their uniform outside of the clinical area.

All nursing students will present a clean, neat, professional image. The faculty maintains the right to prescribe certain reasonable standards of dress and appearance of our students. These standards have been established to assure the safety of students and patients, infection control, and to maintain a professional

appearance consistent with the expectations of employers. Dress code guidelines are established to define appropriate dress and appearance standards in respects to the community we serve.

STUDENT UNIFORM REQUIREMENTS:

- Caribbean blue uniform “scrub” top and pant (no jeans or leggings) with the BTC nursing logo patch on the right chest. Scrubs must not have non-Caribbean blue colored piping or detailing. Scrub tops should be modest. If the top is low cut or loose around the neck, an undershirt should be worn.
- Pants must not touch the floor and skirts should be at knee length with neutral-colored or white tights or white socks. A plain white, black, or Caribbean blue long or short sleeve shirt may be worn under the uniform top. Only a clean, plain white, black, or Caribbean blue sweater (without zippers or hoods) may be worn over the uniform; no lab coats or “hoodies”.
- Shoes must be clean, in good repair, and consistent with safety requirements and appropriate for the work setting and caregiver responsibilities. Shoes should be impermeable/water resistant, closed heel and toe, and non-skid. Open-heeled, open-toed clogs or sandals are not permitted. Choose shoes that are comfortable, easily maintained and cleaned. Solid black shoes are preferred.
- For clinical experiences that do not require a student uniform, the student will follow the dress code guidelines of the clinical agency. Professional street clothing may include dresses, skirts or pants, provided these are in good repair, pressed, and represent conservative attire. Jeans, denim, leggings/jeggings worn as pants, sweatshirts, sweatpants, tank-tops, low-cut tops or dresses, halter tops, short skirts, visible undergarments, sheer “see-through” or other revealing attire, and flip-flops are not considered professional attire.
- **NAME IDENTIFICATION:** A BTC name badge is available to all students free of cost through the ASBTC. Students are expected to wear their name badge at all times when in uniform, on field trips, or community assignments. The BTC name badge must be for the current academic year. Certain clinical affiliates may require students to purchase and wear a site-specific name badge when attending clinical at their facility. If a student is attending clinical at one of these facilities, this name badge will be considered part of their clinical uniform.
- **WATCH:** Students will be required to have a watch with a second-hand or a constant digital readout.
- **MAKEUP:** Students should be conservative in their use of makeup while in the clinical areas or while in uniform.
- **HAIR:** Hairstyle and facial hair length and color must not interfere with work being performed and is within reasonable and professional standards. Hair should be worn as not to interfere with patient care or safety or present the possibility of food contamination or infection transmission. Specifically, hair, beards, mustaches and/or other facial hair is to be clean and neatly groomed and off the collar. Hair must be confined at the back of the neck with a non-decorative clasp, or confined to the back of the head, so that it does not fall forward while working with clients. Hair should be contained off the face and the eyes. Beards and mustaches are permitted if they are short, neatly trimmed, and will not interfere with a facemask or respirator. Clean-shaven men are expected to shave daily. Hats should not be worn.
- **FINGERNAILS:** Fingernails must be clean and neatly trimmed as they can be a reservoir for microbial growth, with attention given to cleaning around the base of the nails, cuticles, as well as the underside of tips. Fingernails must be kept trimmed so they are no longer than 1/8 inch past the tip of the finger. Artificial nails, bonding, tips, wrapping, tapes, overlays, nail piercing jewelry, or appliques are not permitted. Nail polish, clear or colored is also not permitted.
- **JEWELRY:** No jewelry except watch, wedding ring, and plain gold or silver post earrings (less than 1/2 cm) shall be worn during clinical practicum experiences. No ornamentation beyond what is stated above is allowed.
- Visible body adornments including, but not limited to, body piercings, tattoos and excessive jewelry

are not acceptable if the adornment(s) detract(s) from the comfort level and safety of patients, staff, and other caregivers at a clinical affiliate site.

