



BSN Student Handbook



2022-23

TABLE OF CONTENTS

Information about the Hesston College B.S.N. Program

▪ Motto of the Hesston College B.S.N. Program.....	1
▪ Philosophy.....	2
▪ Hesston College BSN Curriculum Model	4
▪ Program Mission, Student Learning Outcomes, Program Outcomes and Goals	7
▪ Instructional Facilities	9
▪ Accreditation and Approval Information.....	10
▪ BSN Plan of Study	11
▪ Articulation Policy for Licensed Practical Nurses.....	12
▪ LPN-BSN Plan of Study.....	13
▪ Competency Testing for NURS 331 (Clinical Pharmacology I)	14
▪ English Language Proficiency.....	15
▪ Credit and Clock Hours Distribution.....	16

Academic Policies

▪ Academic Advising, Guidance and Counseling	18
▪ Academic Integrity & Honor Code Policy	19
▪ Chapel Attendance.....	21
▪ Class and Clinical Attendance (and Inclement Weather)	22
▪ Course Evaluation – Grading Standards.....	25
▪ Course Evaluation – Testing Policy	27
▪ ATI Proctored & Practice Assessment – Focused Review Remediation Policy.....	30
▪ Course Evaluation – Late Exams and Late Assignments	32
▪ Course Evaluation – Clinical Performance.....	33
▪ Course Progression and Graduation Criteria	34

Clinical Eligibility Policies

▪ BLS (CPR) Certification	35
▪ Criminal Background Check	36
▪ Drug and Alcohol Screening	37
▪ Employment, Extra-Curricular Activities, and Student vs. Employee Role.....	39
▪ Health Requirements	40
▪ Nursing Technical Standards.....	44
▪ Professional Expectations and HIPAA Regulations/Social Media Policy.....	47

Student Rights & Responsibilities

▪ Concerns, Policy Exceptions, Academic Due Process, and Formal Complaints.....	52
▪ Legal Qualifications for RN Licensure.....	54
▪ Readmission into the Nursing Program.....	56
▪ Student Representation.....	57

Other Information

▪ Special Nursing Fees	58
▪ Peer Mentoring Program	60
▪ Hesston College Nursing Club	61
▪ Student Handbook Agreement.....	62

**Published August 2022 by the Hesston College Nursing Program, Hesston, KS.
Students will be notified by appropriate methods of any changes to these handbook policies.**

**HESSTON COLLEGE
SCHOOL OF NURSING**



A Tradition of Service

A Commitment to Care

PHILOSOPHY

The School of Nursing is an integral part of Hesston College. The nursing faculty accepts and supports the Statement of Mission of the college and views **nursing** as a service profession which is based on the New Testament Commandment of Love. This principle directs individuals to care for others with respect to all dimensions of diversity. The program recognizes Mark 6:8 as a central Biblical verse to guide the nurse—“You don’t need a lot of extra equipment for this; *You* are the equipment” (Peterson, 2002). Facilitating within each graduate the passion to “be the equipment” and to model Christ-like values are integral to fulfilling the mission of Hesston College.

Peterson, E. H. (2002). *The message*. Colorado Springs, CO: NavPress.

The individual is viewed as a complex entity with unique physical, psychosocial, cultural, and spiritual components. A change in any component leads to alterations in others. Each individual has the potential for positive growth which is enhanced by a caring environment and interactions that respect individual differences.

Health is more than the absence of disease. It is a state of well-being, occurring at an optimal level when a satisfying relationship exists among the physical, psychosocial, cultural, and spiritual components of an individual. Health is individually defined, subject to change, and varies in its definition among cultures and across the lifespan.

The Environment of a client includes the healthcare facility, home, or community. The environment is not only physical space but also incorporates the sociocultural aspects of the client’s surroundings. The environment has the ability to affect the client’s health. The nurse must possess the skills to be a healthcare consumer advocate, promote safety in the client’s environment, and have an understanding of the healthcare system within which the client resides.

Nursing education is based on the application of the arts and sciences and encompasses a body of nursing knowledge. It must be designed to guide students in healthcare practice based on present as well as anticipated needs of society. This requires a foundation in the humanities and biological, social, and behavioral sciences. Implementation of the Quality and Safety Education for Nurses (QSEN) competencies is foundational for the education of future nurses. The process of integrating knowledge, skills and attitudes (KSAs) that are directed toward the promotion of health is a crucial component of nursing education. A primary role of the nurse educator is to assist the student in developing clinical judgment, communication and interpersonal skills, and delivering safe, holistic, client-centered care.

Nursing faculty recognize three levels of prelicensure nursing education: Practical, Associate Degree, and Baccalaureate Degree. Hesston College supports the concept of educational mobility through its curricular design, and facilitates career articulation by participation in the Council for Nursing Articulation in Kansas (C-NAK) and implementation of the Statewide Articulation Plan.

Learning is a life-long process influenced by development, motivation, and engagement. It occurs most effectively within a safe environment where trust, self-esteem, and feelings of success are nourished. Thus, Hesston College faculty believe in the importance of nurturing and supporting each student. Learning is evidenced by changes in knowledge, skills, and attitudes. Within an educational setting, the teacher facilitates learning; however, both teacher and learner are responsible for the learning outcomes. Students are encouraged to value continuous self-development and to formulate educational goals (continuing and/or formal education) prior to graduation from the Hesston College nursing program.

Nursing practice is evidence-based and guided by the ANA Standards of Nursing Practice. The Standards of Practice describe competent nursing practice within a nursing process context. Nursing practice requires accountability and occurs within an ethical and legal framework. It is goal-oriented and adaptable to the needs of the individual, family/support systems, and community during both health and

illness. The goal is to promote health, prevent disease, reduce risk, assist the individual to attain maximum health potential, and provide support and comfort in the transition from life to death. Utilizing the nursing process, prioritization of needs, teaching-learning strategies, and information/technology, the nurse exercises clinical judgment and interacts and collaborates with the client, family/support system, and healthcare team to achieve optimal client outcomes.

Bachelor of Science in Nursing (B.S.N.) practice is directed toward the following roles: provider of care (direct and indirect care), designer/manager/coordinator of care; and member of a profession. The Essentials of Baccalaureate Education for Professional Nursing Practice provide the framework for baccalaureate nursing education. The Essentials outline expected graduate competencies in the following areas: (I) Liberal Education for Baccalaureate Nursing Practice; (II) Basic Organizational and Systems Leadership for Quality Care and Patient Safety; (III) Scholarship for Evidence-Based Practice; (IV) Information Management and Application of Patient Care Technology; (V) Healthcare Policy, Finance, and Regulatory Environments; (VI) Inter-professional Communication and Collaboration for Improving Patient Health Outcomes; (VII) Clinical Prevention and Population Health; (VIII) Professionalism and Professional Values; and (IX) Baccalaureate Generalist Nursing Practice. Essential IX describes expected baccalaureate generalist nursing practice upon completion of the BSN curriculum.

American Association of Colleges of Nursing (2008). *The essentials of baccalaureate nursing education for professional nursing practice*. Washington, DC.

HESSTON COLLEGE B.S.N. CURRICULUM MODEL

INTRODUCTION:

The Hesston College nursing program is built upon a broad liberal education. The 60-plus hours of required liberal education and support courses provide a solid foundation for the education and professional practice of nurses.

The Essentials of Baccalaureate Education for Professional Nursing Practice provided a framework and the essential concepts that guided the development of the Hesston College nursing program. These *Baccalaureate Essentials* are integrated throughout the required nursing coursework and assist faculty to foster within graduates the development of outcomes expected of baccalaureate-prepared nurses.

UNIFYING THEME: Holistic Client-Centered Care

The Hesston College nursing faculty views the individual as a complex entity with unique physical, psychosocial, cultural, and spiritual components. Nursing practice is a professional service to others. It involves a holistic approach, recognizing that the individual is more than, and different from, the sum of each aspect of individuality. In the healing process, nursing care must include an approach designed to support each component as it contributes to wholeness. A caring and supportive environment can be facilitated by the nurse. This environment contributes toward maximization of wholeness within each individual.

FOUR INTEGRATED PROCESSES:

Quality and Safety Education for Nurses (QSEN)

In response to a 2003 Institute of Medicine call for redesign of healthcare education, nursing educators established the Quality and Safety Education for Nurses (QSEN) competencies identifying the knowledge, skills, and attitudes necessary to continuously improve the quality and safety of the healthcare systems in which future nurses will work.

QSEN addresses six core competencies: patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics. The Hesston College nursing program began incorporating the QSEN competencies into the curriculum in the fall of 2011. Since that time, QSEN competencies related to knowledge, skills, and attitudes have served as an integrative process for the nursing curriculum.

Sherwood, G., & Barnsteiner, J. (2012). *Quality and safety in nursing*. Ames, IA: Wiley-Blackwell.

Nursing Process

The six ANA Standards of Practice describe a competent level of nursing care as demonstrated by the critical thinking model known as the nursing process. The nursing process is a systematic, scientific method of providing nursing care. Six steps or phases comprise the nursing process. These steps may be defined as follows:

1. Assessment: Collecting comprehensive data pertinent to the client's health or the situation.
2. Diagnosis: Analyzing the assessment data to determine the diagnoses or issues.
3. Outcomes Identification: Identifying expected outcomes for a plan individualized to the client or situation.
4. Planning: Developing a plan that prescribes strategies and alternatives to obtain expected outcomes.
5. Implementation: Implementing the identified plan.
6. Evaluation: Evaluating progress toward attainment of outcomes.

Prioritization is a critical part of each phase of the nursing process. Prioritization includes (but is not limited to) the use of Maslow's Prioritization of Needs, the ABC's, and Stable vs. Unstable client situations. These concepts are introduced in the first semester of the nursing program and leveled throughout the remaining semesters.

The ANA Standards of Nursing Practice provide an overarching framework for clinical practice at Hesston College. Clinical competencies expected of each student have been organized within these standards and comprise the Hesston College nursing clinical evaluation tool. These clinical competencies have been leveled throughout the four semesters of the nursing program.

American Nurses Association (2010). *Nursing: Scope and standards of practice*. Silver Springs, MD.

Evidence-Based Practice (EBP)

Evidence-based practice may be defined as "the integration of best research evidence with clinical expertise and patient values." (Sackett et al., 2000) Evidence-based practice in nursing involves utilizing pertinent research data to solve a nursing problem or issue with consideration also being given to ethics, values, and expert consensus. The Hesston College nursing faculty emphasize and integrate evidence-based practice into the nursing curricula and also use evidence-based instructional strategies to support teaching and learning.

Continuous Self-Development

Continuous self-development occurs when individuals commit themselves to improving their knowledge and understanding throughout their careers. As continuous self-development is integral to effective nursing practice and holistic client-centered care, this process is integrated into the nursing curriculum at Hesston College. Nursing students are encouraged to proactively investigate new perspectives, attitudes, and behaviors, and take positive steps to evaluate and improve performance.

The following key behaviors are descriptive of continuous self-development and are encouraged within each nursing student:

- Displaying an open, curious, non-judgmental attitude regarding differences of opinion;
- Remaining respectful in communications and attitude where disagreement exists;
- Demonstrating self-reflection and soliciting feedback from others regarding performance;
- Identifying individual challenges and seeking opportunities to grow;
- Seeking feedback from others and using other sources of information (e.g., professional organizations, publications) to identify appropriate areas for learning;
- Showing interest and pursuing appropriate learning activities that fulfill self-development and learning needs;
- Maintaining a positive and realistic level of self-confidence given personal strengths and weaknesses; and
- Applying new technical and nursing information/knowledge to practical use on the job.

National Institutes of Health: Office of Human Resources

HESSTON COLLEGE B.S.N. CURRICULUM MODEL



The Essentials of Baccalaureate Education
for Professional Nursing Practice

Liberal Arts and Sciences

PROGRAM MISSION, STUDENT LEARNING OUTCOMES, PROGRAM OUTCOMES & GOALS

MISSION:

The mission of the Hesston College nursing program is to serve the current and future healthcare needs of clients, families, and communities by facilitating within students the development of clinical judgment and a passion to serve others through a holistic, comprehensive approach to client-centered care.

STUDENT LEARNING OUTCOMES:

Upon completion of the nursing program, graduates will:

1. Provide safe, holistic client-centered care, implementing evidence-based nursing interventions to meet diverse client, family, and community needs.
2. Demonstrate clinical judgment utilizing the six steps of the nursing process.
3. Communicate therapeutically with the client and family, demonstrating effective interpersonal skills and caring behaviors.
4. Communicate and collaborate effectively with the healthcare team to achieve optimal client outcomes.
5. Generate teaching and learning processes targeted toward individual and community health promotion, disease prevention, and risk reduction across the lifespan.
6. Prioritize, delegate, manage, and coordinate client care.
7. Use information and technology to manage knowledge, mitigate error, improve quality, and guide decision making.
8. Demonstrate accountability while practicing within legal requirements and an ethical framework in nursing.
9. Model professional behaviors, Christ-like values, a commitment to the nursing profession, and continuous self-development.
10. Demonstrate an understanding of organizational structure and the nurse's impact on healthcare policy, finance, and regulatory environments.
11. Provide leadership to improve health outcomes in a changing practice environment through application of the liberal arts and sciences and the essential competencies of baccalaureate nursing education.

PROGRAM OUTCOMES:

Program outcomes are performance indicators which reflect the extent to which the overall purpose of the Hesston College Nursing Program is being achieved, and by which program effectiveness is documented. These measureable, consumer-oriented indexes are collected, trended, and communicated annually.

1. Program Completion Rates: $\geq 70\%$ of the students entering a given graduating class (generic, LPN, and transfer) complete the program within 150% of the program length (adjusted to begin with the first required nursing course). This completion rate excludes students who withdrew for personal (non-academic) reasons.
2. Employment Rates: $\geq 70\%$ of graduates are employed in RN positions within one year of graduation.
3. RN Licensure Rates:
 - a. The NCLEX-RN pass rate is 80% or higher for first-time takers for the most recent calendar year.

- b. The overall NCLEX-RN pass rate for the program (first time and repeat testers) is 80% or higher.

