

BELLARMINE
UNIVERSITY

Nursing

Revised 12/8/2020

**BSN Student Handbook
2020-2021**

TABLE OF CONTENTS

Department Overview _____	5
Mission _____	5
Vision _____	5
Core Values _____	5
Philosophy of the Department of Nursing _____	5
BSN Program Overview _____	8
Nursing Student Code of Conduct _____	9
Nursing Technical Standards _____	10
Registered Nurse Professional Licensure (www.kbn.ky.gov) _____	12
General Information _____	12
Completion of the BSN program and graduation does not guarantee eligibility for RN licensure. _____	12
RN Application for the NCLEX-RN® Exam _____	12
Student Nurse Professional Associations _____	13
School of Nursing Committees _____	14
COVID-19 Policies & Procedures _____	15
Handbooks _____	15
Face Coverings _____	15
Social Distancing _____	15
Clinical/Practicum Experiences with Known or Suspected COVID-19 Patients _____	15
COVID-19 Vaccine _____	15
Admission to the Nursing Major _____	16
Admission Criteria _____	16
Admission, Progression, and Graduation (APG) Committee _____	16
Vaccination Policy _____	16
Admission to the Nursing Major–Second-Degree Baccalaureate Track _____	17
Admission to the Nursing Major–Four Year Traditional Baccalaureate Track _____	18
LPN Validation of Nursing Content and Clinical Competency _____	19
Demonstrated Competency _____	19
Progression _____	20
Pre/Co-Requisite Courses _____	20
Progression in the Nursing Major _____	20
Withdrawal from a Nursing or Natural Science Course _____	20
Re-Enrollment _____	20
Unsatisfactory Grade in Clinical or Lab _____	20
First Unsatisfactory Grade After Admission to Nursing Major _____	21

Continuation in the Nursing Major _____	21
Dismissal from the Nursing Major _____	22
Appeal Process for Progression _____	22
Grades _____	23
Grading Scale _____	23
Rounding of Grades for Undergraduate Nursing Courses _____	23
Extra Credit Policy _____	23
Graduation with Honors _____	23
Academic Policies _____	24
Class Participation in the Virtual Setting _____	24
Numeracy Competency Policy _____	24
Testing Policy _____	25
ExamSoft® _____	25
Examity® _____	26
Testing Environment and Student Behavior _____	26
Standardized Exams _____	27
Course Evaluations _____	27
Grade Appeal Policy _____	27
Formal Complaint Policy _____	28
Academic Honesty and Integrity Policy _____	28
Electronic Devices _____	28
Student Fees _____	28
Attendance _____	28
Clinical-Simulation-Lab Attendance Makeup _____	29
Waiver or Exception to Policy _____	29
Professionalism _____	30
Professionalism Within the Classroom _____	30
Professionalism Within the Online Environment _____	30
Professionalism Within the Lab/Clinical Setting _____	30
Professional Uniform Attire _____	31
Professional Community Attire _____	32
Professional Appearance _____	32
Use of Social Media in the Clinical Setting _____	33
College of Health Professions Student Drug and Alcohol Policy _____	35
Clinical Requirements _____	40
Clinical Immunization and Practice Requirements _____	40
Proof of Immunizations or Immunity Status/Requirements _____	40
CastleBranch Student Instructions _____	44
Health Insurance _____	45
Liability Insurance (BSN 4-year, BSN Accelerated & RN-BSN Track) _____	45

Incident Report (<i>see Forms Section</i>)	45
Injury-Accident-Exposure	45
Practice of Injections or IV Insertion	45
Clinical Facilities	45
Clinical Placement	45
Transportation	46
Simulation Policy Statement	46
Clinical, Simulations, and Skills Lab Attendance & Participation (CAP) Tool	46
Services	47
Study Abroad	47
Academic Advising	47
Nursing Skills and Simulation Lab	47
Forms	48
List of All Forms	48
BSN PROGRAM REQUIREMENTS	49
STATEMENT OF ACKNOWLEDGMENT OF NURSING TECHNICAL STANDARDS	51
Student Drug and Alcohol Policy	52
Application to Nursing Major	53
APPLICATION FOR NURSING MAJOR	54
APPLICATION FOR NURSING MAJOR	55
APPLICATION FOR NURSING MAJOR	56
Immunization Documents	57
Immunization Requirements and Due Date for Traditional Track	58
Immunization Requirements and Due Date for Second-Degree Track	59
IMMUNIZATION CERTIFICATE	60
Lansing School of Nursing and Clinical Sciences	60
Seasonal Influenza Vaccination Form	60
Complete this section for administration of vaccine.	60
Tuberculosis Screening Questionnaire	61
WAIVER FOR HEPATITIS B VACCINATION	62
WAIVER FOR IMMUNIZATIONS OTHER THAN HEPATITIS B VACCINE	63
Admission, Progression, and Graduation Forms	64
WAIVER TO POLICY	65
APPLICATION FOR CONTINUATION	66
APPLICATION FOR RE-ENROLLMENT	67
Clinical Forms	68
CLINICAL INCIDENT REPORT	69
Illness Documentation Form	70

DEPARTMENT OVERVIEW

Mission

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

Accepted 08/16/2019

Vision

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

Accepted 08/16/2019

Core Values

Academic Excellence

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

Intrinsic Dignity

We respect the intrinsic dignity of every individual.

Social Responsibility

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

Integrity

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

Hospitality/Student Centered Learning

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

Quality Service

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

Caring

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

Philosophy of the Department of Nursing

Consistent with Catholic social teaching, the faculty believes that quality health care should be available to all, with each individual in a society having the right to pursue the highest level of health. Nursing is a scientific discipline with a professional practice domain. The faculty supports the definition of nursing proposed by the American Nurses Association in the 2010 publication *Nursing's Social Policy Statement: The Essence of the Profession*.

Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations.
(p.3)

Faculty beliefs also include the following:

Person

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

Environment

Environment is the setting for the human experience, composed of multiple interacting dimensions including physical, biological, social, political, and global aspects. Persons adapt to changing situations and habitats. Environments are influenced by the norms of a person, particular region, and culture.

Health

Health is a dynamic, multidimensional experience of well-being perceived individually by each person, including physical, physiological, emotional, intellectual, cultural, social, community, and spiritual aspects. Health is holistic wellness existing along a continuum, reflecting the person's adaptation to changing environments, with the person's goals for health changing during different stages of life. Health is different from "cure" and is not simply the absence of illness. Persons can and should experience health even in the presence of illness. As the dying process is a natural part of the life continuum, promoting optimal well-being and health during this final life transition is also essential.

Nursing

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

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

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

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

Learning and Teaching

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

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

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

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

Approved by Faculty 3/24/2017

BSN PROGRAM OVERVIEW

The purpose of the of the Bachelor of Science in Nursing program is to provide basic professional education. Graduates are prepared to function independently or in collaboration with other health care providers to serve individuals and families in hospitals and community settings.

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

BSN Program Outcomes

- Synthesize knowledge of the liberal arts and sciences, and the discipline of nursing, in the provision of professional nursing care.
- Demonstrate leadership skills to ensure patient safety and enhance quality of care, within the context of the interprofessional team.
- Integrate evidence-based practice in the planning of care for individuals, families, groups, and populations.
- Demonstrate basic knowledge of healthcare policy, finance, and regulatory environments in healthcare delivery and practice.
- Implement population-focused nursing interventions across the lifespan.
- Function as a professional nurse in accordance with standards of moral, ethical, and legal conduct.
- Incorporate information systems and patient-care technologies in the delivery of quality nursing care.

Approved 08/2012

NURSING STUDENT CODE OF CONDUCT

Students admitted to the Bellarmine University, School of Nursing are expected to conduct themselves in a professional and civil manner in all matters related to the University (classroom, clinical, campus, electronic and virtual interactions). Among other things, Bellarmine University's and the School of Nursing's missions both affirm excellence and the intrinsic dignity and infinite value of each and every human being. It is expected of all members of the Bellarmine University community, therefore, that in our interaction and discourse, we conduct ourselves in a manner fully consistent with these basic values. Given the nature and purpose of a university learning community, vigorous, thoughtful debate; fair, well informed criticism; and professional disagreements are expected and indeed, welcome. It is further expected however that our interaction and discourse always be characterized by the collegiality, civility, mutual respect, and professionalism that reflects the deep commitment of the Bellarmine University community to excellence and to the intrinsic dignity and infinite value of ourselves and others. Students must be respectful to their classmates, instructors, staff and faculty. They must also exhibit a genuine willingness to participate in the culture and responsibilities associated with university life.

Approved 11/20/2020

NURSING TECHNICAL STANDARDS

Each student must be able to meet the basic technical standards of performance necessary for the practice of nursing for admission and progression in the program of study.

The bachelor's degree program curriculum is designed to provide the education necessary for the practice of nursing as a generalist. Students build on the fundamental principles of nursing, acquire skills of critical judgment based on education and experience, and develop an ability to use principles and skills wisely in decision-making and problem-solving pertaining to the delivery of high-quality nursing services.

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

- Acquire information from demonstrations and experiences in the basic and applied sciences, including but not limited to information conveyed through lecture, group seminar, small group activities and physical demonstrations.
- Acquire information from written documents and computer-information systems (including literature searches and data retrieval), and identify information presented in images from paper, video, transparencies, and slides.
- Use and interpret information from diagnostic maneuvers (e.g., sphygmomanometer, otoscope, ophthalmoscope, etc.), and other diagnostic representations of physiological phenomena during the course of conducting a comprehensive physical assessment of a client.
- Accurately elicit information, including a medical history and other information required to adequately and effectively evaluate a client's condition.
- Synthesize information to develop a plan of care.
- Problem solve and think critically to judge which theory and/or strategy of assessment and intervention is most appropriate.
- Exercise proper judgment in planning and providing accurate and timely care to clients.
- Maintain effective, mature, and sensitive relationships with clients, students, faculty, staff, and other professionals under all circumstances.
- Perform specific procedures and interventions (e.g., Basic Life Support techniques) sufficient to provide safe and effective nursing care according to prescribed therapeutic regimens.
- Communicate effectively and efficiently with faculty, patients, families, and all members of the health care team about a patient's condition as called for under the circumstances.
- Practice in a safe manner and respond appropriately to emergencies and urgencies.
- Demonstrate the ability to deliver safe patient care while under stress and/or in changing environments inherent in the clinical practice of nursing.
- Practice universal precautions against contamination and cross contamination with infectious pathogens (e.g., wearing personal protective equipment, working with sharp objects and hazardous chemicals, treating clients with infectious diseases).

Upon admission, a candidate who discloses a disability and requests accommodation will be referred to the Disability Services Office, 502-272-8490. The University will provide reasonable accommodations but is not required to make modifications that would substantially alter the nature or requirements of a program or provide auxiliary aids that present an undue burden to the University. To matriculate or continue in the curriculum, the candidate must be able to perform all the essential functions outlined in the Technical Standards either with or without accommodation.

REGISTERED NURSE PROFESSIONAL LICENSURE ([WWW.KBN.KY.GOV](http://www.kbn.ky.gov))

General Information

Professional licensure is required to practice nursing as a Registered Nurse (RN). If the graduate is planning to license and work in the Commonwealth of Kentucky the graduate will need to apply for licensure at www.kbn.ky.gov and follow the link to Apply for License.

Application for licensure can begin in the last semester but no later than four weeks prior to graduation. If the graduate is planning to license and work outside of Kentucky, the graduate must contact the state board responsible for the licensure of RNs in that state.

Kentucky is a member of the Nurse Licensure Compact. This allows multistate licensure for the licensee. Go to <http://kbn.ky.gov/apply/Pages/NLC/compact.aspx> or <https://www.ncsbn.org/nurse-licensure-compact.htm> find out more about Nurse Licensure Compact and the states involved.