- **BODY ART (TATTOOS):** Visible tattoos must be appropriate in content and quantity and in keeping with a professional image. Tattoos that may be considered, or have been identified as, offensive or excessive must be covered. The clinical facility to which the student is assigned reserves the right to require that any visible tattoo be covered if considered offensive.
- **PIERCING:** Jewelry worn in visible body piercings are acceptable as long as they do not interfere with patient care and meet the clinical facility's safety and infection prevention requirements and guidelines. Small, tasteful nose stud piercings may be acceptable. Jewelry should be kept to a minimum to avoid unsafe work practices and should not interfere with infection control practices. Nose studs are allowed but must be single metal or clear studs (no jewels) and must be small and discreet. Gauges must be flesh color only.
- **PERSONAL HYGIENE:** Because students work closely with clients, it is important that students be mindful of the effect of certain odors on persons who are ill. The scent of smoke should not be detectable on the breath or clothing. Perfumes and strong scented soaps and/or lotions should be avoided. Certain clinical areas may be designated as "fragrance free". Special attention should be paid to maintaining clean, odor-free clothing at all times. As the clinical practicum may be strenuous or stressful, students should pay extra attention to their personal hygiene on a daily basis. The use of deodorants is expected. Chewing gum is considered inappropriate in the clinical setting.

Any student who is dressed inappropriately, or whose appearance is not in keeping with this policy may be sent home by the clinical faculty and will receive no credit for that day.

*Clinical dress code policy is in accordance with clinical facilities dress code and appearance policies.

TUBERCULOSIS SCREENING

All students must submit proof of negative TB status per the clinical site requirements. Students must upload current proof of negative TB status to and have it accepted by Complio. The BTC nursing program accepts the two-step TB skin test, the Quantiferon or TSpot TB screening, or if a history of positive TB testing, the results of a clear chest x-ray and an annual symptom review conducted by a healthcare professional.

- Two-step skin TB test is an initial injection that is read within 48-72 hours. The test must be repeated (second step) one to three weeks from the 1st reading (two weeks is recommended. A TB skin test is valid for one year. After the initial two-step is complete, a 1-step TB skin test completed annually is required to remain current.
- IGRA Quantiferon or TSpot TB screening is a blood test ordered by a healthcare provider. The blood test results are valid for one year.
- The chest x-ray is usually only done for people who have tested positive for TB from either the TB skin test or blood test. Students who were born outside the United States may have received a vaccination that now shows up as a positive result on the skin test. Proof of a negative chest x-ray is required, but students do not need to get an x-ray every year. To maintain current with this type of screening students need to have their healthcare provider complete a symptom review yearly and submit the negative symptom review to the nursing program.

Students are required to maintain current TB screening while in the program. TB tests expire yearly. Students are required to submit proof to the Nursing Program. Failure to maintain a current TB screening on file with the nursing program will prevent a student from attending clinical per clinical affiliate agreements and therefore from progressing in the program.



Nursing Program

CONTRACTS, AGREEMENTS & FORMS



**NURSING PROGRAM
CONTACT INFORMATION**

NAME: _____

**MAILING
ADDRESS:** _____

Street Number

City State Zip Code

PHONE: _____

Text okay? Yes No

EMAIL: _____

The College may use this information to publish a class contact list for use by other nursing students and nursing faculty/staff only.

YES NO

EMERGENCY CONTACT INFORMATION:

Name of emergency contact: _____

Relationship: _____

Phone: _____

Text okay? Yes No

Email: _____



NURSING PROGRAM CLASSROOM RECORDING AGREEMENT

Student Name (print): _____

The creation of a safe learning environment is important to us at Bellingham Technical College. To help students feel secure in the midst of emerging technology, a policy for electronic recordings is necessary. During your time studying at Bellingham Technical College's Nursing Program, you will have access to various learning and teaching events and materials which may, in some way, be protected by privacy, copyright and data protection laws. It is essential that you understand that you will need to observe the law when using these resources.

The student must sign the pledge before lectures can be recorded. It is the responsibility of the student to notify faculty that they may be recording the lectures.

SUMMARY OF KEY POINTS

- Student must ask permission of faculty before each occurrence of recording in classroom or lab occurs.
- All students in the class as well as guest speakers will be informed by the faculty that permission was granted for recording to occur.
- Recordings are to be used solely to facilitate student learning.
- No recording may be shared or posted on publicly accessible web environments (Facebook/YouTube/other online groups, etc.), published, sold or used in any way other than for private study purposes.
- Students must destroy recordings at the end of each course.
- Public distribution of such materials may constitute copyright infringement in violation of federal or state law, or College policy.
- Violation of this agreement may subject a student to disciplinary action.
- Students are encouraged to ask faculty or dean for clarification of this policy.