4. Achievement of Student Learning Outcomes (SLOs)

- a. On Nursing Student End of Program Survey, ≥ 4.0 on a 5.0 scale is achieved in each of the 11 SLOs when graduates are asked, “How well did the HC nursing program prepare you to do the following as you enter nursing practice?”
- b. Ninety percent (90%) of the graduating class will receive a grade of 78% or higher on the final copy of the BSN Outcomes Reflection Paper.
- c. All group scores in major content areas/NCLEX-RN content areas are at 65% or higher on an ATI RN Comprehensive Predictor assessment.
- d. The adjusted group score on an ATI RN Comprehensive Predictor assessment is at or above the Individual Program Mean.

5. Program Satisfaction—Graduates:

- a. On the Final Evaluation of Nursing Program by Graduating Students Survey, a class mean score of 4.0 on a 5.0 scale has been achieved on the question related to overall satisfaction with the nursing program.
- b. Seventy-five (75%) or more would choose HC Nursing again and recommend the program to others.
- c. Twelve (12) months post-graduation: surveys indicate a group mean score of 3.0 on a 4.0 scale (3 = Satisfied) has been achieved on the question related to overall satisfaction with the nursing program.

PROGRAM GOALS:

BSN program goals were developed by faculty and are routinely reviewed. The primary reasons we exist as a nursing program on the Hesston College campus are to:

1. Offer a Bachelor of Science in Nursing (BSN) program for pre-licensure students seeking to become Registered Nurses.
2. Provide nursing education within a Christ-centered, supportive environment that facilitates the integration of thought, life, and faith, and prepares graduates to serve others through the nursing profession.
3. Prepare graduates with the essential nursing competencies and leadership skills that equip them to promote positive outcomes in healthcare and community settings and/or pursue post-baccalaureate education.
4. Benefit the healthcare community by developing nursing professionals who excel in the delivery of quality nursing care, leadership, and service.

INSTRUCTIONAL FACILITIES

The Hesston College nursing program moved into the newly-constructed Bonnie Sowers Nursing Center in October 2019. This building project (comprising 9,740 square feet) provides the nursing program with new fundamentals and simulation labs, simulation conference room, student practice room, student lounge and kitchen, restrooms, lactation room, conference room, faculty offices, and an administrative suite. The existing nursing classroom was renovated to provide flexible space for student learning activities and engagement. This new home for the nursing program is named in honor of Bonnie Sowers, MSN, RN, Hesston College Emeritus Faculty who provided outstanding leadership for 40-plus years as the Nursing Education Director.

The Mary Miller Library (located in Smith Center) houses a variety of text and non-text resources for nursing students. Other classrooms and spaces on campus are available as needed for student instruction and interaction.

In the fall of 2005, friends of the nursing program provided funding for the construction of a Hesston College nursing classroom within the NMC Health facility. This room is equipped with lockers for student use and instructional media designed to enhance student learning during clinical conferences and throughout the clinical day.

Currently, the program places prelicensure nursing students at the following facilities for clinical experience:

1. Ascension Via Christi – Wichita, Kansas
2. Bluestem Communities: PACE – McPherson, Kansas
3. Bluestem Communities: Schowalter Villa – Hesston, Kansas
4. EmberHope Youthville – Newton, Kansas
5. Harvey County Health Department – Newton, Kansas
6. Hesston College Campus – Hesston, Kansas
7. Hutchinson Clinic – Hutchinson, Kansas
8. Hutchinson Regional Medical Center – Hutchinson, Kansas
9. McPherson Hospital – McPherson, Kansas
10. NMC Health Medical Center – Newton, Kansas
11. Peace Connections/Circle of Hope – Newton, Kansas
12. ResCare – Newton, Kansas
13. USD #373 School District (Slate Creek Elementary School) – Newton, Kansas
14. Wesley Medical Center – Wichita, Kansas

ACCREDITATION AND APPROVAL INFORMATION

HIGHER LEARNING COMMISSION:

Hesston College is accredited by the Higher Learning Commission (230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1411; 800-621-7440; www.ncahlc.org). The Higher Learning Commission is an institutional accrediting agency recognized by the U.S. Department of Education and the Council for Higher Education Accreditation.

On January 27, 2015, the Institutional Actions Council of The Higher Learning Commission approved the Hesston College's request to offer the Bachelor of Science in Nursing.

KANSAS STATE BOARD OF NURSING:

The Hesston College B.S.N. program is approved by the Kansas State Board of Nursing. Initial approval was granted in March 2015 with continuing approval granted on a yearly basis.

Interested individuals may contact the Kansas State Board of Nursing in the following ways:

Kansas State Board of Nursing
900 SW Jackson, Suite 1051
Topeka, KS 66612-1230

Phone: 785-296-4929
Fax: 785-296-3929
Web: www.ksbn.kansas.org

COMMISSION ON COLLEGIATE NURSING EDUCATION (CCNE):

The baccalaureate degree program in nursing at Hesston College is accredited by the Commission on Collegiate Nursing Education (<https://ccneaccreditation.org>).

CCNE granted initial accreditation to the Hesston BSN program effective September 28, 2016 through June 30, 2022. In the fall of 2021, the program was again evaluated for continuing accreditation. In April 2022, CCNE granted accreditation to the BSN program for 10 years, extending to June 30, 2032 (effective as of October 6, 2021—the date of the program's recent evaluation).

HESSTON COLLEGE B.S.N. NURSING PROGRAM

Plan of Study

Freshman Year – Fall Semester		Hours	Freshman Year – Spring Semester		Hours
IDS 101	First Year Seminar	1	BISC 205	Anatomy & Physiology	5
ENGL 125	College Writing I	3	NUTR 210	Principles of Nutrition	3
PSY 200	General Psychology	3	PSY 206	Developmental Psychology	3
MASC 105	College Algebra	3	ENGL 135	College Writing II	3
CHEM 101	Introductory or General Chemistry I	4			
	TOTAL HOURS	14		TOTAL HOURS	14

Sophomore Year – Fall Semester		Hours	Sophomore Year – Spring Semester		Hours
MASC 210	Elementary Statistics	3	BISC 206	Microbiology	4
PHED 210	Lifetime Fitness (or elective)	1	RELG 100	Biblical Literature	3
BISC 215	Pathophysiology	3	SOC 203	Intro to Sociology (or Fall SOC 207)	3
COM 206	Speech Communication	3			
	Humanities	3		Humanities (2 nd discipline) or approved Social Science, Responsibility, or Integration Source Course	3
SOC 207	Sociology of Families (or Spring SOC 203)	(3)		General Elective	3
	General Elective	3			
	TOTAL HOURS	16		TOTAL HOURS	16

Junior Year – Fall Semester		Hours	Junior Year – Spring Semester		Hours
NURS 300	Nursing Foundations I (Fundamentals & Gerontology)	8	NURS 302	Foundations II & Maternal/Child Nursing	8
NURS 301	Holistic Assessment	3	NURS 312	Healthcare Systems, Policy and Finance*	2
NURS 306	Nursing Theories & Professional Practice*	2	NURS 316	Evidence-Based Practice*	2
NURS 308	Healthcare Ethics*	2	NURS 331	Clinical Pharmacology I**	2
			RELG 100	Biblical Literature (if still needed)	(3)
	TOTAL HOURS	15		TOTAL HOURS	14-17

Senior Year – Fall Semester		Hours	Senior Year – Spring Semester		Hours
NURS 400	Acute Care Nursing I (Medical/Surgical, Mental Health & Management)	9	NURS 402	Acute Care Nursing II (Medical/Surgical & Complex Care)	9
NURS 410	Population-Based Nursing	4	NURS 406	Healthcare Informatics, Quality & Safety+	2
NURS 431	Clinical Pharmacology II	2	NURS 408	Nursing Management and Leadership+	3
			NURS 490	Integration Seminar+	3
	TOTAL HOURS	15		TOTAL HOURS	17

+ Hybrid Course

* 8 Week Course

** Transfer credit for NURS 331 is awarded by competency testing (2 hours)

General Education & Support Course Hours = 60

Required Nursing Hours = 61

Total Required Hours = 121

Approved by Kansas State Board of Nursing

ARTICULATION POLICY FOR LICENSED PRACTICAL NURSES

Licensed Practical Nurses (LPNs) are eligible for advanced placement in the Hesston College nursing program. Advanced placement for Hesston College follows the Kansas Nursing Education Articulation Plan (2012). Eligibility for articulation is as follows:

1. Meets program admission requirements;
2. Graduate of a Kansas program; and
3. Evidence of a current LPN license allowing practice in Kansas.

LPN applicants will have an opportunity to meet with the nursing program director to determine placement on the articulation pathway and an individualized plan of study.

LPNs who have graduated from a program located outside of Kansas will have their nursing credits evaluated on an individual basis. Graduation date and recent work experience will be considered when determining advanced placement credit for NURS 300. Validation of previous nursing coursework may be required.

In the Hesston College nursing program, eligible LPN candidates receive full credit for Nursing Foundations I comprising 13.1% (8 of 61 hours) of the total nursing credit allocation.

HESSTON COLLEGE LPN – BSN NURSING PROGRAM

Plan of Study

Liberal Education and Support Course Requirements

First Year Seminar or equivalent (1 hour)	Lifetime Fitness or elective (1 hour)
College Writing I & II (6 hours)	Biblical Literature (3 hours)
Speech or Interpersonal Communication (3 hours)	Principles of Nutrition (3 hours)
General Psychology (3 hours)	College Algebra (3 hours)
Developmental Psychology (3 hours)	Elementary Statistics (3 hours)
Introduction to Sociology or Sociology of Families (3 hours)	Introductory Chemistry or General Chemistry I (4 hours)
Humanities (3 hours)	Anatomy & Physiology (5 hours)
Additional Course (3 hours): Humanities (2 nd discipline) or Approved Social Science, Responsibility, or Integration Source Course	Pathophysiology (3 hours)
	Microbiology (4 hours)

Plus General Electives (6 hours) – to bring total of above courses to 60 hours

Junior Year – Fall Semester		Hours	Junior Year – Spring Semester		Hours
NURS 301	Holistic Assessment	3	NURS 302	Foundations II & Maternal/Child Nursing	8
NURS 306	Nursing Theories & Professional Practice*	2	NURS 312	Healthcare Systems, Policy and Finance*	2
NURS 308	Healthcare Ethics*	2	NURS 316	Evidence-Based Practice*	2
	Liberal Ed/Support Course – if needed	(3)	NURS 331	Clinical Pharmacology I**	2
	Liberal Ed/Support Course – if needed	(3)	RELG 100	Biblical Literature (if still needed)	(3)
	TOTAL HOURS	7		TOTAL HOURS	12-17

Senior Year – Fall Semester		Hours	Senior Year – Spring Semester		Hours
NURS 400	Acute Care Nursing I (Medical/Surgical, Mental Health & Management)	9	NURS 402	Acute Care Nursing II (Medical/Surgical & Complex Care)	9
NURS 410	Population-Based Nursing	4	NURS 406	Healthcare Informatics, Quality & Safety+	2
NURS 431	Clinical Pharmacology II	2	NURS 408	Nursing Management and Leadership+	3
			NURS 490	Integration Seminar+	3
	TOTAL HOURS	15		TOTAL HOURS	17

+ Hybrid Course

* 8 Week Course

** Transfer credit for NURS 331 is awarded by competency testing (2 hours)

Liberal Education & Support Credits = 60 hours

Required HC Nursing Credits = 51-53 hours

Total Program Credits = 121 hours

Hesston College grants advanced placement credit to articulating LPNs for NURS 300 (8 hours)

Approved by Kansas State Board of Nursing

COMPETENCY TESTING FOR NURS 331 (Clinical Pharmacology I)

A student entering the Hesston College BSN program who has completed a college pharmacology course with a grade of “C” or above at another institution will need to validate pharmacology knowledge to receive transfer credit for NURS 331.

The student must take an ATI proctored pharmacology assessment and receive a Level 2 or higher to receive transfer credit for NURS 331.

This assessment must be completed by November 1.

All students will be required to take NURS 431 regardless of ATI Proctored assessment scores.

ENGLISH LANGUAGE PROFICIENCY

The nursing program has established an English Language Proficiency policy to ensure that the nursing applicant/student can benefit from instruction and communicate clearly (written and orally) in the clinical setting.

For international applicants, a minimum iBT score of 19 in reading, and 20 in each of the Listening, Speaking and Writing sections is required by March 1. International applicants whose native language is English, or who have earned a high school diploma or GED in the United States, do not need to present evidence of English language proficiency.

Admission into the nursing program will not be granted until this proficiency is met.

CREDIT AND CLOCK HOURS DISTRIBUTION

The following tables provide a summary of the credit hour distribution within the nursing program, as well as the credit-to-clock hour allocations.