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

Statute KRS 314.091 (l) (b) states that the Kentucky Board of Nursing may take action on any felony or a misdemeanor that involves drugs, alcohol, fraud, deceit, falsification of records, a breach of trust, physical harm or endangerment to others, dishonesty, or sexual offenses. The Kentucky Board of Nursing can deny an application for a license for criminal convictions. Denial of licensure is a formal disciplinary action. RN licensure applicants who have past criminal convictions should go to www.kbn.ky.gov (Kentucky Administrative Regulation 201 KAR 20:370) for further information. If the circumstances of a conviction apply, graduate should contact the Kentucky State Board

RN Application for the NCLEX-RN® Exam

After the graduate has applied for licensure, the licensure site will have a link to register to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN®). The NCLEX-RN® (sometimes called “State Board Exam”) is taken after graduation. It is administered via computer at any one of many conveniently located testing centers across the United States and its territories. The testing center is responsible for sending graduate test results to the state in which the graduate applied for licensure. Once the graduate has passed the NCLEX-RN®, the state board of nursing will issue nursing license. To find out more about the NCLEX-RN® the graduate should go to <https://www.ncsbn.org/index.htm> or contact the board of nursing in the state in which the graduate plans to practice nursing.

Revised 3/6/2013

STUDENT NURSE PROFESSIONAL ASSOCIATIONS

National Student Nurses Association (NSNA) connects 60,000 nursing students with programs and benefits to prepare entrance into the profession of nursing. The following benefits are available:

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

Kentucky Association of Nursing Students (KANS) is a pre-professional organization for pre-nursing and nursing students enrolled in Kentucky accredited diploma, associate, and baccalaureate degree programs. KANS is a constituent member of the National Student Nurses Association (NSNA) and students may elect to become members of KANS and NSNA by completing an application and paying membership dues.

Bellarmino Association of Nursing Students (BANS) serves as the registered student organization (RSO) for nursing students at Bellarmine University. The purpose of BANS is to offer nursing students opportunities for professional development and to foster interest in nursing roles. This is accomplished through participation in service projects and campus activities. Students have the opportunity to participate in leadership roles in BANS by serving as a member of the executive board. The executive board includes President, Vice-President, Secretary, Treasurer, and class representative. Students may also chair committees for special projects or events. Membership is open to all nursing and pre-nursing students. No dues are required. For more information about BANS, students are encouraged to review the university website and contact the BANS president or the faculty advisor.

SIGMA is the Honor Society of Nursing; its mission is to be a leader in promoting leadership and scholarship in practice, education, and research to enhance the health of all people. Lambda Psi is the Bellarmine University chapter 285. Membership is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship, and to nurse leaders exhibiting exceptional achievements in nursing. Additional information may be found at the following websites: [Sigma International](#) & [Lambda Psi Chapter](#)

SCHOOL OF NURSING COMMITTEES

***Admission, Progression & Graduation (APG) / Awards-** Responsible for admission review, progression, and graduation decisions at the undergraduate and graduate levels. Also responsible for identifying undergraduate and graduate student award nominees.

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

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

***Policy** - Responsible for reviewing, revising, updating, and/or developing policies in the undergraduate and graduate handbooks.

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

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

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

COVID-19 POLICIES & PROCEDURES

Lansing School of Nursing and Clinical Sciences

During the COVID-19 pandemic the Lansing School of Nursing & Clinical Sciences at Bellarmine University remains committed to our mission of educating current and future health care practitioners for meaningful lives, rewarding careers, ethical leadership, and service to improve the human condition. Due to the pandemic we continue to develop new and innovative methods to provide didactic instruction and experiential learning activities that promote learning while maintaining safe and healthy environments. Preventive measures and policies will remain in place throughout the academic year to safeguard our students, faculty, staff, patients, and the community. Self-monitoring, social distancing, and face covering requirements are in place until further notice. In addition to university policies (<https://www.bellarmino.edu/welcome-back/>), the following are in place specific to the Lansing School:

Handbooks

Policies noted in any Lansing Student Handbook are subject to change during a public health emergency and/or as imposed by our health care partners.

Face Coverings

In accordance with federal and state regulations, Bellarmine is requiring faculty, staff, and students to wear a face covering when in public and common spaces. This includes all classroom, laboratory, and clinical settings for Lansing students. If a Lansing student refuses to wear a face covering, unless medically contraindicated with documentation by a health care provider, they will be asked to leave the learning area and any applicable attendance, clinical make-up, and examination policies will be enforced.

Social Distancing

In accordance with federal and state regulations, Bellarmine is requiring faculty, staff, and students to social distance when in public and common spaces. This includes all classroom, laboratory, and clinical settings for Lansing students. There may be brief instructional periods during laboratory and clinical experiences when the social distancing policy is suspended; and it will be mandatory that everyone present are wearing face coverings.

Clinical/Practicum Experiences with Known or Suspected COVID-19 Patients

Students are valuable members of the healthcare team and provide meaningful care. However, in the interest of student safety and in response to our health care partners' requirements, Lansing students will not provide direct care to known or suspected COVID-19 patients until further notice. If it is determined a Lansing student was exposed to a patient diagnosed with COVID-19 after their clinical encounter they will be required to follow the university's guidelines regarding testing, contact tracing, and quarantining.

COVID-19 Vaccine

Faculty, staff, and students will be required to follow the university as well as clinical affiliates' policies regarding the COVID-19 vaccine.

Approved by Program Chairs 12/2020

ADMISSION TO THE NURSING MAJOR

Admission Criteria

Admission to Bellarmine University does not automatically admit a student to the BSN program. Students must make formal application and be accepted into the nursing major by the BSN Admission, Progression and Graduation Committee (APG). Admission to the nursing major grants the student the right to take nursing courses in the professional sequence.