Student Signature: _____

Date: _____



**NURSING PROGRAM
PHOTO RELEASE FORM**

I, _____, hereby give my permission in
(print name clearly)

perpetuity to Bellingham Technical College to use my photo, image, video and/or commentary for instructional purposes or to promote the college.

I do this willingly, expecting no compensation or gratuity of any kind from Bellingham Technical College. I will make no monetary or other claim against Bellingham Technical College for the use of my photo, image, video and/or commentary.

I understand that the college will not sell or transfer my photo, video, image and/or commentary to other agencies or commercial entities for profit.

NAME _____
(signature of student)/or I certify I am the legal parent/guardian of the child being photographed and give permission to BTC to photograph my child.

DATE _____

PROGRAM _____

Photo /Video Description: Pinning class picture and all program group photos.

Others in Photo/Video: _____

I certify that I am the legal parent/guardian of the child being photographed and give permission to BTC.

Mission: Bellingham Technical College will deliver superior professional technical education for today's needs and tomorrow's opportunities.

Bellingham Technical College provides equal opportunity in education, employment, and access to all persons. Inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to Human Resources, ADA, Affirmative Action, and EEO Officer, in Rm.101B, College Services Building, 360.752.8354.

Original: Student File

Copy: Student



**NURSING PROGRAM
STATEMENT OF UNDERSTANDING**

Student Name (print): _____

I certify that I have read and understand the Bellingham Technical College (BTC) Nursing Program Student Handbook. I also understand that Bellingham Technical College Nursing Program reserves the right to change the Nursing Program Student Handbook at any time and that the current copy of the Nursing Program Student Handbook supersedes any and all prior handbooks issued by the BTC Nursing Program.

I understand that it is my responsibility to comply with the policies contained within the Bellingham Technical College Nursing Program Student Handbook and any revisions made to it. I understand that my failure to comply with the policies contained within this handbook may result in my dismissal from the BTC Nursing Program.

I understand that my faculty will provide a detailed syllabus at the beginning of every quarter and that this may include minor updates and/or more detailed information than is provided in the program handbook.

Students accepted to the BTC Nursing Program are required to sign this statement and all other required forms; any questions should be directed to the Nursing Director. The current copy of the Nursing Program Student Handbook will be posted on the Nursing Program Canvas Homepage.

Signature _____

Date _____

Original: Student File

Copy: Student

COVID-19 FACT SHEET & ASSUMPTION OF RISK FORM

Novel Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new (novel) coronavirus that has spread throughout the world. COVID-19 symptoms can range from mild (or no symptoms) to severe illness. You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person. You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks. You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes. A person infected with the coronavirus may be asymptomatic, suffer mild discomfort, or experience severe illness, including death. Persons in the following categories are at high risk of suffering severe illness from COVID-19:

- 65 years or older;
- Living in a nursing home or long-term care facility;
- People of all ages with underlying medical conditions, particularly if not well-controlled, including persons with:
 - Chronic lung disease or moderate to severe asthmas;
 - Serious heart conditions;
 - Immunocompromised;
 - People with severe obesity (body mass index [BMI] of 40 or higher);
 - People with diabetes;
 - People with chronic kidney disease undergoing dialysis;
 - People with liver disease.

Students who are at high risk should contact their lead faculty and/or Dean as soon as possible to discuss their options for continuing in program clinical lab courses.

All health programs that provide direct hands-on care both in on-campus labs and at clinical practice sites in the community will be required to be fully vaccinated against COVID-19. Student noncompliance with this vaccination requirement may prevent the student from being admitted at the clinical facility. Students unable to complete clinical hours at a training site will be unable to continue in the program. This requirement applies equally to all students, faculty, and staff who work with students. To be considered fully vaccinated for COVID-19, two weeks must have passed since the date of the second dose or first dose for the one-dose vaccine. In the event a COVID-19 booster dose is required by clinical partner agencies, students will be required to provide proof of this vaccination.