LIBERAL EDUCATION / SUPPORT COURSES				
Course #	Course Title	Total Credit Hours	Allocation of Credit Hours	Allocation of Clock Hours
BISC 205	Anatomy & Physiology	5	Classroom = 4 Lab = 1	Classroom = 60 Lab* = 30
BISC 206	Microbiology	4	Classroom = 3 Lab = 1	Classroom = 45 Lab* = 30
BISC 215	Pathophysiology	3	Classroom = 3	Classroom = 45
CHEM 101	Introductory Chemistry	4	Classroom = 3 Lab = 1	Classroom = 45 Lab* = 30
COMM 206	Speech Communication	3	Classroom = 3	Classroom = 45
HUM ---	Humanities course	3	Classroom = 3	Classroom = 45
HUM ---	Humanities course (or another Hesston College approved course)	3	Classroom = 3	Classroom = 45
ENGL 125	College Writing I	3	Classroom = 3	Classroom = 45
ENGL 135	College Writing II	3	Classroom = 3	Classroom = 45
MASC 105	College Algebra	3	Classroom = 3	Classroom = 45
MASC 210	Elementary Statistics	3	Classroom = 3	Classroom = 45
NUTR 216	Principles of Nutrition	3	Classroom = 3	Classroom = 45
PHED 210	Lifetime Fitness	1	Classroom = 1	Classroom = 15
PSY 200	General Psychology	3	Classroom = 3	Classroom = 45
PSY 206	Developmental Psychology	3	Classroom = 3	Classroom = 45
RELG 100	Biblical Literature	3	Classroom = 3	Classroom = 45
IDS 101	First Year Seminar	1	Classroom = 1	Classroom = 15
SOC 203	Introduction to Sociology (or Sociology of Families)	3	Classroom = 3	Classroom = 45
	Elective Course	3	Classroom = 3	Classroom = 45
	Elective Course	3	Classroom = 3	Classroom = 45
TOTAL LIBERAL EDUCATION & SUPPORT COURSE HOURS		60	Classroom = 855 clock hours Lab = 90 clock hours	

* Laboratory = 2 clock hours per week per credit hour

REQUIRED NURSING COURSES				
Course #	Course Title	Total Credit Hours	Allocation of Credit Hours	Allocation of Clock Hours
NURS 300	Nursing Foundations I (Fundamentals & Gerontology)	8	Classroom = 5 Clinical = 3	Classroom = 75 Clinical = 135
NURS 301	Holistic Assessment	3	Classroom = 3	Classroom = 45 Clinical = 0
NURS 302	Foundations II & Maternal/Child Nursing	8	Classroom = 5 Clinical = 3	Classroom = 75 Clinical = 135
NURS 306	Nursing Theories & Professional Practice	2	Classroom = 2	Classroom = 30 Clinical = 0
NURS 308	Healthcare Ethics	2	Classroom = 2	Classroom = 30 Clinical = 0
NURS 312	Healthcare Systems, Policy & Finance	2	Classroom = 2	Classroom = 30 Clinical = 0

REQUIRED NURSING COURSES, Continued				
Course #	Course Title	Total Credit Hours	Allocation of Credit Hours	Allocation of Clock Hours
NURS 316	Evidence-Based Practice	2	Classroom = 2	Classroom = 30 Clinical = 0
NURS 331	Clinical Pharmacology I	2	Classroom = 2	Classroom = 30 Clinical = 0
NURS 400	Acute Care Nursing I (Medical Surgical, Mental Health & Management)	9	Classroom = 5.5 Clinical = 3.5	Classroom = 82 Clinical = 158
NURS 402	Acute Care Nursing II (Medical Surgical & Complex Care)	9	Classroom = 5.5 Clinical = 3.5	Classroom = 82 Clinical = 158
NURS 406	Healthcare Informatics, Quality & Safety	2	Classroom = 2 (Hybrid: 1 online; 1 classroom)	Classroom = 30 Clinical = 0
NURS 408	Nursing Management & Leadership	3	Classroom = 3 (Hybrid: 2 online; 1 classroom)	Classroom = 45 Clinical = 0
NURS 410	Population-Based Nursing	4	Classroom = 2 Clinical = 2	Classroom = 30 Clinical = 90
NURS 431	Clinical Pharmacology II	2	Classroom = 2	Classroom = 30 Clinical = 0
NURS 490	Integration Seminar	3	Classroom = 3 (Hybrid: 2 online; 1 classroom)	Classroom = 45 Clinical = 0
TOTAL NURSING COURSE HOURS		61	Classroom = 689 clock hours Clinical = 676 clock hours	

Classroom hours are calculated using the formula of 15 clock hours = 1 credit hour.

Campus skills laboratory, simulation laboratory, and clinical experiences are calculated using the formula of 45 clock hours = 1 credit hour.

ACADEMIC ADVISING, GUIDANCE, & COUNSELING

ACADEMIC ADVISING:

Each nursing student is assigned to an academic advisor. The advisor gives guidance regarding the selection of academic courses that will enable the student to meet educational goals. The advisor is also available to provide direction regarding study habits, available resources (such as securing a tutor), time management, and general information regarding college life. Referrals to other persons on campus may also be made.

In order to obtain the maximum benefit from an academic advisor, the student should make an appointment to see the advisor if the student:

- Would like to drop or add courses;
- Is experiencing difficulty in a class and needs a tutor or other forms of assistance;
- Is unclear about any of the nursing degree requirements; or
- Is unsure about nursing as a major and would like to seek additional career counseling.

Students have access to their ongoing degree audit, course history, and unofficial transcript when logged in to My Hesston at www.hesston.edu.

COLLEGE GUIDANCE, COUNSELING AND SUPPORT SERVICES:

- Personal counseling services are available to all students at no cost. The campus counselor is located inside the Student Life Office at Erb Hall (office 119). The counselor may be contacted at 620-327-8238 for information about this service and to arrange for an in-person appointment or telecounseling, or go to <https://sites.google.com/hesston.edu/wellness-resources/home>. The following hotlines may also be helpful to students:
 - Local Crisis Hotline: 800-362-0180
 - National Suicide Prevention: 800-273-TALK (800-273-8255)
 - Crisis Text Line: 741-741
 - Trevor Project Lifeline (LGBTQIA): 866-273-8255
 - Safehope (Domestic Violence and Sexual Assault): 316-283-0350
- The campus pastor is available to students for support in spiritual development. The pastor may be contacted at 620-327-8237 or in Student Life Office 116.
- The Access Lab is located on the main floor of Smith Center. For resources, services and scheduling of appointments, see <https://sites.google.com/hesston.edu/accesslab>. Services include no-cost tutoring and student writing assistants for help with written assignments and papers.
- IT support is available by emailing a request for help to helpdesk@hesston.edu, or see <https://sites.google.com/a/hesston.edu/hc-it?pli=1>.
- Mary Miller Library provides books and databases that house hundreds of academic journals that can be accessed on or off campus (see <https://www.hesston.edu/academics/library/>).
- Hesston College is committed to providing a learning, working and living environment that promotes personal integrity, civility and mutual respect in an environment free of discrimination on the basis of sex. We take sexual misconduct and assault very seriously. The college has policies in place that provide students options related to reporting, investigations, and support. This effort is led by Whitney Douglas, Disability Services and Title IX Coordinator. Please see *Hesston College Student Handbook* for full details of the [Title IX Policy](#).

ACADEMIC INTEGRITY & HONOR CODE

The School of Nursing upholds the Hesston College academic integrity policy, as excerpted from the *Hesston College Course Catalog* found on the Hesston College website.

“Hesston College students are expected to adhere to the ideal of academic integrity in all academic work. Academic honesty, respect for the work of others, and respect for the learning environment are considered unbreakable standards in this college setting.

Lack of academic integrity includes, but is not limited to, plagiarism, cheating, misuse of computers, misuse of library privileges and inappropriate conduct within the learning environment.

Plagiarism is giving the impression that another’s work is one’s own; this can be intentional or through poorly documented sources. These sources may include others’

- Words (through direct quotes)
- Paraphrased or summarized ideas and research (including statistics, opinions and theories)
- Pictures or graphs
- Music
- Electronic content (websites, graphics, designs, computer code).

To avoid plagiarism, students at Hesston College must document and/or acknowledge sources and others’ work completely and accurately in a way that complies with the expectations of the course and the field of study. The Hesston College faculty is required to reinforce these expectations by modeling appropriate use of resources in their own work and holding students accountable for any violations.

This requirement to document and/or acknowledge extends to student work that includes

- Papers and essay tests
- Speeches and other formal oral communications
- Presentations (including multimedia and visual presentations)
- Websites and online content.

Examples of common documentation errors, well-documented sources and widely used documentation formats may be found at the Mary Miller Library pages on the Hesston College website.

All incidents of academic dishonesty will be reported on the Lark by Lark alert system. Students who fail to maintain the standard of academic integrity are subject to disciplinary action that may include loss of credit in the course involved or dismissal from the college. This disciplinary action is determined by the professors involved and, when necessary, the associate academic dean.”

Personal integrity and truthfulness are essential in the classroom and clinical lab settings and in all communication.

See the next page for additional integrity expectations and the honor code statement.

Additional Notes and Expectations regarding Academic Integrity:

1. If uncertain, students are responsible to seek clarification from faculty, prior to beginning a paper or project, as to whether collaboration with another person on the assignment is authorized.
2. If students are authorized to work together on an assignment, students are also responsible to seek clarification from faculty as to whether or not students may work together or submit duplicate information on the final assignment/project that is to be turned in for a grade.
3. Seeking information from another student regarding questions that were asked on an exam or providing other students with information regarding an exam taken is considered a breach of integrity and the program’s honor code.
4. Students are not authorized to submit for credit assignments previously submitted to fulfill an academic requirement in another course, unless the faculty member has provided permission for the student to resubmit.
5. On examinations, the use of a “cheat sheet” or gaining access to resources through a cell phone, PDA, or some other electronic device without the permission of the faculty member is also a breach of the program’s honor code.
6. Submitting any paper or project as one’s own work that was not actually authored by the student (e.g., submitting another student’s paper or a purchased paper) is an honor code violation.
7. Submission of work completed by another student as your own work, and without the permission of both the faculty and the authoring student, is an honor code violation. Crediting the student who did the work is essential in this situation.
8. Providing information falsely credited as coming from a source (e.g., the client’s record) that is actually not from that source is an integrity violation.
9. Sharing information with others regarding classroom or simulation laboratory scenarios when specifically requested by the faculty not to do so violates the program’s honor code.

Students in the BSN program are asked to sign and abide by the following Honor Code:

As a member of the Hesston College BSN program, I pledge to hold myself and my peers to the highest standards of honesty and integrity by adhering to the academic integrity standards published in the *Hesston College Catalog* and the *BSN Student Handbook*.

On ALL exams and on ALL assignments submitted to the Hesston College nursing program, I understand that the following pledge is implied: “On my honor, I have neither given nor received unauthorized aid on any exam or in completion of any assignment.”

I understand that failure to comply with this policy may result in disciplinary action or dismissal from the nursing program with the option of no opportunity for readmission.

Signature of Student

Date

Name Printed

Completed by Student in Personal CastleBranch Account

The Student Honor Code at the University of Florida is credited with a number of the ideas contained within these academic integrity statements and the Honor Code. (www.dso.ufl.edu/sccr/process/student-conduct-honor-code/)

FORMATION ATTENDANCE

REQUIREMENT: (formerly known to students as “Chapel”)

Freshman and Sophomore Years (Prenursing)

Students enrolled full-time in the freshman and sophomore prenursing years of the BSN program are required to meet the formation attendance requirement of the college. These requirements are defined in the *Hesston College Student Life Handbook*.

Junior and Senior Years

Students enrolled in the junior and senior years of the BSN program do not have a Formation requirement regardless of full-time or part-time enrollment status.

Students are welcome to participate in formation experiences when these events do not conflict with scheduled nursing classes or laboratory experiences.

CLASS AND CLINICAL ATTENDANCE

CLASS ATTENDANCE:

The classroom experience represents a critical and important component of the course. Because of this:

- 100% class attendance is an expectation of each student.
- Attendance will be taken at the beginning of each class session.
- It is expected that class participants will contact the lead faculty prior to class time if an absence is unavoidable.
- If the student misses any part of a classroom hour, they are considered absent for that entire hour.
- When classroom absence reaches 14% of the scheduled theory classroom hours, the final course percentage will be reduced by 3%. Every 7% missed beyond the 14% results in an additional 1% reduction in the final course grade.
- Students missing 20% or more of the scheduled meetings of a course, regardless of the number of excused/unexcused absences, may be subject to administrative course withdrawal (per college policy). The grade assigned will be a W prior to the withdrawal deadline or an F after the withdrawal deadline. (Refer to the complete college policy in the *Hesston College Course Catalog*.)
- This policy affirms students with regular attendance and also acknowledges learning that is missed due to excessive absences.

In accordance with the Hesston College policy, students are excused for college-approved group activities, such as: scheduled games for athletic teams, scheduled music and drama programs and trips, Student Life RA retreats, and academic activities including professional conferences and field trips. Students are not excused for practice in any sport; for music or drama rehearsals; or for service activities not part of a class-organized experience for credit (i.e., they are not excused for participation in Mennonite Central Committee Sale or Mennonite Disaster Service projects). Students are responsible for class work regardless of the type of absence. Students also are responsible to initiate contact with each instructor whose class the students will miss by the last class prior to the absence in case of absences known ahead of time. For absences due to college-approved group activities, students must complete and submit all assignments on or before the due dates for all classes that will be missed.

LEARNING ENVIRONMENT:

To ensure a professional, effective, and healthy learning environment, the following guidelines must be followed:

- Cellular phones (including text messaging) and other electronic devices for personal use are prohibited during classroom and laboratory sessions. This is a matter of professionalism and is a courtesy to other students and to the faculty.
- In an emergency, the student should contact the instructor before class and an exception to this policy may be made at the instructor's discretion.
- Electronic devices (other than phones) may be used only for taking class notes; personal use is prohibited during classroom and laboratory sessions.
- Children are not allowed to accompany nursing students to classroom and laboratory sessions. Alternative child care arrangements should be made if children are ill or out of school.
- Newborn infants are not permitted in the classroom or laboratory during active sessions, but may be attended by a family member or friend in the nursing student lounge.

CLINICAL ATTENDANCE:

Attendance at each campus skills lab, clinical simulation session, and clinical experience is required. Any absences must be remediated at an alternate time specified by the nursing faculty.

Campus skills labs, clinical simulation sessions, and clinical experiences at healthcare agencies are designed to complement and reinforce classroom content of the nursing courses. Therefore, nursing faculty reserve the right to limit the number of make-up opportunities that can be provided for an individual student during a nursing course. If the nursing faculty determine that the number of absences exceeds the number that can be reasonably remediated by additional instructor time, the student may be administratively withdrawn from the course by decision of the nursing faculty.

Campus Skills Labs:

Students are expected to arrive on time for each campus skills lab. Each late arrival or no call/no show will result in a 10% reduction in participation points earned for that session. Content covered in skills labs will be tested in corresponding unit exams and the comprehensive course final.

If the student cannot participate in a scheduled skills lab, the student should contact the responsible faculty member and attempt to schedule attendance at a different lab covering that same content. In the event that this cannot be arranged, the student must:

- Obtain a written assignment from the responsible faculty member;
- View or work through any materials related to the lab content; and
- Arrange to practice the lab content/activity individually and/or with a nursing peer.

Clinical Simulation and Clinical Experiences at Healthcare Agencies:

The following attendance guidelines must be followed by students:

- Attendance is required at each scheduled experience.
- Any student absence must be reported directly to the instructor at least one-half hour prior to the beginning of the experience.
- Instructions for appropriate means and times of communication will be given by each instructor at the beginning of the experience.
- Since the photo identification badge is a required part of the clinical uniform, the student will be sent home to retrieve this badge if it is forgotten; this will result in a tardy if the student does not return prior to the clinical start time.