Admission, Progression, and Graduation (APG) Committee

Responsibilities of the BSN APG Committee are as follows:

1. Develop, implement, and review policies for the admission, progression, and graduation (APG) of undergraduate nursing students.
2. Review applications to the BSN-Traditional and BSN-Second-degree tracks.
3. Review undergraduate student requests for continuation & re-enrollment.
4. Review undergraduate student requests for exceptions to nursing department policies.

Students are responsible for knowing current policies and procedures as written in the BSN Student Handbook, the University student handbook and the course catalog. All of these resources are available online through the university websites (www.bellarmino.edu/nursing).

Vaccination Policy

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

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

Approved February 2019

Admission to the Nursing Major—Second-Degree Baccalaureate Track

The second-degree BSN program is specifically designed for the individual holding a bachelor's degree in another field who is drawn to the rich and diverse experience that nursing offers.

All applicants must:

1. Apply through the centralized application service (CAS), Nursing CAS. Students can visit www.nursingcas.org to complete the application;
2. Have earned a bachelor's degree or higher in any discipline from a regionally accredited college or university;
3. Have a minimum *prerequisite* GPA of 2.75 on a 4.00 scale;
4. Have a minimum *cumulative* GPA of 2.75 on a 4.00 scale.
5. Have a grade of B minus or better in all prerequisite natural science and nutrition courses.
6. Have grades of C or better in all other prerequisite courses.
7. Submit a personal statement which describes experiences which have led the applicant to consider nursing as a career.
8. Provide to Bellarmine proof of successful completion of a Medicaid approved Certified Nurse Aide course prior to May 1 of the program year. Students do not need to complete the state certification examination.
9. Provide an official copy of a third party, course by course credential evaluation to Nursing CAS and Bellarmine University if any transcript(s) or undergraduate degree(s) is from an international institution. The Office of Graduate Admission reserves the right to request a certified copy of the original transcript(s). Information regarding processes and fees is available at: www.aacrao.org/international/, www.wes.org and www.ece.org.
10. Have ALL final, official transcripts mailed directly from any institution in which the applicant was ever enrolled to the Bellarmine Office of Graduate Admission, upon admission. Official transcripts cannot be marked "Issued to Student." Nursing CAS does not provide official transcript(s) to Bellarmine University.
11. The Nursing Program requires an official TOEFL iBT (Test of English as Foreign Language internet-based test) or IELTS (International English Language Testing System) score for verification of language proficiency for applicants who possess any of these criteria:
 - a. Born outside the US.
 - b. English is not primary language.
 - c. Obtained a degree or required admission pre-requisites from a non-US institution.

For consideration of admission, the Nursing Department requires the following evidence of language proficiency:

- TOEFL-iBT total score of 83 or higher AND a speaking score of 26 or higher OR
- IELTS total band score of 7 or higher AND a speaking band score of 8 or higher.

Only official score reports will be accepted, and score reports must be sent directly to Bellarmine University Admissions. The Nursing Program reserves the right to require a TOEFL or IELTS from **any applicant**.

Alternatively, students may petition to use one of the following requirements to document English-language proficiency:

- Degree completion from a TOEFL exempt country OR
- Successful completion of Language training at an approved center

Bellarmine University recognizes the following standards and centers:

- [English Language Services](#) level 112
- [Interlink](#) Level 5
- [Intensive English Program](#) at Indiana University Level 6
- The Nursing Admissions, Progression & Graduation Committee may use discretion and approve other centers.

Revised 08/16/2019

12. Applicants who do not have a minimum 2.75 cumulative undergraduate GPA will be reviewed for admission if they meet the following requirements:

- prerequisite GPA of 3.0 or higher
- grades of B or higher in Anatomy & Physiology I and II, Microbiology and Nutrition
- no prerequisite grade below a C.

The Office of Graduate Admission reserves the right to request additional information or a personal interview.

Revised 4/15/15

Admission to the Nursing Major—Four Year Traditional Baccalaureate Track

1. Students must **submit an application** for admission to the nursing major. This application is provided to students during NURS 110, or the student may obtain the application from the administrative assistant in the nursing department.
2. The following items must be submitted to the online tracker using the nursing department documents for submission ([See Forms Section](#))
 - Acknowledgment of BSN Program Requirements
 - Immunization record
 - TB screening
 - CPR (American Heart Association Basic Life Support Healthcare Provider)
 - Criminal Background Check
3. All courses designated in the BSN curriculum plan for the freshman year must be completed.
4. GPA Admission Criteria (*effective Fall 2013*).
 - A minimum cumulative GPA of 2.75 on a 4.0 scale.
 - Grade of B minus or better in Biology 108 & 109
 - Grade of B minus or better in Nursing 110 & 200
5. A student is **not eligible for admission** to the nursing major if he/she earns **three** or more unsatisfactory grades in the same course or any combination of these 4 courses: BIOL 108, BIOL 109, NURS 110, and NURS 200
 - An unsatisfactory grade is defined as one grade lower than B minus; or two withdrawals from any single course or combination of the courses listed above.
 - The policy refers to the final course grade, not a grade on a specific assignment.
6. If the student's cumulative GPA is less than 2.75, the application for admission to the nursing major will be reviewed by the APG committee if **all** of the following criteria are met:
 - Pre-requisite GPA of 3.0 or higher
 - Grades of B or higher in Biology 108 & 109, N110 and N200
 - No pre-requisite grade below a C
7. The APG committee reserves the right to request additional information or request a personal interview.
8. Prerequisite courses must be completed prior to the first day of class in the nursing major. Official transcripts validating grades must be received within 30 days of course completion.
9. The Nursing Program requires an official TOEFL iBT (Test of English as Foreign Language internet-based test) or IELTS (International English Language Testing

System) score for verification of language proficiency for applicants who possess any of these criteria:

- Born outside the US.
- English is not primary language.
- Obtained a degree or required admission pre-requisites from a non-US institution.