To participate in the clinical rotations, students must adhere to 1) COVID-19 vaccine requirement, 2) standard precautions, 3) transmission-based precautions by wearing Personal Protective Equipment (PPE) and 4) hand hygiene practices to minimize infection spread when caring for patients during clinical. Students should not come to clinical ill and may be required to participate in COVID-19 screenings.

While participating in the clinical program, I agree to adhere to the following requirements:

- If I am sick and/or exhibiting any potential signs of COVID-19, e.g., fever (100.4F), cough, shortness of breath or difficulty breathing, sore throat, runny nose, body aches, new loss of taste or smell, chills, diarrhea or vomiting, I will notify my clinical faculty immediately, and not attend clinical or on-campus activities.

- During clinical rotations, I will adhere to the CDC infection control guidance for healthcare professionals and implement standard and transmission-based precautions when caring for patients.
- I will follow clinical partner agency policies and procedures, including but not limited to COVID-19 screenings, COVID-19 vaccination requirements, and ask my clinical faculty to clarify any questions I may have prior to caring for patients.

Assumption of the Risk

I understand and acknowledge that I am currently enrolled in a Bellingham Technical College Nursing or Allied Health program. In order to complete my studies in Nursing or Allied Health, I have chosen to participate in the assigned clinical rotations. I have been instructed regarding COVID-19 vaccination, universal safety precautions and transmission-based precautions to adhere to while completing my clinical experience. I understand, however, that in completing my clinical rotation at healthcare agency during the COVID-19 outbreak, there may be some inherent risks that cannot be eliminated regardless of the care taken to avoid injury/infection. Such risks include, but are not limited to, respiratory failure, organ failure, death, exasperation of existing health conditions, stress, social-stigmatization, and/or spreading the infection to others. I voluntarily choose to participate in-person at my clinical program with full knowledge that the activities may be hazardous. I voluntarily assume full responsibility for any risks of injury, illnesses, loss, or death. I further voluntarily assume full responsibility for all such damages caused to others by my conduct. I understand that if I am a person in a high-risk category, I may withdraw from the program without penalty and return when it is safe to attend clinical in-person. I have and do hereby assume all the risks involved and will hold the Bellingham Technical College, its employees, agents, and assigns harmless from any and all liability actions, causes of action, debts, claims, and demands of every kind and nature whatsoever that may arise from or in connection with participation in any activities arranged for me by Bellingham Technical College.

I certify I have read and understand, and am competent to sign this document. I hereby voluntarily sign this document and knowingly assume the above described risks and responsibilities associated with completing my clinical program at the assigned clinical partner agencies.

Student Name (print): _____

Student Signature: _____

Date: _____

Original: Student File

Copy: Student

**NURSING PROGRAM
FERPA RELEASE FOR RECOMMENDATION**



**STUDENT RELEASE OF RECORDS
FOR REFERENCE OR RECOMMENDATION**
(Family Educational Rights and Privacy Act of 1974)

TO BE FILLED OUT BY THE STUDENT ONLY

I, _____ hereby authorize Bellingham Technical College
(PLEASE PRINT FULL NAME)
to release my educational record to prospective employers.

This release allows the following individual(s) to provide any and all information which pertains to my performance at Bellingham Technical College unless otherwise stated below.

PLEASE PRINT FULL NAME

BTC Instructor/Staff _____

I understand that this release of information remains in effect until I revoke my consent in writing.

Signature of Student _____
Date

SID # _____

Copy: Instructor (keep on file)

Copy: Student (optional)

h:\ferpa 2 intranet release 4/17/12



NURSING PROGRAM HEALTH STATUS REPORT

Students download this form from Complio, have it completed by their healthcare provider, and upload it to Bellinghamtechcompliance.com. Form is included in Handbook for informational purposes only.

Student name (print): _____

Date: _____

PHYSICAL EXAMINATION

The nursing curriculum requires students to engage in a variety of specific experiences fundamental to the acquisition and practice of essential nursing skills and functions. Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to perform the functions of a student nurse. These essential qualifications ensure safety for patients and are required for student participation in the nursing program at Bellingham Technical College.