Per clinical course, the student is allowed the following without penalty:

- One tardy arrival to clinical or simulation with notification to faculty as soon as possible; and
- One clinical or simulation absence with notification to instructor prior to scheduled start time (absence must be made up).

A “U” rating will be assigned on Outcome 11-c of the clinical evaluation tool when the student:

- Fails to appropriately notify the instructor of an absence prior to a scheduled clinical experience or simulation; or
- Has a clinical or simulation absence after the one allowed absence; or
- Has a tardy after the one allowed tardy.

An Unsatisfactory (U) rating for the entire clinical experience will be assigned *at any point in the semester* when a “U” rating was assigned twice for Outcome 11-c. (See full policy noted in “Course Evaluation – Clinical Performance” later in this handbook.)

IN CASE OF INCLEMENT WEATHER:

Nursing faculty will notify students about weather-related decisions for nursing classes, labs or clinicals.

Classroom Sessions:

Since Hesston College is a residential campus, students should assume that classroom sessions will be taught as scheduled regardless of weather conditions. However, each student should decide for himself/herself whether to attend, as weather conditions vary from county to county. Any missed class hours will be counted as part of the 14% allowed absence before a penalty in the final grade is assessed. Faculty must be notified of absences.

When inclement weather occurs on a testing day, instructors have the prerogative to waive penalties for late/missed testing. Instructors must be notified of late arrival or absence prior to the testing session.

Campus Skills and Clinical Simulation Sessions:

For campus skills and simulation laboratory sessions, instructors must be notified of late arrival or absence prior to the lab session. Students are required to contact the instructional team to remediate an absence.

Clinical Sessions:

Clinical laboratory sessions may be cancelled or shortened by decision of the nursing office and/or clinical instructor. Each student should decide for himself/herself whether to attend, as weather conditions vary from county to county. Each missed clinical session must be made up at a later date. If a student decides not to attend a clinical lab that remains in session, the instructor must be notified of student absence prior to the scheduled beginning of the lab.

CAMPUS-WIDE WEATHER RELATED CANCELLATION:

When severe winter weather occurs, cancellation of college-wide classes and activities will be announced to students via the emergency alert text system and also posted on local news media.

COURSE EVALUATION—GRADING STANDARDS

DETERMINATION OF FINAL COURSE GRADE:

The final grade for each nursing course will be calculated according to the formula offered in the syllabus for that course. The grading scale for all nursing courses follows:

- A = 92.0 - 100%
- B = 84.0 - 91.9%
- C = 78.0 - 83.9%
- D = 68.0 - 77.9%
- F = 67.9% and below

A grade of “C” or above must be earned in all nursing courses.

For NURS 300, 302, 400, and 402:

For these courses, a grade of "D" or "F" will be assigned when the student fails to achieve any one or more of the following standards:

- An overall 78.0% average score (as weighted in the syllabus) for the combined unit exams, ATI proctored exams, and comprehensive final exam(s);
- A 78.0% average on clinical assignments;
- A 78% average or “Satisfactory” rating on campus lab skills;
- A “Satisfactory” rating on the clinical component of the course; and/or
- An overall course average of 78.0% (when all exams, assignments, and attendance have been factored into the total grade).

The grade of "D" may be assigned when the student has completed 12 or more weeks of the semester and the academic work (tests and assignments) averages 68.0% or above. Any student who is withdrawn from the course prior to completing 12 weeks of the semester will receive a grade of "W" or "F" according to Hesston College academic policies.

CLINICAL ASSIGNMENTS FOR NURS 300, 302, 400 AND 402:

The cumulative score earned on clinical assignments must average 78.0% in order to receive a passing grade for the course.

Clinical assignments turned in by the deadline receiving less than a 78% may be returned to the student for improvement. A maximum score of 78.0% can be earned on resubmitted clinical assignments.

Each clinical nursing faculty member will designate clinical assignment due dates for their specific laboratory groups.

Penalties are assessed for late clinical assignments; please refer to “Late Assignments” in this handbook for further information.

CLINICAL NURSING SKILLS:

Essential clinical nursing skills will be practiced and tested in the skills laboratory setting.

Clinical Nursing Skills Check-Offs or Return Demonstrations:

All nursing skills check-offs (or return demonstrations) require mastery (achievement of critical requirements and/or a score of 78.0%) prior to performance of the specific skill in the clinical setting and progression to subsequent nursing courses. If repeated testing attempts are needed to master the clinical skill, the maximum score that can be earned for that skill is 78.0%.

The nursing faculty reserve the right to withhold a student from the clinical laboratory experience if the student has not demonstrated an ability to competently perform expected clinical skills. In this event, the student is considered to be "absent;" refer to the policy on "Class and Clinical Attendance" in this handbook for guidelines and consequences.

Nursing skills may be evaluated as a single component (one skill at a time) or in conjunction with a set of skills in a simulated client setting.

DETERMINATION OF FINAL COURSE GRADE IN OTHER NURSING COURSES:

Guidelines for testing and determination of the final course grade for non-clinical nursing elective courses will be defined in each course syllabus. Please see these courses for individual specifications.

MIDTERM GRADE:

For NURS 300, 302, 400 and 402, the midterm grade that will be recorded in MyHesston is the exam average at the time that midterm grades are due.

All other midterm grades are recorded as the course total at the time that midterm grades are due.

COURSE EVALUATION—TESTING POLICY

TEST MAPS:

Test maps are prepared by faculty for each unit exam in NURS 300, 302, 400, and 402. These maps provide the student with information about the number of test items related to each area of content reflected in the course outline/unit objectives. These maps are posted on the Moodle course management system 48 hours prior to exam administration.

TESTING PROCEDURES FOR ALL CLINICAL COURSES:

- All students will test in the same room location (unless other arrangements have been made for a documented learning disability). To minimize distractions during exams, students may enter the testing room only at the scheduled exam time.
- Students arriving after the scheduled start time must schedule a late exam test session in the ACCESS Lab. Students may leave the testing room when dismissed by faculty. Students must remain quietly in their seats until these exit times.
- Students are not permitted to write on the provided white board until the exam password is made available by the faculty.
- If a student forgets their device or brings a non-functional device to the exam, this will be counted as a late exam with associated consequences.
- No belongings (backpack, purse, books, phone, Apple watches or other electronic devices that allow communication, etc.) may be brought into the testing room.
- If a student loses access to ExamSoft during an exam, faculty will provide a second download or a paper copy of the exam. Each case will be handled on an individual basis.

NULLIFICATION OF EXAM QUESTIONS:

Nursing faculty review tests and exam questions for validity and reliability. An item is nullified if 70% or more of the class missed the question and the point bi-serial is below 0.3. When a question is nullified, students who answered incorrectly with an acceptable choice (as determined by the faculty team) will also receive credit for that question.

CURVING OF EXAM GRADES:

Nursing faculty will curve an exam when necessary to achieve one “A” grade after nullification of exam items.

TESTING ACCOMMODATIONS:

In order to provide individualized testing accommodations, documentation of a disability is required. Any student in a nursing course who has a documented learning disability should contact the lead faculty immediately to discuss any accommodations necessary to ensure full participation and facilitate equal educational opportunity.

EXAM REVIEW:

- Test review is an integral part of the nursing classroom session.
- Only the student's incorrect answers will be available for viewing during exam review.
- Attendance is required at scheduled test reviews to facilitate student knowledge and success on future exams.
- No belongings (backpack, purse, books, phone, Apple watches or other electronic devices that allow communication, etc.) may be brought into the testing room.
- If a paper copy was used for testing, exam review will occur under direct faculty oversight.
- If a student disagrees with an answer to a test question, he/she should make an appointment with the lead faculty within seven calendar days of the review to appeal the question. At the appointment, faculty will give the student access to the question so he/she can provide rationale from a course-required textbook or posted faculty PowerPoint. The student must bring these resources to the appointment. Two faculty will then review this information before an appeal decision is made.
- If a student misses a scheduled in-class exam review, the student has seven calendar days to arrange for an individual exam review. After this window of time, there will be no further opportunity to review an exam.
- Unit exams will not be available for review at the end of the semester as preparation for the final course exam.
- Final course exams are not eligible for exam review.

TESTING GUIDELINES FOR ALL CLINICAL NURSING COURSES:

- Unit and final exams are typically multiple-choice in format. Alternate item formats are also introduced and used throughout the nursing curriculum. These alternate format questions provide the student with opportunities to communicate nursing knowledge in a variety of ways and assist with NCLEX-RN readiness.
- Unit or final exams cannot be retaken to achieve a passing standard.
- All classroom exams will be graded by instructors and scores distributed electronically on Moodle after the final nursing class session of the day has ended, unless otherwise notified.
- ATI assessments or teacher-made tests will be factored into the nursing course grade according to the formula provided in each course syllabus.
- Students are expected to remediate all assigned ATI assessments, as directed by the faculty.
- The average earned on unit exams, ATI proctored assessment if applicable, and the final comprehensive exam (all weighted according to the formula in the course syllabus) must be 78.0% or higher (no rounding up) in order to receive a grade of "C" for the course and progress to the next nursing course.
- In NURS 402 (Acute Nursing Care II), a student whose exam average falls between a 77.5% and 77.9% will be given the opportunity to earn a "C" grade for this course and pass NURS 490 (Integration Seminar) by achieving the green light in Virtual ATI. There will be a firm deadline of three months past the date of graduation to earn the green light. This opportunity will not be available for a student with an exam average of 77.49% or below.

TESTING GUIDELINES FOR NURS 490 – INTEGRATION SEMINAR:

- ATI products will be utilized intensively within this course.
- Refer to the course syllabus for further information on testing policies and implications for NCLEX-RN readiness/testing.

TESTING GUIDELINES FOR NURSING CLINICAL CALCULATIONS:

Client safety is the priority in clinical calculations for medication administration. Assessment of math proficiency related to clinical calculations is an integral part of the program's testing plan. ATI testing proficiency of 92% is required.

- An ATI Proctored Dosage Calculation exam is administered to students in NURS 300.
- The clinical calculations test will consist of 25 scored items and 10 pretest items.
- An online calculator is provided for testing.
- The student will need to achieve a 92% or higher for mastery.
- All students will be required to remediate per ATI focused review recommendation best practices.
- Below 92% achievement, the student will be required to remediate per ATI focused review recommendations and repeat a second proctored exam.
- A student scoring below 92% achievement on the second exam will be required to complete an individualized plan of study.
- Dosage calculation questions will be included on the unit and final exams in all clinical courses.
- Dosage calculation questions will also be given in a variety of lab, simulation and clinical sessions.

A.T.I. PRACTICE & PROCTORED ASSESSMENT – FOCUSED REVIEW REMEDIATION

FOR NURSING COURSES USING A.T.I ASSESSMENT:

- Both A & B practice assessments are required. There will be one attempt for each practice assessment.
- Practice assessments will be opened in ATI two weeks prior to the proctored assessment.
- Both practice assessments need to be remediated prior to the proctored assessment.
- First attempts on all proctored assessments need to be remediated in semesters 1-3.
- Fourth semester proctored exams do not require focused review remediation (though it is strongly encourage) due to concurrent enrollment in ATI capstone and virtual ATI preparation for NCLEX in Integration Seminar.
- ATI practice and proctored assessments are required components of the course and a student may not choose to take a zero on these course components.

FOCUSED REVIEW REMEDIATION:

- Practice Assessment Focused Review Remediation

Students should take Practice A then remediate, then take Practice B, then remediate.

- Recommended minimum of 1 hour review on each practice assessment completed (i.e. one hour for Practice A, one hour for Practice B)
- For each topic missed, complete handwritten appropriate active learning template (medication, diagnostic procedure, system disorder, etc.) and/or complete handwritten three critical points to remember, or a combination of these two methods. Students may choose what works best for their learning.
- The focused review remediation is presented to the instructor as the admission requirement for taking the proctored exam.
- If focused review remediation is not presented, the proctored exam will need to be rescheduled and the late exam policy applies.

- Proctored Assessment Focused Review Remediation

- Time required for focused review remediation is determined by level earned:
 - Level 3 – No minimum time requirement
 - Level 2 – 1 hour required
 - Level 1 – 2 hours required
 - Below Level 1 – 3 hours required
- For each topic missed, complete a handwritten, appropriate, active learning template (medication, diagnostic procedure, system disorder, etc.) and/or complete handwritten three critical points to remember, or a combination of these two methods. Students may choose what works best for their learning.
- The focused review remediation is due when stated in the syllabus. If not received when due, the grade will be assigned without an adequate focused review remediation (no focused review remediation accepted after the due date).
- Students scoring a Below Level I or a Level I on the proctored exam will be required to complete a retake of the proctored assessment on the date specified in the syllabus. Focused review remediation of the first proctored assessment must be completed prior to the retake. The highest level earned on the initial or retake assessment will be the level recorded in the gradebook using the “Grades for ATI Proctored Assessments WITH ADEQUATE FOCUSED REVIEW REMEDIATION” scale that follows.

- If a student earns a Level 2 on the proctored assessment and would like to take the retake, they may do so on the date specified in the syllabus. Focused review remediation of the first proctored assessment must be complete prior to the retake. The highest level earned on the initial or retake assessment will be the level recorded in the gradebook using the “Grades for ATI Proctored Assessments WITH ADEQUATE FOCUSED REVIEW REMEDIATION” scale that follows.
- Focused review remediation is not required on the proctored assessment retake but is highly encouraged.

GRADING:

- Grades for the ATI Proctored Assessments WITH ADEQUATE FOCUSED REVIEW REMEDIATION will be earned as follows (out of a total of 60 points):

Level 3 achievement = 60 Points
 Level 2 achievement = 56 Points
 Level 1 achievement = 51 Points
 Below Level 1 achievement = 47 Points

- Grades for the ATI Proctored Assessments WITHOUT ADEQUATE FOCUSED REVIEW REMEDIATION will be earned as follows (out of a total of 60 points):

Level 3 achievement = 56
 Points Level 2 achievement = 50
 Points Level 1 achievement = 47
 Points Below Level 1 achievement = 41 Points

- Practice and proctored focused review remediation notes should be kept in a notebook by students to refer to throughout the program and for NCLEX preparation in the final semester.