For consideration of admission, the Nursing Department requires the following evidence of language proficiency:

- TOEFL-iBT total score of 83 or higher AND a speaking score of 26 or higher OR
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- Degree completion from a TOEFL exempt country OR
- Successful completion of Language training at an approved center

Bellarmino University recognizes the following standards and centers:

- [English Language Services](#) level 112
- [Interlink](#) Level 5
- [Intensive English Program](#) at Indiana University Level 6
- The Nursing Admissions, Progression & Graduation Committee may use discretion and approve other centers.

Revised 08/16/2019

10. Transfer students seeking admission to the nursing major will be held to the same admission criteria regarding grades in comparable courses to BIOL 108, BIOL 109, NURS 110, and NURS 200.

Approved 3/1/2013

LPN Validation of Nursing Content and Clinical Competency

A student holding an LPN license and accepted to the nursing major may challenge NURS 110 Introduction to Nursing and NURS 205, Foundations of Nursing, by successfully completing both of the following:

Comprehensive Exam	Conversion Exam Score: 77%
Clinical Competency	Teacher-validated demonstration of selected clinical competencies. Validation must be completed 30 days prior to the first day of class in NURS

Demonstrated Competency

Challenge a Nursing Course

Students enrolled in the Lansing School of Nursing Department may petition the APG Committee to take a comprehensive examination on the material covered in any credit course. The examination must be taken no less than 30 days prior to the first day of class.

PROGRESSION

Pre/Co-Requisite Courses

Course work in the nursing program is sequenced to maximize the student's success. If it is determined that a student has not completed the required pre/co-requisites, or has not been granted a waiver of policy, the student must immediately withdraw from the nursing program.

Progression in the Nursing Major

A student in good standing is one who:

- Earns a minimum grade of C in all natural science and nursing courses
- Adheres to the planned sequence of nursing courses cited in the current university catalog
- Adheres to university policies regarding a student in good standing as defined in the course catalog and university student handbook
- Achieves and maintains safe nursing practice in clinical performance
- Removes an "incomplete" received in a nursing clinical course before progressing to the next nursing clinical course
- Maintains current student clinical requirements as outlined in the BSN Student Handbook

Withdrawal from a Nursing or Natural Science Course

Students should refer to the university course catalog regarding the procedure to withdraw from a nursing course. Effective May 2013, **two withdrawals** from any single nursing or natural science course or combination of courses (after admission to the nursing program) will be considered as equal to **one unsatisfactory grade**. This policy applies to withdrawals from any nursing or science course in the second-degree or traditional tracks.

Approved 3/1/2013

Re-Enrollment

Re-enrollment applies to a second-degree or traditional student who has been admitted to the nursing major and has **withdrawn from one course or deviated from the program sequence**.

When requesting to return to the program sequence, the student must:

- Submit an Application for Re-enrollment ([see Forms Section](#)). **This form should be submitted to the BSN Department Chair at least two weeks before registration begins for the semester in which the student wants to return.** Re-enrollment is based on available clinical space and resources.
- Achieve a minimum cumulative GPA of 2.0
- Complete all necessary prerequisite courses

Unsatisfactory Grade in Clinical or Lab

A student who receives an unsatisfactory evaluation in clinical or lab will receive a grade of F for the course, regardless of classroom grade. The student must request continuation in the nursing program according to the procedure outlined in the BSN Student Handbook. If the student is approved for continuation by the APG Committee, the student must repeat the course in its entirety and complete the requirements as outlined by the APG Committee.

First Unsatisfactory Grade After Admission to Nursing Major

For purposes of continuation, **one unsatisfactory grade** is defined as any of the following:

- *a grade of C minus or lower in any nursing or natural science course OR*
- **two withdrawals** from any single course or combination of nursing and/or natural science courses

The student must request continuation in the nursing program according to the procedure outlined in the BSN Student Handbook. If the student is approved for continuation by the APG Committee, the student must repeat the course in its entirety and complete the requirements as outlined by the APG Committee in order to continue in the nursing major.

Approved 3/1/2013

Continuation in the Nursing Major

A student who earns **the first unsatisfactory grade** after admission to the nursing major and wishes to continue in the nursing major must submit the Application for Continuation for approval by the APG Committee.

When requesting continuation in the nursing major, the student must:

1. Submit an Application for Continuation ([see Forms Section](#)).
 - The Application for Continuation must be submitted to the APG Committee Chairperson at **least 2 weeks before registration** begins for the semester in which the student wants to return.
 - Students who register prior to receiving approval for continuation from the APG committee may have their course schedule modified at the discretion of BSN Department Chairperson.
 - Students must meet with the academic advisor and obtain their signature on the continuation form, as well as advisor comments pertinent to the students' likely success.
2. Achieve a minimum cumulative GPA of 2.0.
3. Complete all necessary prerequisite courses.

A nursing or natural science course may only be repeated once. Students must repeat all aspects of the course (competencies, skills, clinical, lab, and classroom assignments).

A student must achieve a grade of C or higher (including a passing grade in clinical/lab) for the repeated course. If the student does not request continuation, it is assumed that the student has withdrawn entirely from the nursing major.

Program Transition for Second-Degree Students

Students who are Unsuccessful in a Second-degree Track Nursing (NURA) Course

Students enrolled in the BSN Accelerated Second-degree track who are unsuccessful in a nursing course and wish to retake that course in the BSN Traditional track must submit an Application for Continuation ([see Forms Section](#)) to the APG Committee. **The Application for Continuation must clearly state that the BSN Second-degree Student is requesting permission to take a course in the BSN Traditional track.** Requests will be granted based on APG committee approval and available clinical space and resources.

Students who are Taking Traditional Track Nursing (NURS) Courses and are Requesting to take Second-degree Track Nursing (NURA) Courses

If a BSN Second-degree student desires to move into and/or return to the accelerated track after taking courses in the BSN Traditional 16-week format, ALL of the following must be met:

1. A minimum cumulative GPA of 2.0.
2. Completion of coursework for the current semester.
3. A grade of B minus or higher in any nursing and/or natural science courses taken within the BSN Traditional track.