To demonstrate that a student has met the essential qualifications students are required to complete a physical exam within 6 months of beginning nursing clinical rotations or any time after a major change in health status, such as surgery or childbirth. Essential qualifications include (but are not be limited to) the following:

MOTOR SKILLS

- Demonstrate sufficient motor function to be able to execute movements required to provide general care and treatment to clients in all healthcare settings. Such as crouching, grasping, pulling and pushing with 25lbs of force, lifting up to 50lbs, stooping, reaching, standing for long periods, and walking several miles in an 8-hour shift.
- Perform basic life support, including CPR, and function in an emergency.

SENSORY/OBSERVATION

- Observe a client accurately, at a distance and nearby, and observe and appreciate non-verbal communications when performing nursing assessment and interventions such as when administering medications.
- Perceive changes in condition through physical assessment where information is derived from observation of the body surfaces and auditory information (client voice, heart tones, bowel and lung sounds).

COMMUNICATION

- Communicate effectively in oral and written forms, in English with patients, faculty, and healthcare team members.
- Hear sounds at a normal range including the ability to receive dictated information.

BEHAVIORAL/EMOTIONAL HEALTH

- Emotional health required for the full utilization of intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibilities attendant to the nursing care of clients and families.
- Emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways.

Student has met the Essential Qualifications of nursing students. YES NO

If essential qualifications are **not** met, please explain: _____

Are there any health problems or limitations that may interfere with the student's ability to complete academic or clinical assignments? YES NO

If yes, please explain: _____

Print Name of MD, NP, DO or PA

Signature of MD, NP, DO or PA



NURSING PROGRAM DISCLOSURE AND AUTHORIZATION FORM

Students are required to electronically sign this form through Bellinghamtechcompliance.com. Form is included in Handbook for informational purposes only.

Disclosure and Authorization Form

PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION

As part of the application process for enrollment, acceptance and/or continuing participation in educational programs at _____ (“the School”), the School and/or its agents may obtain information about you from a consumer reporting agency. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include, but is not limited to information about your character, general reputation, personal characteristics and/or mode of living, employment history, work experience, work performance, criminal history records, sexual offender’s lists, motor vehicle records, military records, educational verification, license verification, credit history, government exclusion lists, OIG, GSA, FBI finger printing, and drug testing or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. You also may request a written summary of Your Rights Under the Fair Credit Reporting Act, a copy of which is attached to this form. The scope of this notice and authorization is all-encompassing, however, allowing the School to obtain from any individual or entity all manner of consumer reports and investigative consumer reports now and throughout the course of your enrollment to the extent permitted by law.

I hereby authorize and give my written instructions for the obtaining of “consumer reports” and/or “investigative consumer reports”, by the School and/or any health care facilities where I may be placed, at any time after receipt of this authorization and throughout my enrollment, if applicable. To this end, I hereby authorize, without reservation, any individual or entity to furnish any and all background information requested by *American DataBank, 110 Sixteenth St., 8th Fl., Denver, CO 80202, 1-800-200-0853*, or another outside organization acting on behalf of the School and/or a health care facility where I may be placed. I also certify that all information provided on my application, including this form, is correct to the best of my knowledge. Any false statements provided will be considered just cause for denial of participation and/or acceptance.

If I elect to use American DataBank’s Complio software platform to initiate a sharing of part or all of my consumer report information with a third party, I confirm and agree that such sharing will be deemed made by me, and not by American DataBank, the same as if I had emailed the information to the third party.

Upon request, American DataBank will supply a copy of my report and my rights under the Fair Credit Reporting Act. Requests may be directed to: American DataBank, 110 16th Street 8th Fl. Denver, CO 80202 or by contacting us at 1-800-200-0853.

I understand that if I am requesting a background report in connection with employment, promotion, reassignment or retention as an employee, then I should not complete this form and should instead contact American DataBank and follow a different procedure.

Print Last Name _____ **First Name** _____ **Middle** _____

Other Names/Alias _____

Social Security* # _____ **Date of Birth*** _____

Present Address _____

City/State/Zip _____

Phone Number: _____

Email Address: _____

Signature: _____ **Date:** _____

**This information will be used for background screening purposes only and will not be used as decision criteria.
American DataBank’s privacy policy can be found at www.americandatabank.com/privacypolicy.aspx*



NURSING PROGRAM

CONSENT REQUIRED FOR PARTICIPATION IN CLINICAL ROTATIONS

Students are required to electronically sign this form through Bellinghamtechcompliance.com. Form is included in Handbook for informational purposes only.