COURSE EVALUATION—LATE EXAMS AND LATE ASSIGNMENTS

LATE EXAMS:

It is expected that all unit, final, and ATI proctored exams will be taken at the scheduled time. The student will be permitted ONE of the following per nursing course without deduction:

- Unavoidable absence;
- Late arrival; or
- Forgotten or non-functional device.

Students who have missed the initial unit exam have seven calendar days to complete the exam (the day of the originally scheduled exam counts as day 1). Students are responsible to arrange testing with the lead faculty member and ACCESS Lab. In extenuating circumstances, the lead faculty member may extend the timeframe for testing.

A deduction of 5 percentage points in the exam score will occur in every instance when:

- The student has already taken one late exam;
- The student takes a late exam for an avoidable reason; or
- The seven-calendar day deadline to make up the exam has been exceeded.

A deduction of 10 percentage points in the exam score will occur for any combination of the above circumstances.

In the event of a planned absence, the student will be encouraged to take the exam without penalty prior to the absence by arrangement with the lead faculty.

The college ACCESS Lab will be the testing setting for any testing outside of the regularly scheduled exams for a course. Students are responsible to contact the ACCESS Lab personnel to schedule an appointment for this testing.

Any excused absences related to approved college activities (e.g., class field trips, varsity sport participation, music or drama performances, etc.) will incur no penalty.

LATE ASSIGNMENTS:

All course assignments must be submitted according to the time schedule presented in the course syllabus. This discipline facilitates learning and allows for prompt instructor feedback.

- In the event that a student cannot meet the due date, the student is responsible to contact the lead faculty member or clinical instructor prior to the due date to discuss the situation; faculty may grant additional time without penalty for extenuating circumstances.
- Students have seven days after the due date to submit an assignment. In this case, 10 percentage points will be subtracted from the assignment score.
- Any assignment submitted more than seven days after the due date/time will receive a zero.
- Non-clinical assignments cannot be resubmitted for improved grades unless requested by the instructor.
- Each course syllabus/calendar specifies a final date/time when assignments will be accepted. Any assignment not submitted by this deadline will receive a score of zero, unless prior arrangements have been made with the lead faculty member.

Last Revision 08/2019

COURSE EVALUATION – CLINICAL PERFORMANCE

CLINICAL PERFORMANCE TOOL—FORMATIVE AND SUMMATIVE:

A clinical evaluation tool has been developed by faculty to evaluate student performance in the clinical setting. This tool is based on the concept of Holism and incorporates the nursing program's four integrated processes (QSEN, Evidence-Based Practice, Nursing Process, and Continuous Self-Development). In addition to the overall framework, the tool also identifies specific expected clinical outcomes and behaviors, leveled for each semester, and evaluated during and upon conclusion of the clinical experience.

GUIDELINES FOR EVALUATION OF CLINICAL PERFORMANCE:

After each clinical/simulation experience, the instructor completes an evaluation of the student's performance regarding outcomes achievement. The student will have access to the on-going clinical ratings and instructor notes, and will be counseled by the instructor when any Unsatisfactory (U) rating has been assigned. Any rating of "U" will require submission of a student-developed performance improvement plan prior to the next clinical experience.

Upon conclusion of the clinical experience, the instructor will summarize strengths and areas for improvement. The student meets with the instructor to evaluate outcome achievement for the course. The instructor provides an overall clinical rating on the outcomes.

An Unsatisfactory (U) rating for the entire clinical rotation/clinical simulation experience will be assigned at any point in the semester when one or more of the following occur:

- A) A "U" rating was assigned twice for the same outcome;*
- B) A "U" rating was assigned on a total of three or more different outcomes;* or
- C) One "U" rating was assigned because student behavior was non-compliant with program or clinical agency standards, policies and expectations, violating ethical/legal standards (e.g., HIPAA) and/or seriously jeopardizing client safety.

*For clinical simulation, Outcome 11-c is the only outcome where a "U" rating contributes to A or B above to result in a "U" for the entire clinical experience: *Participate in clinical activities as scheduled; arriving on time and prepared for the daily assignment or communicating directly with faculty in advance of clinical absence.*

A Satisfactory (S) rating for the clinical component of the course will be assigned when all leveled clinical outcomes were achieved for the semester.

An Unsatisfactory (U) clinical evaluation will result in a grade of "F" for the course. A satisfactory clinical evaluation for the course is necessary for the student to continue in the sequence of nursing courses.

NOTE: For guidelines on how clinical attendance is documented on the Clinical Evaluation Tool, refer to the "Class and Clinical Attendance Policy" located earlier in this handbook.

COURSE PROGRESSION AND GRADUATION CRITERIA

CRITERIA FOR PROGRESSION THROUGH THE NURSING PROGRAM:

To progress from semester to semester in the BSN program:

- A grade of “C” or above must be earned in all nursing courses.
- All nursing courses must be taken in sequence according to the curriculum plan.
- If the student does not demonstrate the desired social character identified in the program’s admission policies and clinical competencies, the student may be administratively withdrawn from the program.
- A satisfactory rating in clinical performance must be obtained in order for the student to receive a passing grade (C or above) in a clinical nursing course.
- A student must be successful in both the clinical and classroom (theoretical) components to receive a passing grade of “C” for the course; in the event that a course must be repeated, both components must be retaken.

When Progression Criteria are Not Met

See Readmission Policy located later in this handbook.

Clinical

Any time a student is at risk for failure to progress *due to clinical performance*, the course faculty team meets to propose an appropriate clinical outcome. The Nursing Progression Committee, together with the responsible clinical faculty member, reviews all pertinent information and the team’s proposal. A final decision is then made related to the student’s clinical grade and progression within the nursing program.

Classroom

Students who request exceptions to program policies *related to classroom standards that affect progression in the nursing program* should submit a request in writing to the nursing education director. The Nursing Progression Committee and lead faculty will then be convened to act upon this request. Student appeals related to testing averages are not eligible for review. A student may submit a written appeal request to the vice president of academics if the appeal meets one of the four criteria listed under “Appeal Procedure” in the *Hesston College Catalog* (see also “Academic Due Process” in this handbook).

CRITERIA FOR GRADUATION:

To graduate with a BSN degree, the following criteria must be met:

1. Total credit hours of 121 (minimum);
2. Completion of the following:
 - a. 60 hours of liberal education/support/elective courses and
 - b. 61 nursing hours
3. Grades of C or higher in all courses meeting program requirements
4. Cumulative GPA of 2.0 or above; and
5. Residency: Of the last 61 credits, a minimum of 32 must be residency.

B.L.S. (C.P.R.) CERTIFICATION

RATIONALE FOR STANDARDS AND CONSEQUENCES FOR NON-COMPLIANCE

All nursing students are required to become certified in Basic Life Support (BLS) / Cardio-Pulmonary Resuscitation (CPR) before the first scheduled clinical laboratory experience in the hospital setting. Certification must also be kept current for the entire two years of clinical lab while a student at Hesston College.

Students will not be allowed to attend clinical labs without current CPR certification. In this event, all missed clinical labs will need to be rescheduled.

ACCEPTABLE CERTIFICATION

Hesston College can accept only the following two certification courses, due to requirements specified by affiliating clinical agencies:

- 1) American Heart “Basic Life Support Provider”
- 2) American Red Cross “Basic Life Support for Healthcare Providers”

The nursing program does not accept online BLS/CPR certification courses as some of the healthcare agencies where students are placed for clinical experiences do not approve this certification.

American Heart “BLS Provider” certification is completed as part of the Nursing Foundations I course in the fall semester of the junior year. LPN-BSN students are also certified on campus in the fall semester of the junior year.

CRIMINAL BACKGROUND CHECK

In compliance with the clinical practice agreements between Hesston College and healthcare facilities, a criminal background check is required for all students attending clinical practice.

PURPOSE OF THE POLICY:

1. To promote and protect patient/client safety;
2. To comply with clinical affiliates who may require a student background check as a condition of their contract; and
3. To provide early identification of students who may have difficulty meeting eligibility for licensure requirements.

PROCEDURES FOR CRIMINAL BACKGROUND CHECK:

All nursing students will be required to have a criminal background check. The student will complete an on-line application giving the Hesston College nursing program the right to receive his/her criminal background check information from the investigative agency. Failure to comply during the timeframe specified by the nursing program may result in the student being administratively withdrawn from the program.

Results of the criminal background check are provided to the nursing education director and academic assistant. The academic assistant will validate to the clinical agency that the student has a successful background screen. Hesston College keeps the results of any background checks confidential, but upon request will provide actual results to the clinical agency.

UNSATISFACTORY RESULTS:

The nursing education director will notify the student if unsatisfactory results appear on the background report, and will provide a copy of the report to the student. The student will be given an opportunity to explain the concerns to the nursing education director.

The clinical agency has the right to refuse any student the opportunity to participate in clinical experience at their agency, based on background check results. This may adversely affect the student's ability to complete a clinical course and may result in administrative withdrawal from the nursing program.

STUDENT RIGHTS:

If the student believes his/her background information is incorrect, the student will have an opportunity to demonstrate the inaccuracy of the information to the investigating agency. The search of court records and documents is the responsibility of the student. The student will not be able to participate in a clinical experience until eligibility is established.

Background checks are currently conducted through CastleBranch. The student will have access to the background check report through his/her secure personal CastleBranch account.

DRUG AND ALCOHOL SCREENING

In compliance with the clinical practice agreements between Hesston College and healthcare facilities, a drug screen is required for all students attending clinical practice.

PURPOSE OF THE POLICY:

1. To promote and protect patient/client safety; and
2. To comply with clinical affiliates who require a student drug screen as a condition of their contract.

PROCEDURE FOR DRUG SCREENING:

All nursing students will be required to have a drug screen during their first semester in the nursing program. Students will not receive advance notice regarding the timing of the screening. Failure to comply with testing during the screening timeframe specified by the nursing program may result in the student being administratively withdrawn from the program.

All test results are reviewed by a Medical Review Officer (MRO) designated by the screening agency. If results are positive, the MRO will contact the student for proof of prescription for this drug. If sufficient proof is provided, the test report will be “positive with proof of prescription.” If insufficient, the test report will be “positive for [specified drug].” There is no charge to the student for the MRO process.

The student may be required to submit another urine test for subsequent testing (i.e., if the test result is “Negative-Dilute”). The student will then be given a set timeframe to complete the repeat testing process.

Hesston College will cover the cost of the initial drug screen. If the test needs to be repeated for any reason, the student will be charged by the college for this expense.

Results of the drug screen will be provided to the nursing education director and academic assistant. The academic assistant will validate to the clinical agency that the student has a negative drug screen. Hesston College keeps the results of drug screening confidential, but upon request will provide actual results to the clinical agency.

UNSATISFACTORY RESULTS:

The nursing education director will notify the student if unsatisfactory results appear on the background report, and will provide a copy of the report to the student.

The clinical agency has the right to refuse any student the opportunity to participate in clinical experience at their agency, based on positive drug screen results. This may adversely affect the student’s ability to complete a clinical course and may result in administrative withdrawal from the nursing program.

STUDENT RIGHTS:

Since the drug screen is a non-federal test, the student may request a copy of his/her drug screen results from the Hesston College nursing office. Test results will be available during the student’s enrollment in the nursing program.

RANDOM DRUG OR ALCOHOL SCREENING:

At any time, the nursing program may also require a drug screen or a test (blood, urine or saliva) to detect the presence of alcohol or other substances. Evidence of alcohol or non-approved drug use prior to or

during clinical experience will result in immediate dismissal from the clinical setting and the nursing program.

The nursing program also complies with the “Drug and Alcohol Policy” in the *Hesston College Student Handbook*. Students subject to disciplinary action will be afforded all due process rights to which they are entitled by law or under current policies affecting student discipline.

EMPLOYMENT, EXTRA-CURRICULAR ACTIVITIES, AND STUDENT vs. EMPLOYEE ROLE

EMPLOYMENT AND EXTRA-CURRICULAR ACTIVITIES:

Students are asked to arrange employment and extra-curricular activities around class and clinical schedules. It is recommended that students plan outside activities and work schedules after receiving class and clinical assignments.

The decision regarding the amount of employment and extra-curricular activities is left up to each student. However, if it appears that these activities are interfering with classroom or clinical performance, the student will be asked by faculty to reassess time priorities.

STUDENT ROLE VERSUS EMPLOYEE ROLE IN THE HEALTHCARE SETTING:

Students need to be mindful of the *separate roles* assumed as a *student* and as an *employee* in the healthcare setting.

While in the student role, participating in a scheduled clinical experience associated with Hesston College, the student is functioning as a learner according to the clinical policies set forth by the nursing program and may not exceed this role. Performance of any clinical skills that require an employee identification process cannot be performed as part of the student nurse role.

While functioning as an employee, the role and responsibilities of the individual are prescribed by the employing institution, not Hesston College. The nursing student uniform and photo identification badge should not be worn during employment. Likewise, the title of "Hesston College Nursing Student" should not be used in charting or documentation of employee assessments and actions.

HEALTH REQUIREMENTS

RATIONALE FOR STANDARDS AND CONSEQUENCES FOR NON-COMPLIANCE:

All students are required to provide documentation of compliance with the health standards set forth by Hesston College and its affiliating clinical agencies to ensure the safety of both students and clients. It is the responsibility of the student to meet the deadline for submission of health documentation. If information is missing or incomplete, the student will not be allowed to attend clinical labs until the information is satisfactorily completed. This will be counted as an unexcused clinical absence and will need to be remediated.

CASTLEBRANCH COMPLIANCE TRACKING:

Hesston College Nursing uses CastleBranch for online compliance tracking of student health requirements. Each junior nursing student is required to create a secure personal account through CastleBranch (cost of \$35) and upload documentation showing he/she meets all program health requirements. CastleBranch personnel review the documentation and determine if it complies with Hesston College nursing program criteria. Nursing program personnel may be consulted by CastleBranch staff as needed. Students receive email notice of completion, requests for additional information, and reminders of upcoming renewals.