Any second-degree BSN student who takes a nursing and/or natural science course in the traditional track and earns an unsatisfactory grade (C- or lower) or withdraws from that nursing or natural science course due to a failing grade (less than 77% or unsatisfactory clinical/lab performance at the time of withdrawal) will not be allowed to re-apply for entrance into the 2nd degree BSN track at any time.

Dismissal from the Nursing Major

Grounds for dismissal from the nursing major are any of the following:

- **Two unsatisfactory course grades during any time after admission to the nursing major (within one semester or multiple semesters).**
 - Two unsatisfactory grades are defined as a **grade of C minus or lower in any two nursing or natural science courses after admission to the nursing major.** The grades may occur in a single semester or different semesters.
 - **Two withdrawals** from any single course, or combination of nursing and/or natural science courses, will also be considered to equal **one** unsatisfactory grade.
 - A combination of two withdrawals and one unsatisfactory grade equals two unsatisfactory grades. The withdrawals and unsatisfactory grades may occur within the same semester or multiple different semesters.
 - This policy applies to grades received in either accelerated or traditional tracks. Thus, a student who withdraws from two accelerated nursing courses has one unsatisfactory grade on record. If the accelerated student desires to take courses in the traditional track, the student must submit the Re-enrollment form for approval by the BSN Department chairperson. Subsequently, if this student has one unsuccessful grade in the traditional track, the two withdrawals from the accelerated track and the one unsuccessful grade in traditional track, equals two unsatisfactory grades. The two unsatisfactory grades result in the student's immediate dismissal from the nursing major.
- **Unprofessional behaviors, violations of the nursing department policies or violations of the university code of conduct by the student**

Students who are dismissed from the nursing major are not necessarily dismissed from the university. Students who are dismissed from the nursing major are encouraged to consult with their academic advisor or an advisor in the Student Success Center (SSC) about changing to a different major at Bellarmine University.

Approved 3/1/2013

Appeal Process for Progression

1. If the student decides to appeal the decision from the APG committee, the first appeal must be submitted in writing within 7 calendar days to the BSN Department Chairperson. There must be some clear basis for the student's appeal, such as the student's belief that a **procedural violation** occurred.
2. If a student desires to appeal the chair's decision, the second appeal must be submitted in writing within 7 calendar days to the Dean of Nursing. The decision of the Dean is final.

GRADES

Grading Scale

Grades are determined as defined in the course syllabus and may include quality of work, performance on course assignments, examination grades and class attendance.

Nursing students must earn a minimum GPA of 2.0 and grade of C or higher in required science and nursing courses in order to progress in the nursing program.

Pre-licensure Grading Scale for Undergraduate Nursing Courses.

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

No more than 15% of the final grade can be derived from non-exam materials (e.g. papers, presentations, projects) in any pre-licensure clinical course.

Rounding of Grades for Undergraduate Nursing Courses

All grades will be recorded to the tenth (one decimal point); the final grade will be rounded according to the following rubric:

- 0.1 to 0.4 rounds **down** to the nearest whole number (e.g. 76.4 rounds to 76)
- 0.5 to 0.9 rounds **up** to the nearest whole number (e.g. 76.5 rounds to 77)

When Clinical/Lab is graded on a pass/fail basis. Students **must** receive a passing grade in clinical/lab in order to successfully complete the course. In addition, all clinical objectives must be successfully completed. **A failure in any aspect of the clinical/lab experience results in a grade of "F" for the entire course.**

Extra Credit Policy

The Donna and Allan Lansing School of Nursing does not permit extra credit. *Approved 08/16/2019*

Graduation with Honors

In order to be considered for Latin Honors (*cum laude, magna cum laude, and summa cum laude*) at graduation, a BSN student must have 60 hours in residence (i.e. take 60 credit hours at Bellarmine) in addition to the required GPA specified in the university course catalogue.

ACADEMIC POLICIES

Class Participation in the Virtual Setting

- The use of a camera is required to promote class participation and engagement during virtual classes.
- The expectation is that the student will be prepared and ready to participate in the virtual classroom by dressing appropriately and sitting upright. The expectations for the virtual classroom are the same as those in the live classroom.
- It is expected that the student is fully present in the virtual environment and not engaging in other activities such as driving, hiking, shopping, etc.
- The student's face should be in full view of the instructor throughout the class period.
- Failure to do so may impact your success in the course.
- For privacy concerns, students are permitted to utilize the "blurred background" feature on Microsoft Teams.
- If there is a reason the student is unable to adhere to these expectations for the duration of the virtual class, the student is expected to communicate with the instructor prior to the start of class.

Approved 11/20/2020

Numeracy Competency Policy

The Numeracy Competency Policy exists to insure math and dosage calculation competency necessary for safe nursing practice. The nursing literature reports that the majority of nursing errors occur in medication administration. Some hospitals require nurses to demonstrate dosage calculation proficiency as a requirement for employment.

Therefore, it is imperative that nursing students assume personal responsibility for maintenance of math and dosage calculation skills throughout the nursing curriculum. The numeracy competency testing serves as a means for continued assessment by students and faculty of these essential required skills.

Policy

Students taking NURS(A) 205, 230, 310, 330, 305, 430 are required to pass a math/drug dosage calculation test prior to providing patient care in the clinical setting.