Consent Required for Participation in Clinical Rotations

As part of our curriculum, you will have an opportunity to gain practical, hands-on experience through a training/observation program with one of the clinics where we (i.e. your school) place our students. At times, these clinical sites request that we provide them with certain health and/or background information as a condition for your participation in the rotation.

Accordingly, by means of this Consent, we request your permission to disclose, directly or through our agents, any of your records maintained by us, including personally-identifiable health and medical information and any information received by us in connection with your background investigations, to the group of clinics, hospitals, health care organizations, audition agencies and other entities with whom we do business for the purpose of placing you in a clinical program.

Should any portion of your record be deemed by you to be incorrect, or if the disclosure of such would be considered a breach of personal privacy, you may request removal of such information by submitting a written notice describing the items you want removed from your records. Please note however that certain clinical programs require the disclosure of certain information and if you do not provide consent for the disclosure of such information the University will not be able to place you in such clinical sites.

I hereby consent to the disclosure of my information and records for the purposes stated above.

Applicant Signature

Date



NURSING PROGRAM INFORMED CONSENT FOR COURSEWORK REQUIRING HUMAN SUBJECTS

Students are required to electronically sign this form through Bellinghamtechcompliance.com. Form is included in Handbook for informational purposes only.

Student name (print): _____

The use of human subjects for educational purposes carries with it the responsibility to protect the rights, well-being, and personal privacy of individuals; to assure a favorable climate for the acquisition of skills and the conduct of academically oriented inquiry; and to protect the interests of Bellingham Technical College. This course involves classroom or laboratory activities where learning by students requires the use of fellow students as part of training procedures and/or demonstrations.

I am aware that in and during the classroom and lab experience, in which I am participating under the arrangement of Bellingham Technical College, certain risks may occur. These risks may include, **but are not limited to**, the following:

- Mild discomfort
- Allergic reactions
- Back strain
- Exposure to blood borne pathogens
- Needle punctures

Benefits Analysis:

I fully understand that in order to be successful in my field of study, I must practice the required procedures for that area. In doing so, I fully accept responsibility for my actions. I also understand that in using fellow students as “human subjects,” as well as allowing myself to be used in the same manner, I am participating in a learning experience that is an integral part of my course work, in order to show proficiency of necessary skills and to gain an understanding of empathy for future patients undergoing these procedures.

Important:

Proper infection control guidelines and safety measures will be observed during the practice and performance of all procedures. Any questions you may have concerning these procedures can be directed to the course instructor. You are free to withdraw from participation at any time. Students, who choose not to participate as a human subject, nor accept an alternative activity, will not be able to complete the coursework successfully.

As a participant in a Bellingham Technical College Health Occupations course or program, I am aware of the possible risks and discomforts, benefits, and appropriate alternative incident to my voluntary participation. I agree to abide by the policies and procedures of **Bellingham Technical College** and the instructor of the course as it relates to my participation in this course/program. I have made the instructor aware of any pre-existing condition (e.g., seizure disorder, diabetes, hemophilia, physical limitations, etc.) that may put myself or others at risk through my participation. I further agree that I have read and understood the terms of the agreement, and that I sign the agreement as of my own free act and will hold the Bellingham Technical College, its employees, agents, and assigns harmless from any and all liability actions, causes of action, debts, claims, and demands of every kind and nature whatsoever that may arise from or in connection with participation in any activities arranged for me by Bellingham Technical College.

Student Signature: _____

Date: _____



NURSING PROGRAM CONFIDENTIALITY AGREEMENT

Students are required to electronically sign this form through Bellinghamtechcompliance.com. Form is included in Handbook for informational purposes only.