HEALTH REQUIREMENTS FOR JUNIORS ENTERING CLINICAL EXPERIENCE:

Prior to participating in clinical experience at health care agencies, nursing students entering the junior year of the program must document the following in their CastleBranch account:

1. **Physical Examination:** Signed summary of a physical exam occurring between May 1 and August 1 of the summer prior to the junior year (form available in the CastleBranch account).
2. **Health History:** Completed health history form (available in the CastleBranch account).
3. **Tuberculosis Screening:** One of the following within the past 12 months:
 - a. Negative one-step mantoux skin test;
 - b. Negative quantiferon, T-spot or IGRA blood test; or
 - c. Negative chest x-ray administered after January 1 of the current year

Positive results will be handled on an individual basis and may require treatment for clinical eligibility.

4. **Tdap (Tetanus, Diphtheria and Pertussis):** One booster dose of Tdap within the last 10 years.
5. **MMR (Measles-Mumps-Rubella):** Two MMR vaccines after the first birthday or positive antibody titer (blood test) showing immunity for all three illnesses.
6. **Hepatitis B:** Completion of the vaccine series or signed declination/waiver available in the student's CastleBranch account.
7. **Chicken Pox (Varicella).** Two varicella vaccines or positive antibody titer (blood test) showing immunity.
8. **Influenza Vaccine:** One dose of *influenza vaccine* annually after September 1 of the current flu season. If a student has medical contraindications, clinical agencies may limit experience or

require the student to meet alternative protocol ((i.e., masking while in the agency according to policy during the designated flu season).

9. ***Meningococcal Vaccine:*** One vaccine required only of students living in the dorm setting.
10. ***COVID-19 Vaccine:*** Recommended; clinical agencies may require students to be fully vaccinated or provide a medical or religious exemption that is approved by the nursing program and assigned clinical agencies.
 - There will be no accommodation offered by Hesston College for clinical experience if a clinical agency does not allow the unvaccinated student to participate; in this case, the student will need to be vaccinated or withdraw from the nursing program.
 - Hesston College cannot offer accommodation in clinical agency assignment based on vaccination status.
 - Hesston College cannot offer privacy to students in terms of vaccination status. Due to required college and/or agency procedures, vaccination status may be apparent to other faculty and students.
11. Students entering the junior year must also complete information online at MyHesston regarding emergency contact information, health history/status and current medication use.

The cost of the physical exam, vaccines and screenings are the responsibility of the student.

Some immunizations may be contraindicated during pregnancy (in selected cases, the student may not be eligible to attend clinical experience until immunity can be established).

HEALTH REQUIREMENTS FOR SENIOR NURSING STUDENTS:

Before beginning the senior year of the nursing program, the student is required to:

1. Repeat the annual physical exam (between May 1 and August 1);
2. Repeat annual negative TB screening (one-step mantoux test, blood test, or satisfactory completion of TB screening questionnaire if a negative chest x-ray is already on file from the previous academic year); and
3. Update MyHesston online information online regarding emergency contact information, health history/status and current medication use.

The student bears the cost of the physical exam, TB screening, and any needed immunizations.

FOR ALL NURSING STUDENTS:

Personal Health:

Students who are having difficulty in maintaining an optimum level of personal health (i.e., mental health, smoking, substance abuse, etc.) will be encouraged to seek out appropriate healthcare counseling and/or resources. It is recommended that these students comply with the prescribed treatment/program until an optimal state of health is obtained. Counseling services are available on campus at no cost to Hesston College students.

Illness:

In compliance with standards established by the clinical agencies with which Hesston College affiliates, students with any of the following conditions or illnesses may not be eligible to participate in clinical experience. While this is a fairly thorough list, other additional infections or conditions could preclude

students from participating in clinical experience until resolved. A statement of release from a physician may be necessary before returning to the clinical setting.

1. Fever
2. Streptococcal infections of the throat
3. Herpes simplex (cold sores, fever blisters)
4. Herpes zoster (shingles)
5. Dysentery, confirmed organism or diarrhea
6. Staphylococcal infections
7. Infectious hepatitis (viral)
8. Tuberculosis
9. Seasonal influenza
10. Open skin lesions
11. Head lice
12. Coxsackie Virus (Hand, Hoof & Mouth Disease)
13. Conjunctivitis
14. MRSA
15. Clostridioides difficile (C-diff)
16. Surgery, illness or injury affecting student's ability to meet Nursing Technical Standards
17. COVID-19 symptoms, positive test results, or known exposure

Students with a chronic and potentially transmissible infection (e.g., hepatitis A, hepatitis B, hepatitis C, or HIV infection) will be evaluated on an individual basis by the nursing education director in consultation with infection control personnel at the healthcare agencies used for Hesston College clinical experience. A decision regarding the clinical practice of the student will be made according to agency policies.

Exposure to Infectious Disease:

Students may provide care for clients who have infectious diseases, including hepatitis or AIDS. Faculty members work closely with students to assure that they follow the patient care guidelines established by the Centers for Disease Control (CDC) and the policies of the clinical agencies. It is each student's responsibility to participate in the classroom discussion and review of the guidelines from the CDC for Blood and Body Fluid Precautions. It is also the student's responsibility to follow the CDC and healthcare agency guidelines for preventing transmission of disease in the clinical setting.

In the event of exposure to blood or body fluids, management of the exposure will be handled by using the policy and procedure of the agency in which the exposure occurred.

Incidental Needle Stick Injury:

In the event that a student is exposed to a needle stick, the following steps will be observed:

1. Determine if the student was injured with a clean or used needle. Puncture wounds from clean needles do not require special care.
2. Fill out the healthcare facility's variance report.
3. Follow the healthcare facility's policy for an incidental needle stick injury.
4. If no policy exists and the injury is from a contaminated needle, these steps will be followed:
 - a. Notify the physicians of both the client and student to secure orders for hepatitis screening and HIV antibody testing on the client and student. Inform the client of the incident and explain the need for the bloodwork and who will be charged. In the event that the facility does not accept responsibility for the fee, the student will be responsible for the lab costs for both the client and the student.
 - b. If the client refuses to have the bloodwork drawn, continue with protocol for the student.
 - c. If the student refuses to have the bloodwork drawn, the student will be asked by the nursing instructor to verify this decision on the weekly clinical evaluation tool.

- d. It is recommended that the student repeat the HIV screening and the hepatitis bloodwork in six months.

Medications:

To ensure safe clinical performance, all prescribed medications (routine or PRN) need to be reported on the MyHesston online health history. Students are also required to report any medications prescribed at a later date that could affect mental alertness, judgment, and/or motor function in the clinical setting, thus compromising the safety of the client or student. Students are also responsible to report this information to the lead faculty member and the student's clinical instructor.

Personal Health Insurance:

Hesston College and contracted healthcare agencies require all nursing students to submit proof of health insurance coverage in order to participate in clinical laboratory experience at healthcare agencies. If not covered under an individual or family health plan that meets college guidelines, the student is required to purchase the student health plan available through Hesston College. To waive the student health plan and corresponding charge, the student must upload documentation of personal health insurance to MyHesston by the designated deadline.

1. Hesston College checks the validity of the student's health insurance at the beginning of each semester and may perform random checks at any time.
2. If a nursing student is found to be out of compliance, the student will not be allowed to attend clinical lab at any healthcare agency until current insurance is documented. The student may receive a "U" rating for each missed clinical lab (Outcome 11-c).
3. Any changes to the student's insurance must be given to the college business office promptly at the time of the change.

Personal Medical Care while in the Clinical Setting:

Nursing students are responsible to bear the cost of all personal medical expenses incurred through accident or illness at the clinical agency while functioning in the nursing student role. This includes the accidental exposure to blood or body fluids, including incidental needle stick injury. Please refer to more complete information about these incidents noted earlier in this policy.

Health Services Available to Students in the Local Community

Hesston College has health services located in Hesston near the campus. NMC Health Family Medicine (705 E. Randall, 620-327-2440) and Partners in Family Care (371 N. Old Hwy 81, 620-327-2314) serve the medical needs of the community and are available to serve students. Medical office staff make every effort to work students into the schedule when they need to see a healthcare provider. Dental and eye care professionals and a pharmacy are also available in Hesston.

NMC Health Medical Center (316-283-2700) offers full hospital services and is located in Newton just 12 miles away. Prairie View Mental Health Center is also located in Newton. In an emergency, residential students should contact their resident director or resident assistant, who will call for appropriate help.

Release of Health Records

Health records are archived in CastleBranch. The nursing office is not permitted to release health records to third parties other than clinical agency partners requiring documentation of health standards.

Nursing students have access to the health records they uploaded to their personal, secure account on the CastleBranch website during the program and after leaving Hesston College.

NURSING TECHNICAL STANDARDS

To successfully progress through the nursing curriculum and function as a practicing nurse upon graduation, an individual must be able to perform certain essential physical and mental activities. The following technical standards reflect these activities.

Three levels of assessment will be applied regarding an individual's ability to meet the nursing program's technical standards: (1) the student's assessment of his/her own personal abilities; (2) a healthcare provider's assessment as a part of the required physical examination; and (3) the nursing faculty's ongoing assessment of a student's abilities prior to and throughout the nursing program.

Should a concern arise from any of the three levels of assessment regarding the student's ability to comply with technical standards, the nursing program may require a second professional assessment/opinion. The student will be required to assume any financial costs associated with additional assessments. At any point prior to admission or during the nursing program that a student fails to meet all of the technical standards, the program will review the situation and take appropriate action that may include ineligibility to participate in the clinical component of the program.

The college strives to provide reasonable accommodations when possible in order to allow the individual to perform safely in the clinical setting. Technical standards cannot be waived. Any accommodation that fundamentally alters the nursing curriculum is not considered reasonable, including the use of an intermediary or third party to perform the technical standards.

Technical Standards for admission to the Hesston College Nursing Program include the following.

Visual Acuity

1. Visual acuity sufficient to assess clients and their environments and to implement the nursing care plans that are developed from such assessments.

Examples of relevant activities:

- Detect changes in skin color or condition
- Collect data from recording equipment and measurement devices used in client care
- Detect a fire in a client area and initiate emergency action
- Draw up the correct quantity of medication into a syringe

Hearing Ability

2. Hearing ability sufficient to assess clients and their environments and to implement the nursing care plans that are developed from such assessments.

Examples of relevant activities:

- Detect sounds related to bodily functions using a stethoscope
- Detect audible alarms (e.g., monitors, fire alarms, call bells)
- Communicate clearly in telephone conversations
- Communicate effectively with clients and with other members of the healthcare team

Olfactory Ability

3. Olfactory ability sufficient to assess clients and to implement the nursing care plans that are developed from such assessments.

Examples of relevant activities:

- Detect odors of bodily fluids or spoiled foods
- Detect smoke from burning materials

Tactile Ability

4. Tactile ability sufficient to assess clients and to implement the nursing care plans that are developed from such assessments.

Examples of relevant activities:

- Feel vibrations (e.g., palpate pulses)
- Detect temperature (e.g., skin, solutions)
- Feel differences in surface characteristics (e.g., skin turgor, rashes)
- Feel differences in size, shapes (e.g., palpate vein, identify body landmarks)
- Detect environmental temperature (e.g., check for drafts)

Fine Motor Skills

5. Fine motor skills sufficient to perform psychomotor skills integral to client care.

Examples of relevant activities:

- Safely dispose of needles in sharps containers
- Accurately place and maintain position of stethoscope for detecting sounds of bodily functions
- Manipulate small equipment and containers, such as syringes, vials, ampules, and medication packages to administer medications
- Accurately chart data on graphics and other flow sheets

Strength and Mobility

6. Strength and mobility sufficient to perform client care activities and emergency procedures.

Examples of relevant activities:

- Walk and climb (e.g., ladders, stools, stairs)
- Safely transfer clients in and out of bed
- Lift or move clients or objects, pull or push objects. This includes occasionally lifting 50 pounds and frequently lifting or carrying objects weighing 25 pounds.
- Twist, bend, stoop/squat
- Move quickly (e.g., response to an emergency)
- Turn and position clients as needed to prevent complications due to bed rest
- Hang intravenous bags at the appropriate level (shoulder or higher level)
- Accurately read the volumes in body fluid collection devices hung or placed below bed level
- Perform cardiopulmonary resuscitation

Physical Endurance

7. Physical endurance sufficient to complete assigned periods of clinical practice (must be able to complete a full shift 12 hours in length on days, evenings, nights, or weekends; including consecutive 12 hour shifts in a row). Must perform with acceptable speed reflected by ability to carry out the usual client care assignment for a particular point in the program within the allotted clinical time.

Examples of relevant activities:

- Sustain repetitive movements (e.g., CPR)
- Maintain physical tolerance (e.g., work entire shift)
- Stand (e.g., at client side during surgical or therapeutic procedure)

Ability to Speak, Comprehend, Read, and Write English

8. Ability to speak, comprehend, read, and write in English at a level that meets the need for accurate, clear, and effective communication with individuals, families, and groups respecting social, cultural and spiritual diversity.

Examples of relevant activities:

- Give clear oral reports
- Read watches with second hands
- Read graphs
- Negotiate interpersonal conflict
- Read and understand English printed documents
- Write legibly in English in client charts

- Discriminate fine/subtle differences in medical word endings
- Obtain client information in a timely manner

Emotional Stability

9. Emotional stability to function effectively under stress, to adapt to changing situations, and to follow through on assigned client care responsibilities.

Examples of relevant activities:

- Deal with the unexpected (e.g., frequently changing client status)
- Handle strong emotions of clients and others in a safe and appropriate manner
- Monitor and handle own emotions in a safe and appropriate manner
- Be flexible with changing environments and schedules in both class and clinical settings
- Be able to work independently in close quarters with clients
- Establish therapeutic (physical and emotional) boundaries
- Provide client with emotional support
- Perform multiple responsibilities concurrently
- Demonstrate compassion, integrity, honesty, concern for others, interpersonal skill, interest and motivation

Cognitive Ability

10. Cognitive ability to collect, analyze, and integrate information and knowledge to make clinical judgments and management decisions that promote client outcomes.