The student is provided up to three attempts to pass the test. A passing grade is defined as:

NURS(A) 205	1 st attempt = 80% or higher
NURS(A) 230	2 nd attempt = 90% or higher
	3 rd attempt = 100%
NURS(A) 310	1 st attempt = 90% or higher
NURS(A) 330	2 nd attempt = 100%
	3 rd attempt = 100%
NURS(A) 305	1 st attempt = 100%
NURS(A) 430	2 nd attempt = 100%
	3 rd attempt = 100%

Once a student has passed the test, no further testing is required for that semester. **Should a student be unsuccessful in all three testing attempts, the student is required to withdraw from the course immediately.**

*Revision was made to reflect changes in the syllabus template.
Revised 04/21/2018*

Testing Policy

Exams

- All students will be required to present a valid picture identification (ID) card before taking a nursing exam. Failure to produce an acceptable ID may result in a missed exam or grade reduction.
- Exams are to be taken according to the published schedule.
- Students who are unable to take an exam at the scheduled time must notify faculty **PRIOR** to the exam.
 - “Prior to” is defined as at least one hour before the exam is scheduled.
 - A student failing to notify the faculty will receive an exam grade of zero.
- A student arriving after the exam has started will be considered “late” and will be allowed to complete the exam in the remaining amount of exam time. No additional time will be provided to complete the exam.
- The use of foam earplugs during testing is acceptable only if the student discloses the use of the ear plugs prior to the start of the exam and demonstrates that they are foam. Failure to do so may be considered academic dishonesty.
- The use of ear buds, air pods, headphones, or any other ear covering is not acceptable without faculty approval.

Revised 11/20/2020

Make Up Exams

- An opportunity for a make-up exam will only be possible if the student presents evidence of illness, extenuating circumstance, or participation in approved college functions.
- Documentation will be required before an exam may be rescheduled. Failure to produce documentation will result in the exam grade remaining a zero.
- Documentation may include healthcare provider statements, police accident reports, court records, etc.
- The professor retains discretion about the window of time during which documentation must be submitted.
- Arrangements for taking an exam must be initiated by the student. The make-up exam will be given at time, date, and place of the faculty’s discretion.

ExamSoft®

ExamSoft is the recognized testing platform in the Lansing School of Nursing and Clinical Sciences. To facilitate the testing process the student must comply with the following:

Student Responsibilities

- The student must register for an ExamSoft® account for online access using his/her Bellarmine student email address.
- Sharing username/password or use of another student’s ExamSoft® account is considered academic dishonesty. In the event of such an occurrence, the student will receive a grade of zero.
- The student must bring his/her own electronic device for the exam.
- The student must bring current Bellarmine ID to any testing session.
- Students who receive testing accommodations through the Student Success Center (SSC) must take the initial practice test in the SSC to ensure all accommodations, i.e., extended time (1 ½ - 2x original length of time) are being met.
- When taking an assessment on ExamSoft®, all students are responsible for checking their exam time at the start of the exam. If the time is incorrect, the student must notify the exam proctor before beginning the exam.

Approved 08/16/2019

Electronic Device Requirements

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

Adopted by Faculty 5/14/2018

Examity®

Examity® is the recognized test proctoring platform in the Lansing School of Nursing and Clinical Sciences. To facilitate the testing process the student must comply with the following:

Examity System Requirements

- macOS X 10.5 or higher, Windows Vista or higher. Examity® does not support Linux or Chrome OS
- Desktop computer or laptop (tablets, Chromebook and cell phones do not meet our requirements)
- A working built-in or external webcam and microphone
- Internet speed must be at least 2 Mbps download and 2 Mbps upload. **Hot spots are not recommended**
- Browser with pop-up blocker disabled

Testing Environment and Student Behavior

- Students are not permitted to ask questions during an exam unless the question relates to a potential typographical error.
- During an examination, the electronic device that the exam is downloaded on is allowed in the testing center. No other electronic devices are allowed. A blank piece of paper may be provided, if deemed necessary by the professor. Students will provide their own pencil or pen.
- All textbooks, class notes, backpacks, purses, device covers, cell or smart phones and smart watches/fitbits are to be stored at the designated area during an exam.
- Faculty must be alerted to the use of any medically required electronic device prior to the first exam in a course. If a medical device in use is not publicly known, a letter of accommodation must be presented to the professor or Chair.
- Students may not leave the classroom during the exam. If a student must leave for a personal reason, the professor may choose to reschedule completion of that student's exam.
- No hats, caps, gloves, or bulky clothing of any type will be permitted in the testing environment.

Please note for all examinations that are administered in an online format outside of the classroom setting the following statements apply:

- Students are not permitted to text, email, or call to ask questions during the exam unless it is related to a technology problem.
- During an examination, the electronic device that the exam is downloaded on is allowed. No other electronic devices are permitted unless specified by the course faculty.
- No outside resources such as textbooks, class notes, or other resources are permitted unless specified by the course faculty.

- If an exam is not proctored students are not permitted to photograph or screen save any exam content or share exam materials with other students.
- If an exam is proctored, students must follow all guidelines set forth by the course faculty regarding the proctoring of the exam.

Adopted by Faculty 5/14/2018

Standardized Exams

Nursing students are required to take a standardized exam in selected courses (see course syllabus). All Standardized exams are administered in a proctored setting at a designated date. The purpose of standardized exams is to evaluate student learning at various points throughout the nursing curriculum. Standardized exams are cumulative and may cover concepts from the current course as well as previous courses. Therefore, student preparation for these exams is ongoing throughout the nursing program and students are accountable for past coursework. Standardized exams provide test questions in a format similar to the NCLEX-RN exam. Research has indicated that students who score in the satisfactory range or higher range are more likely to pass the NCLEX-RN exam after graduation. The nursing department's policies regarding grading of standardized exams follow guidelines established by the Kentucky Board of Nursing.

Updated 8/9/2019

Course Evaluations

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

Approved 11/15/2019

Grade Appeal Policy

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

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

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

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

Formal Complaint Policy

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

Academic Honesty and Integrity Policy

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

Electronic Devices

- Portable electronic devices must be turned off and no electronic devices should be on any person during exams/test reviews.
- Permission should be obtained from course faculty or guest speakers before video/audio recording.
- Courteous and professional responsibilities extend to electronic communication.
- Computer etiquette should be used when communicating with professors. Professors will respond within a reasonable period during the week. Students should not expect responses to queries over the weekend.
- Students should ask permission from the course faculty to use electronic devices in the classroom. Students using electronic devices for non-academic purposes during class will be asked to leave the classroom.