Student name (print): _____

The Nursing student has access to information regarding clients in a variety of healthcare facilities. The systems employed for confidential communication are verbal, paper, and computer. In order to maintain access to information, it is essential that students obey all rules regarding confidential information. Violations of this policy may include, but are not limited to:

- Accessing information that is not within your scope as a student;
- Misusing, disclosing without proper authorization, or altering patient information;
- Using another person's sign-on code and/or password for accessing electronic or computerized records;
- Leaving client data in an unsecured area;
- Removing copies of legal documents from the clinical facility.

My signature below acknowledges that I will maintain the client's right to privacy and that failure to comply could be grounds for dismissal from the program in accordance with Nursing Program Student Handbook and the Student Code of Conduct.

Student signature: _____

Date: _____



NURSING PROGRAM MEDICAL POLICY STATEMENT OF AGREEMENT

Students are required to electronically sign this form through Bellinghamtechcompliance.com. Form is included in Handbook for informational purposes only.

Student name (print): _____

I am aware that, during the clinical lab experience in which I am participating under the arrangements of Bellingham Technical College, certain dangers may occur, including, **but not limited to**, the following:

- Abrasions and cuts
- Back strain
- Infectious conditions (e.g. Hepatitis, H.I.V., and T.B.)
- Needle punctures
- Allergic reactions
- Complications of pregnancy
- Physical violence by clients

In consideration of and as part payment for the right to participate in this clinical laboratory experience and the other services of Bellingham Technical College, I have and do hereby assume all the risks involved and will hold the Bellingham Technical College, its employees, agents, and assigns harmless from any and all liability actions, causes of action, debts, claims, and demands of every kind and nature whatsoever that may arise from or in connection with participation in any activities arranged for me by Bellingham Technical College. The terms thereof shall serve as a release and assumption of risk for the heirs, executors, administrators, and members of my family, including minors.

By my signature on this document, I acknowledge that I have been informed and further that I understand that I am required to have either personal health insurance or student health insurance prior to enrolling in this program. I understand I do not qualify for Worker's Compensation if I am injured while at clinical. By signing below, I confirm that I will be in compliance and maintain one of the following while enrolled in nursing clinical courses.

Please check one of the boxes below indicating your current health insurance status.

- Personal Health Insurance

- Student Health Insurance*

*Student Health Insurance needs to be renewed each quarter before start of clinical rotations.

Signature: _____

Date: _____



NURSING PROGRAM SIMULATION LAB PARTICIPATION AGREEMENT

Students are required to electronically sign this form through Bellinghamtechcompliance.com. Form is included in Handbook for informational purposes only.

Student's Name (print): _____

Fiction Contract

The Bellingham Technical College Nursing Program faculty and staff make every attempt to create a realistic clinical-like setting in the Simulation Lab within the limitation of the current technology and available equipment and supplies. During your participation in the scenarios you will encounter high, medium and low fidelity patient simulator manikins. Given the limitations of these manikins and equipment, the faculty and staff will do their best to make the simulation seem as real as possible. For your part, you will enhance your learning during the simulation scenario if you *suspend your disbelief* and conduct yourself as you would in the clinical setting. To the extent that you are able, you should interact with and treat the patient simulator manikins and fellow students as if they are real patients/family members/members of the healthcare team. During the scenarios, the faculty and staff will take their roles very seriously and ask that you do the same. Time spent in the Sim Lab is clinical time and all participants should treat this time with all the seriousness that you would any clinical setting.

Confidentiality Agreement

During your participation in scenarios in the BTC Simulation Lab you will be an observer to the performance of other nursing students managing situations that are intended to be challenging. Due to the unique aspects of simulation education you are asked to maintain confidential all information regarding the performance of your fellow students and the details of the scenarios. As a nursing student you understand the significance of confidentiality of information regarding patients, real or simulated, and will uphold the requirements of HIPAA while in the Sim Lab. Breaching confidentiality not only shows your lack of HIPAA understanding but can also negatively affect your classmates' learning during simulation scenarios.

Audiovisual Recording Understanding

Recordings are made during simulation scenarios for the purpose of facilitating learning and the debriefing process. These recordings are stored in a secure manner and will not be made available to anyone outside Bellingham Technical College without additional written approval of the participants. Students should be mindful of each other's feelings when reviewing recorded simulation scenarios and act professionally.