Examples of relevant activities:

- Respond appropriately in emergency situations with sustained attention
- Process information accurately, thoroughly, and quickly to prioritize tasks
- Perform math computations for medication dosage calculations
- Demonstrate skills of recall using both long and short term memory, predicting possible outcomes, application of knowledge, and evaluation of predicted outcomes at appropriate level for point in program

PROFESSIONAL EXPECTATIONS

PROFESSIONAL APPEARANCE IN THE CLINICAL AND SIMULATION SETTING:

Students are expected to abide by the following expectations of clinical healthcare facilities and the nursing faculty. Students will be notified of exceptions for certain clinical experiences.

Professional Uniform:

1. Uniforms must be clean and relatively wrinkle-free. Clinical clothing should be laundered after each clinical shift to prevent transmission of microorganisms.
2. The required clinical uniform and equipment consist of:
 - a. Official black scrub top embroidered with the Hesston College nursing logo (available through the college bookstore).
 - b. Black scrub pants, slacks or skirt. Nursing faculty recommend that scrub pants be purchased through the bookstore to match the scrub top. If a different style or fit is preferred, the student may purchase their own pants as long as they coordinate well with the HC scrub top. Faculty reserve the right to tell the student if scrub bottoms need to be changed because they do not match or look professional with the HC scrub top. For hygiene purposes, scrub pants are not allowed to touch or drag on the floor. Jogger pants are not allowed.
 - c. Clean white or black shoes with closed heels and toes (no Crocs permitted). Athletic or tennis shoes are acceptable. Shoes should have only a minimal amount of color.
 - d. A stethoscope of the student's choice (covers are not permitted).
 - e. A watch that can monitor time in seconds (a sweep-second hand is recommended).
 - f. Hesston College nursing photo ID badge. The badge is provided by the nursing office after arrival on campus. The first badge is free; if a replacement is needed, the student will be charged \$10. Since the photo ID badge is a required part of the clinical uniform, the student will be sent home to retrieve this badge if it is forgotten; this will result in a tardy if the student does not return prior to the clinical start time.
3. Optional uniform items:
 - a. Logo-embroidered black scrub jacket that matches the Hesston College nursing scrub top (available through the campus bookstore).
 - b. A black or white, collar-less shirt may be worn under the scrub top for warmth/comfort in the clinical setting. If long-sleeved, the student must be able to push sleeves up to mid-arm length for hygiene purposes.
 - c. No hooded or fleece jackets or sweaters are permitted at the clinical agencies.
 - d. Surgical caps may be worn. The fabric should be professional. Faculty reserve the right to ask students to remove inappropriate surgical caps.

Professional Appearance Standards:

1. Personal cleanliness is essential.
2. Hair must be clean, neatly styled, and kept away from the face and shoulders. Only natural color hues are acceptable in the clinical setting (no unnatural tinting or dyes, such as magenta, orange, etc.). Hair accessories must be neutral colored with no lettering or symbols.
3. For men, mustaches or beards must be kept neatly trimmed. Students with facial hair cannot be properly fit-checked for a TB mask and will not be assigned to care for clients with airborne precautions.
4. Natural fingernails should not extend more than ¼ inch beyond the end of the fingertip to allow for cleaning underneath the fingernail and to help prevent glove tears. Artificial fingernails or extenders are not permitted. No nail polish, shellac or acrylic overlays can be worn.
5. None of the following are acceptable:
 - Bright, decorative or sharply-pointed hair accessories
 - Excessive jewelry—may only wear an engagement ring, wedding band and one small stud earring per ear
 - Facial piercings (such as to the cheek, nose, lips, or tongue); these body piercings must be removed or covered
 - Ear gauges should be plugged/closed with plugs matching skin tone
 - Heavy cosmetics
 - Perfume, scented sprays or lotions, colognes or aftershave
 - No scents in any form
 - Chewing of gum
 - Visible tattoos

PROFESSIONAL BEHAVIOR EXPECTATIONS:

Hesston College nursing students represent and reflect the values of the campus community and the nursing profession. Students are expected to follow the guidelines below:

1. Students are not allowed to leave the assigned clinical unit or facility without instructor permission.
2. Students are not allowed to take photos of any kind inside the clinical agencies.
3. Cell phone use varies according to clinical agency. Cell phones for personal use are not permitted on the clinical units or in cafeterias, hallways, and other public places. These may only be used during assigned breaks in areas designated by the clinical instructor (i.e., Hesston College classroom). If an emergency contact number is needed, the student may obtain this from the clinical instructor. If using a smart phone for Nursing Central electronic resource, the phone should be placed on “airplane” mode to avoid receiving incoming phone calls and text messages/use of camera. Abuses of this privilege will be addressed by the clinical instructor.
2. Other Electronic Devices: Individual clinical faculty will provide instructions regarding appropriate settings for the use of electronic devices used for Nursing Central electronic resources.
3. Student Uniform: Students should not wear their nursing uniform or photo ID badge in any setting other than Hesston College-sponsored nursing events (simulation and clinical labs). The badge and uniform should never be worn when the student is functioning as a volunteer or employee in a healthcare agency.

4. Smoking and Vaping: Smoking and vaping are not permitted on campus, within the clinical agency, or on hospital property. Students may be dismissed from a clinical lab experience for a strong odor of smoke.
5. Drug and Alcohol Screening: Refer to these policies located earlier in this handbook.
6. HIPAA Regulations and Social Media Policy: Students are required to read and sign the nursing program's statement regarding regulations applying to patient/client privacy issues (located after the Professional Expectations policy in this handbook).
7. Parameters of Student Role: Students are permitted to perform clinical skills that have been covered in the skills or simulation labs during the current or prior semesters. To ensure safety, the expectations below must be followed:
 - Provide cares within the scope of practice for current skill and knowledge level;
 - Ensure that all of the following are done under the supervision of Hesston College nursing faculty or RN staff (or LPN in an appropriate healthcare setting):
 - New skills and procedures;
 - Any invasive procedure; and
 - Administration of all medications and other therapeutic treatments (must be checked and reviewed prior to administration)
8. Administration of Controlled Substances: Students are permitted to access, administer, waste, or return controlled substances (e.g., narcotics, barbiturates, etc.) ONLY under the direct supervision of a staff RN or Hesston College nursing faculty.

CONSEQUENCES:

The clinical agency is considered to be an extension of the Hesston College campus. Students are expected to exhibit appropriate professional behavior, appearance and language in the clinical setting. All of these affect the student's clinical evaluation—positively or negatively.

Nursing faculty reserve the right to request that changes be made in behavior, uniform, or personal appearance.

If basic expectations are violated and cannot be immediately corrected, an instructor will dismiss the student from the clinical unit and require that the clinical day be repeated at a later time. Any violation will also be evaluated and documented on the clinical evaluation tool according to policy.

HESSTON COLLEGE NURSING PROGRAM HIPAA Regulations & Social Media Policy

All those in healthcare must comply with the federal regulations of the Administration Simplification Subtitle of the Health Insurance Portability & Accountability Act of 1996 (HIPAA). This Act requires that individually identifiable client information be disclosed on a need to know basis only. Care must be taken to minimize incidental disclosures and to disclose only minimal amounts of information necessary to accomplish the task. The minimum disclosure standard, however, does not apply to requests for information by a healthcare provider for treatment purposes. For example, if one must administer a medication, you will have full access to the medical record. This is covered by the client's consent for treatment.

In order to protect patient/client privacy, **no** personally-identifying information should be written on student papers, such as care plans and case studies. This information includes the individual's name, initials, address, phone number, fax number and social security number. Student papers may not be copied for careless circulation. These written documents containing private health information must be either carefully stored or shredded to prevent the circulation of confidential client information. Students may not photocopy or print any portion of client medical records. Confidentiality and privacy also pertains to oral communications which extend beyond the need to know for treatment and/or educational purposes. No client information can be disclosed or distributed via personal electronic devices (including texting, cell phone photography/video, or any form of social media).

Student access to electronic medical records must occur only in the clinical setting during clinical hours (in the nursing student role) when a nursing faculty member is present. Electronic medical record access is limited to information regarding a specific patient/client assignment. No other client records may be accessed.

Clinical agencies are also mandated to follow HIPAA regulations. Students are therefore required to meet any and all of the clinical agency's requirements as part of the clinical affiliation.

HIPAA is a federal law. Penalties for wrongful disclosure can result in civil and criminal penalties, including fines and/or imprisonment.

The National Council of State Boards of Nursing (NCSBN) acknowledges that nurses often use electronic media both personally and professionally. The Hesston College School of Nursing requires nursing students to adhere to the following guidelines published by NCSBN, as adapted from "White Paper: A Nurse's Guide to the Use of Social Media" (08.17.11).

- First and foremost, nursing students must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
- Nursing students are strictly prohibited from transmitting by way of any electronic media any patient-related image. In addition, nursing students are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy or otherwise degrade or embarrass the patient.
- Do not share, post or otherwise disseminate any information, including images, about a patient or information gained in the nursing student-patient relationship with anyone unless there is a patient-care related need to disclose the information or other legal obligation to do so.

- Do not identify patients by name or post or publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Do not refer to patients in a disparaging manner, even if the patient is not identified.
- Do not take photos or videos of patients on personal devices, including cell phones. Follow healthcare agency policies for taking photographs or video of patients for treatment or other legitimate purposes using agency-provided devices.
- Maintain professional boundaries in the use of electronic media. Like in-person relationships, the nursing student has the obligation to establish, communicate and enforce professional boundaries with patients in the online environment. Use caution when having online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the nursing student does not permit the nursing student to engage in a personal relationship with the patient.
- Promptly report any identified breach of confidentiality or privacy.
- Be aware of and comply with healthcare agency policies regarding use of agency-owned computers, cameras and other electronic devices and use of personal devices in the work place.
- Do not take photos in the classroom, campus skills lab or simulation lab without permission of the faculty.
- On personal or public media sites, do not make or post disparaging remarks or photos about healthcare agency staff, co-workers, classmates, faculty, staff, administrators, and the nursing program. Do not make or post threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments.
- Do not post content or otherwise speak on behalf of the healthcare agency, nursing program or college unless authorized to do so and follow all applicable policies of these entities.

AGREEMENT: I have read and understand the “HIPAA Regulations & Social Media Policy.” I commit to following these regulations and guidelines during my time in the BSN program of the Hesston College School of Nursing. I understand that failure to comply with this policy may result in disciplinary action or dismissal from the nursing program with the option of no opportunity for readmission.

Signature: _____ Date: _____

Name Printed: _____

CONCERNS, POLICY EXCEPTIONS, ACADEMIC DUE PROCESS, AND FORMAL COMPLAINTS

INDIVIDUAL STUDENT CONCERNS:

If an individual student has a concern involving the School of Nursing and a decision that affects him/her personally, the following procedure should be implemented by the student:

- Step 1 Discuss any clinical issue or concern with the clinical instructor.
- Step 2 If student is not satisfied with decision after discussing problem with instructor, the lead faculty should be contacted.
- Step 3 Discuss any classroom issue or concern with the lead faculty.
- Step 4 If student is not satisfied after discussing either the classroom or clinical problem with the lead faculty, the nursing education director should be contacted.
- Step 5 If student is still dissatisfied with the resolution of the problem, the academic dean should be notified by the student, as outlined in the *Hesston College Student Handbook*.

GROUP CONCERNS:

If a number of individuals have concerns regarding decisions, policies, or practices of the School of Nursing or suggestions for improvement, the following procedure should be implemented by the students:

- Step 1 The student class representatives who attend faculty meetings should be contacted. Student representatives are the official communication "link" between the student body and the nursing faculty. The representatives are expected to present the issue/concern/suggestion to the nursing faculty and relay the discussion and decision back to the student body.
- Step 2 If the concerned students remain dissatisfied with the action of the nursing faculty, an appointment can be made with the nursing education director to attend the next upcoming School of Nursing meeting to present the concern personally.
- Step 3 If the concerned students are still dissatisfied with the resolution of the problem, students should follow the procedure recommended in the *Hesston College Student Handbook*.

PROGRAM POLICY EXCEPTIONS:

Any student who would like to be considered for an exception to a program policy contained in this handbook must submit a written statement to the nursing education director for consideration by the appropriate faculty or nursing committee (i.e., lead faculty, Admissions and Progression Committee, or Faculty Organization of the School of Nursing). This written statement should include descriptive, objective information that clearly specifies the basis upon which an exception should be considered.

It should be noted that the nursing faculty make every effort to consistently apply department policies in a fair and equitable manner. Therefore, exceptions to these policies will only be granted in the event that significant extenuating circumstances are evident. An appeal for policy exception may only be granted one time for each admission to the nursing program.

Student requests for exceptions related to failing test averages are not eligible for review within the School of Nursing. In this event, students must consult the Academic Due Process Procedures in effect for all Hesston College students.

ACADEMIC DUE PROCESS PROCEDURES:

A student is guaranteed the right to appeal decisions regarding his or her academic record or status if the student thinks the decision was:

- Disproportionate to the infraction;
- Policies and procedures that affect the student's right to receive a fair decision were not followed;
- The decision made was not supported by evidence; and/or
- New evidence has become available.

A formal appeal may be submitted in writing to the academic dean. An appeal of a final grade must be submitted no later than 30 days after the final grade has been submitted.

FORMAL COMPLAINTS:

A formal complaint is defined by the School of Nursing as a student concern that is placed in writing in an attempt to communicate and resolve an issue that less formal approaches have failed to resolve. The written complaint holds the expectation that an action or decision related to the named issue will be forthcoming.

A formal written complaint must include the following:

- Complainant's name and contact information;
- Relationship of complainant to the nursing program; and
- Detailed description of the complaint including date and circumstances surrounding the complaint, names of others involved (if applicable), and information regarding the type of action or decision that is being requested.

The written complaint is provided to the nursing education director. Upon receipt of a formal written complaint:

- The nursing education director will schedule an appointment to talk directly to the individual filing the complaint;
- Consult with other parties as appropriate;
- Arrive at a response and communicate to the complainant in writing no later than 30 days after the written complaint was received.
- Should the complainant be dissatisfied with the proposed action or resolution, the academic dean can be contacted in writing by the complainant regarding next steps in the formal complaint process.

FOR FURTHER INFORMATION:

See *Hesston College Student Handbook* for Grievance Procedures, Student Complaint Policy, and the Appeal Procedure.