I have read all of the above and agree to the terms outlined in the Confidentiality Agreement and I am hereby informed that there will be audiovisual recordings made of myself and my classmates participating in simulation scenarios and furthermore I agree to conduct myself in the manner outlined in the Fiction Contract for the duration of my time in the Bellingham Technical College Nursing Program.

Student signature: _____

Date: _____



HEALTHCARE EXPERIENCE VERIFICATION FORM

This form is required for admission to the Full-Time and PN Cert option of the Nursing Program and is included in Handbook for informational purposes only.

Bellingham Technical College requires applicants to the Registered & Practical Nursing Programs to have healthcare experience. Experience in healthcare may be demonstrated by certification or training in an Allied Healthcare Field* or other experience to be evaluated on a case by case basis. The Nursing Program will review and either approve or deny an applicant's healthcare experience.

This form must be approved prior to applying to the Nursing Program!

This form is required for all applicants, whether or not they completed Allied Health training at BTC.

Instructions for filling out this form and submitting it electronically are on the reverse.

Email completed form and required attachment to nursing@btc.edu (preferred) OR mail to BTC Nursing Program, 3028 Lindbergh Ave #HC 206, Bellingham, WA 98225.

Students will be notified by email when program evaluation is complete and should expect 10 days for processing.

Student Full Name (please print): _____

List any previous names: _____

SID: _____ **Date of Birth:** _____ **Phone Number:** _____

Email Address: _____

Type of Healthcare Experience (choose only **one** of the following):

Certification in Allied Healthcare Field: attach printout from the [Washington State Dept. of Health \(DOH\) website](#)
PDF scans or paper copies only. JPG files and photos will not be accepted.

Credential Type: _____

State/Jurisdiction: _____ Credential #: _____

Credential Status: _____ Expiration Date: _____

Training in an Allied Healthcare Field: attach unofficial transcripts as proof of successful completion of training
PDF scans or paper copies only. JPG files and photos will not be accepted.

Other: attach a written explanation of 500 words or less detailing how your experience meets the requirements

**Allied healthcare fields include but are not limited to: Nursing Assistant, Medical Assistant, Paramedic, Emergency Medical Technician, Radiologic Technologist, Surgical Technologist, Home Care Aid, Emergency Medical Responder, or Healthcare Specialist.*

Student Signature: _____ Date: _____

For Official Use Only

No Enforcement Action Taken Approved by Nursing Program Denied by Nursing Program

Nursing Program Representative

Signature

Date



NURSING PROGRAM VERIFICATION OF WORK EXPERIENCE AS LPN

This form is required for admission to the Nursing Program LPN-RN option and is included in Handbook for informational purposes only.

Bellingham Technical College requires applicants to the Associate Degree Nursing DTA/MRP Program to have healthcare experience. For students applying to the LPN-RN program option healthcare experience may *only* be demonstrated by proof of having worked as a Licensed Practical Nurse (LPN) for a minimum 1,000 hours in the last five years. Additionally, applicants must provide proof of active unencumbered WA State LPN license. The Nursing Program will review and either approve or deny an applicant's healthcare experience.

This form must be approved prior to applying to the Nursing Program!

Students will be notified by email when Nursing Program evaluation is complete and should expect 10 days for processing.

Instructions for filling out this form and submitting it electronically are on the reverse.

Email completed form and required attachment to nursing@btc.edu (preferred) OR mail to BTC Nursing Program, 3028 Lindbergh Ave #HC 206, Bellingham, WA 98225.

TO BE COMPLETED BY STUDENT:

Student Full Name (please print): _____

List any previous names: _____

SID: _____ Date of Birth: _____ Phone Number: _____

Email Address: _____

Active unencumbered WA State LPN license

Attach printout from the [Washington State Dept. of Health \(DOH\) website](http://www.wa.gov)

Student Signature: _____ Date: _____

TO BE COMPLETED BY THE EMPLOYER:

Company/Agency Name: _____

Company/Agency Phone: _____

Company/Agency Address: _____

Dates of Employment: _____ Number of Hours Worked: _____

Supervisor or Human Resources Representative:

Signature: _____ Date: _____

Print Name: _____

For Official Use Only

No Enforcement Action Taken

Approved by Nursing Program

Denied by Nursing Program

Nursing Program Representative

Signature

Date



Printed on Recycled Paper