LEGAL QUALIFICATIONS FOR R.N. LICENSURE

Individuals considering enrollment in a nursing program should consult the Kansas Nurse Practice Act (KSA 65-1120) for information regarding possible licensure disqualification.

The Kansas State Board of Nursing may deny, revoke, limit or suspend a nursing license for the following reasons: fraud or deceit in practicing nursing or in procuring a license; holding a felony conviction or misdemeanor involving an illegal drug offense unless the applicant establishes sufficient rehabilitation to warrant the public trust; have committed an act of professional incompetency; being unable to practice with skill and safety due to current abuse of drugs or alcohol; being adjudged in need of a guardian or conservator; found guilty of unprofessional conduct; having violated the provisions of the Kansas Nurse Practice Act including KSA 65-1114 and 65-1122; having action taken against a nursing license in another state; and others noted in KSA 65-1120.

When applying to the Kansas State Board of Nursing (KSBN) for NCLEX-RN examination and licensure as a Registered Nurse, the applicant is required to submit fingerprints for a criminal background check and also report misdemeanor and felony convictions and disciplinary actions. Certified legal/court documents must be supplied. The KSBN will conduct an investigation and make an individual decision regarding legal eligibility for licensure. This determination will not be made prior to application to KSBN for licensure.

Reportable convictions include the following (this is not an all-inclusive list):

- All felonies
- The following categories of misdemeanors:
 - Alcohol
 - All drugs
 - Endangerment of a child or vulnerable adult
 - Physical, emotional, financial, or sexual exploitation of a child or vulnerable adult
 - Theft
 - Physical or verbal abuse
 - Battery
 - Deceit
 - Dishonesty
 - Falsification
 - Fraud
 - Misrepresentation
 - Violation of a protection from abuse order or protection from stalking order
 - Any action arising out of a violation of any state or federal regulation

The Kansas Nurse Practice Act states that no person who has been convicted of a felony against persons (as specified in article 34 of chapter 21 of the Kansas Statutes Annotated and amendments) shall be granted a license to practice nursing in the state of Kansas.

For more information on legal disclosure to the Kansas State Board of Nursing, visit their website at <https://ksbn.kansas.gov> or contact their Legal Department. Please note that KSBN staff are not attorneys and cannot give legal advice. If you have concerns regarding your eligibility for licensure prior to starting a nursing program, you will need to consult your own attorney.

Other state boards of nursing also set forth legal limitations for RN licensure. Please consult the state board in question regarding specific legal limitations.

Note: Admission to the Hesston College BSN program does not guarantee eligibility to test for a nursing license if a person's past record includes any of the situations listed above. The state board of nursing has final authority in determining whether an RN license will be granted upon successful completion of licensure testing and the application process.

You need to be aware of how legal issues may impact your potential RN licensure. Please contact the Hesston College Director of Nursing Education if you would like to discuss concerns or questions about how this relates to your future practice.

You are required to truthfully disclose your answers to the following questions:

Have you ever been convicted of a felony? Yes ___ No ___ *If yes, explain:*

Have you ever been convicted of a misdemeanor? Yes ___ No ___ *If yes, explain:*

Do you have any pending criminal case against you for a felony offense or a misdemeanor offense?
Yes ___ No ___ *If yes, explain:*

Do you presently have any physical or mental problems or disabilities or abuse of drugs or alcohol that could affect your ability to competently and safely practice nursing?
Yes ___ No ___ *If yes, explain:*

Have you ever had a license to practice nursing denied, revoked, limited or suspended or publicly or privately censured by a licensing authority? Yes ___ No ___ *If yes, explain:*

Have you ever voluntarily surrendered any professional license while an investigation or discipline case was pending? Yes ___ No ___ *If yes, explain:*

Have you ever allowed any professional license to expire while an investigation or discipline was pending?
Yes ___ No ___ *If yes, explain:*

Do you have any pending investigations or disciplinary cases against you or your license, certification or registration by a professional licensing authority?
Yes ___ No ___ *If yes, explain:*

If you are convicted of a misdemeanor or a felony while a Hesston College nursing student, you are also responsible to promptly report this to the Director of Nursing Education.

Signature: _____ Date: _____

Name Printed: _____

Reviewed Annually
Legal Limitations.4
Completed by Student in Personal CastleBranch Account

READMISSION INTO THE NURSING PROGRAM

READMISSION PROCEDURE:

- A. A readmission process to the nursing program will require written reapplication.
- B. The student seeking readmission must complete the following steps:
 - The student should contact the nursing office for a nursing readmission application.
 - Demonstrate eligibility for readmission to Hesston College, based on academic, student life, and financial standing;
 - Reactivate file with the college admissions office (if applicable);
 - Complete and submit a nursing readmission application in which the applicant will summarize and describe strategies planned to facilitate success in the nursing program. The deadline for reapplication will be determined by the Nursing Admissions & Progression Committee.
- C. The Nursing Admissions Committee will evaluate each applicant on the basis of his/her readmission information, previous performance in the nursing program, and perceived likelihood for future success in nursing. Conditions or prerequisites may be prescribed for readmission, in order to enhance the applicant's likelihood of success in the program (e.g., assessment of clinical skills or readiness for clinical experience, etc.).
- D. Students seeking readmission will be notified of their status as soon as possible, based on the Committee's decision and available space.
- E. A student may be readmitted only once. After entering readmission, a failure in any nursing course will result in dismissal from the program with no further options for reenrollment.
- F. By policy, students who have not been enrolled in nursing coursework for more than two semesters may be required to validate all previously-earned nursing credit (if course re-enrollment is not desired). A standardized assessment will be administered to validate an adequate nursing knowledge base in each course for which the applicant is seeking advanced standing. Failure to achieve the established benchmark will require reenrollment in the course.
- G. Students who have been granted readmission are required to comply with the nursing program policies and standards that are in effect at the time of reentry.
- H. Applicants seeking readmission will be considered along with all other candidates seeking first-time admission or advanced placement.

STUDENT REPRESENTATION

PURPOSE:

Class representatives serve as a liaison between faculty and the nursing student body. They also provide input from the student perspective on various issues concerning the nursing program.

STUDENT REPRESENTATION AT FACULTY MEETINGS:

Early in the fall semester, junior and senior classes will each select one student to serve for the academic year (one-year term) as their representative.

Each class will each select one student to serve for the academic year (one-year term) as their representative. The junior class representative will be elected near midterm of the fall semester. The senior class representative will be elected early in the fall semester.

Responsibilities include the following:

1. Attend School of Nursing faculty meetings (if physical attendance is not possible at a given meeting, virtual attendance may be arranged).
2. Upon request of the nursing education director or faculty, seek input from students regarding specific program issues or concerns.
3. Relay student input regarding program issues or concerns to faculty meetings. Examples of program issues or concerns to be brought to departmental meetings:
 - Course requirements
 - Policies regarding student behavior, expectations, exams, etc.
 - Class and clinical schedules
 - Resources and activities available to students
 - Textbook selection

Concerns that deal with individual faculty or specific courses should be directed to the specific lead faculty or faculty team.

4. Represent classmates in planning the annual nursing pinning ceremony.

STUDENT REPRESENTATION AT NURSING CURRICULUM COMMITTEE:

The nursing faculty select a representative from the junior class to serve a two-year term on the Curriculum Committee. This standing committee is responsible for the development and evaluation of the full nursing curriculum/program of study.

NOTE:

Student representatives do not have voting privileges at al or curriculum meetings.

SPECIAL NURSING FEES

For the current academic year, students enrolled in the following clinical courses are assessed fees according to the schedule below:

	Resource Fee	Clinical Fee
NURS 300 (fall of junior year)	\$900	\$500
NURS 302 (spring of junior year)	\$700	\$500
NURS 400 (fall of senior year)	\$700	\$500
NURS 402 (spring of senior year)	\$700	\$500

Resource fees provide students with the following services each semester: (not an exhaustive list)

1. Laboratory Supplies: Supplies and equipment used by students while practicing skills in the campus skills lab and simulation lab settings.
2. ATI Curriculum Support and NCLEX-RN Preparation: A comprehensive online program that provides students with review materials, assessment tests, and resources to strengthen the nursing knowledge base in each semester. In the final semester, students participate in the Capstone NCLEX-RN preparation question bank, a live NCLEX-RN review course, and a Virtual ATI personalized review program with an ATI nurse educator coach prior to NCLEX-RN testing.
3. ExamSoft: Software used for computerized testing in each semester.
4. Nursing Central: Electronic clinical resources (e.g., nursing dictionary, drug guide, lab and diagnostic test guide, nursing manual, journals, etc.).

Clinical fees provide students with the following services: (not an exhaustive list)

2. Clinical Expenses: Costs incurred by the college for clinical instruction.
3. Professional Liability Insurance: Each student is required to have professional liability insurance through the college to provide protection services against lawsuits that could arise as one performs as a nursing student in the various clinical settings.
3. Criminal Background Check and Drug Screening: Each student is required to undergo a background check and drug screening, as specified by affiliating clinical agencies for clinical eligibility.
4. Graduate Nurse Pin: During the final semester of the program, the graduate nurse pin (basic quality level) and graduation photography are provided.

LPN ADVANCED PLACEMENT FEE:

For the fall semester of the junior year, LPN nursing students with advanced standing for NURS 300 (Nursing Foundations I) are charged a Resource Fee of \$900 and a Clinical Fee of \$300. These fees cover applicable items mentioned in the categories listed above for prelicensure students.

NURSING UNIFORMS: (approximate prices; some variance by style)

- Scrub top with embroidered logo (\$38) in campus bookstore; required)
- Scrub pants (\$32) in campus bookstore) or student may select pants, slacks or skirt of their choice
- Scrub jacket with embroidered logo (\$52) in campus bookstore; optional)
- White or black shoes (student's choice)
- Watch that can monitor units of time in seconds (sweep-second hand is recommended)
- Stethoscope (bookstore offers a selection by special order during the first week of fall semester)
- Nursing student photo ID badge (no cost to student)

NURSING HEALTH REQUIREMENTS:

- CastleBranch personal, secure online account = \$43 (one-time fee)
- Yearly physical examination
- Yearly TB screening
- Required immunizations or titers to document immunity

Costs can vary greatly, depending upon the clinic setting and individual insurance coverage. Services from a health department, private clinic, physician, nurse clinician, or physician's assistant are all acceptable. Students may seek out the most economical/appropriate services for their situation.

HEALTH INSURANCE:

Hesston College and contracted healthcare agencies require all nursing students to submit proof of health insurance coverage in order to participate in clinical laboratory experience at healthcare agencies. If not covered under an individual or family health plan that meets college guidelines, the student is required to purchase the student health plan available through Hesston College. To waive the student health plan and corresponding charge, the student must upload documentation of personal health insurance to MyHesston by the designated deadline.

MISCELLANEOUS EXPENSES:

The following expenses occur during the spring term of the senior year:

- Application fees for the NCLEX-RN licensure examination: Cost varies from state to state. Kansas State Board of Nursing licensure applicants currently pay \$350-400 depending on whether a single state or multistate license is desired. If a graduate chooses to have an RN license endorsed later in a state other than the initial state of licensure, there will be additional fees for this process.
- Graduate Nurse Pin: The clinical fee for the NURS 402 semester covers the cost of the graduate nurse pin at the basic quality level (gold-plated). Students wishing to purchase a higher quality pin (1/10 karat gold or 10 karat gold) will pay the extra cost associated with their choice. Students receive their pins at the annual Nursing Pinning Ceremony in May upon conclusion of the program.

PEER MENTORING PROGRAM

PURPOSE:

To foster a positive community with a peer mentoring program where senior nursing students can establish connections, offer guidance, and provide learning support to junior nursing students.

GOALS:

- Cultivate within the mentee a sense of belonging as part of the Hesston College nursing program and the nursing profession
- Provide guidance to the assigned mentee in her/his role as nursing student
- Foster the development of individualized learning strategies
- Serve as a positive role model in the nursing profession, who exemplifies integrity, ethical principles, and caring

ROLE OF MENTOR:

- Academic support
- Role model

ROLE OF MENTEE:

- Ask questions and reach out to your mentor when you are unsure or overwhelmed
- Be aware of the time commitment you are asking from your mentor

GUIDANCE:

- Exchange phone numbers for text or phone call check-ins or questions
- Meet in person or virtually at least every other week for the first semester

TOPICS TO CONSIDER DISCUSSING:

- Study tips
- Anxiety/stress reducing tips
- Time management
- Organization
- Balancing work/school/parenting or other roles
- Skills practice together
- Proof reading papers (can work both ways)
- Clinical judgment patient care maps
- Using learning outcomes to guide learning

NEED MORE HELP THAN YOU CAN PROVIDE?

If at any time, anyone in this peer mentor relationship is asked to provide more help than you know how to give or that is beyond your expertise, please seek out these resources. Refer your peer to a professor, the Director of Nursing Education, or the Access Lab on campus. Mental health resources are also available by contacting the campus counselor or campus pastor. In emergencies, you can contact the Prairie View Crisis Line at 1-800-362-0180, the National Suicide Prevention Lifeline at 1-800-273-TALK (8255), or text the crisis line at 741741.

HESSTON COLLEGE NURSING CLUB

The Hesston College Nursing Club exists:

- To assume responsibility for contributing to nursing education in order to provide for the highest quality of health care;
- To provide programs representative of fundamental interests and concerns to nursing students; and
- To aid in the development of the whole person, his/her professional role, his/her responsibility for the health care of people in all walks of life.

Membership in the club is voluntary.

SCHOOL OF NURSING

Student Handbook Agreement

Policies defining nursing student expectations, behaviors, rights and responsibilities have been established by the Hesston College School of Nursing. These policies are contained within the *Hesston College BSN Student Handbook* published annually in August.

An electronic copy of the Hesston College *BSN Student Handbook* is available to nursing students at all times via Moodle through the “Nursing Program Information” course. Students are encouraged to read this handbook thoroughly so they understand how these policies apply to their educational experience in the nursing program.

AGREEMENT: I have access to the *Hesston College BSN Student Handbook*, and have read and understand the contents of this Handbook. I agree to abide by these policies as printed. I understand that failure to comply with the Handbook policies may result in disciplinary action or dismissal from the nursing program with the option of no opportunity for readmission.

Signature: _____ Date: _____

Name Printed: _____