Student Fees

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

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

Attendance

Class Attendance

Each student is expected to attend all classes. The attendance policy for each course is determined by the faculty member and is stated in the course syllabus.

Attendance at Weekend Classes

Students are not excused from weekend classes. A student who cannot be present for all weekend classes will be advised not to take the course or to withdraw if class has started.

Clinical/Lab Attendance

Students are expected to attend all clinical/lab experience hours, including the first clinical day or orientation to the clinical agency.

Students missing experiential clinical hours (non-direct patient care) will be required to provide the clinical faculty member a plan indicating how the clinical objectives for the experience will be met.

A record of all clinical/lab absences will be maintained in the student's permanent folder.

Clinical-Simulation-Lab Attendance Makeup

Clinical, simulation, and skills lab attendance is mandatory. This includes clinical orientation. If a student will be late or absent, the clinical instructor must be notified by phone call or text message a minimum of thirty (30) minutes prior to the scheduled clinical time. Phone numbers are provided to students by the clinical instructors on the first day of class and/or clinical/simulation/lab. Clinical/Simulation/Lab make up day(s) must be arranged as directed by the course faculty member. Students who are absent from any part of these experiences must make up the entire clinical/simulation/lab day.

The fee for a Clinical/Simulation/Lab absence will be waived (excused) in the event of:

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

Please note the College of Health Professions Illness Documentation Form must be submitted within 24 hours of the missed clinical/simulation/lab to the course faculty for fee waiver consideration. This form can be found under the Forms section of the BSN handbook.

All other absences are unexcused. Unexcused clinical/simulation/lab makeup fees are as follows:

- A fee of \$250 will be charged for an experience to make up a missed first clinical day and/or orientation to clinical agency.
- A fee of \$150 will be charged for an experience to make up a single absence of eight (8) hours or less.
- A fee of \$300 will be charged for an experience to make up a single absence greater than eight (8) hours.

If a student experiences multiple clinical absences within the term or semester, the student may receive a grade of "Incomplete" for the course. All Incomplete grades must be resolved prior to progression in the nursing program.

A record of all clinical absences, tardiness, unsafe, and unprofessional behaviors will be maintained in the student's permanent file.

Approved 08/16/2019

Waiver or Exception to Policy

Students may request a waiver to policy by petitioning the APG Committee (see Forms Section). The student submits the completed form to the Chairperson of the APG Committee. All requests are considered, and decisions are based on the student's academic and clinical performance. Exceptions will be made only in extenuating circumstances.

The student's GPA must be 2.0 or higher. The student's previous academic performance must indicate his/her ability to succeed in view of the requested deviation from the planned sequence of the nursing curriculum.

PROFESSIONALISM

Professionalism Within the Classroom

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

Student Classroom Responsibilities

- Promptness—arrives to class and returns from breaks on time
- Attendance at all classes in their entirety
- Preparation - bringing class notes/materials in hand, prior to class
- Notification to professor when unable to attend class
- Completion of assigned reading before class
- Appropriate contributions to class
- Remains alert in class and refrains from having side conversations
- Attends to the speaker and students asking questions during class
- Allow others to hear and learn in class

Professionalism Within the Online Environment

Online etiquette must be observed in every course. Students should refer to each course syllabus for appropriate online interactions. It is expected course specific netiquette guidelines will be followed.

Professionalism Within the Lab/Clinical Setting

A student who demonstrates unprofessional behavior in either the classroom or clinical setting will meet with a designated faculty member and/or BSN department chairperson to determine the consequences for the behavior. Consequences of unprofessional behaviors by the student may result in a failing course/ clinical grade or dismissal from the nursing major.

Revised 2/22/13

Student Lab/Clinical Responsibilities

- Promptness—arrives to lab/clinical and returns from breaks on time
- Preparation - bringing notes/materials/supplies for nursing responsibilities
- Notifies clinical instructor of absence at least an hour prior to beginning of clinical
- Wears professional attire
- Maintains appropriate demeanor during clinical *for example:*
 - Remains alert and actively engaged during clinical experience
 - Shows respect for patients, staff, faculty, and peers
 - Keeps a positive attitude toward learning
 - Upholds confidentiality and HIPAA guidelines
 - Stays in lab/clinical setting until clinical group is dismissed
 - Does not leave the clinical site during assigned time
 - Identifies own learning goals
- Uses clinical time to maximize learning
- Participates in clinical conferences
- Seeks instructor's guidance and direction appropriately
- Completes all lab/clinical work by specified date
- Students are not permitted to use personal electronic devices in the lab/clinical setting unless directed by the faculty member.

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

Use of portable electronic devices in clinical is regulated by the clinical agencies, local, state, and federal regulations and laws. All students and faculty are fully responsible for following all regulations of the Health Insurance Portability and Accountability Act (HIPAA). Protected health information (PHI) must be removed from any data that the student gathers for documentation and no PHI should leave the clinical work area. Students must adhere to all professional standards regarding communication, including maintaining confidentiality, proper conduct for communication and communicating appropriate material. Violation of HIPAA guidelines is cause for dismissal/termination from the School of Nursing.

Professional Uniform Attire

The uniform consists of:

Pants: Black scrub pants, with either an elastic or drawstring waistband.

Top: Landau brand, wine-colored V-neck scrub top. The style number is 4143 for the female cut and 7489 for the male/unisex cut.

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

Shoes: Black enclosed, flat heel, non-canvas shoes, either uniform or leather athletic shoes are required. All shoes must be clean and polished. No thongs, heel-less shoes, or sandals may be worn.

Lab Coat: Hip-length, white lab coat or Landau brand wine color scrub jacket with Bellarmine nametag may be worn over the uniform.

Scrub Jacket: A wine color scrub jacket with the Bellarmine nametag may be worn over the uniform. The scrub jacket is wine colored, Landau brand, style number 3507.

Nametag: The School of Nursing and Clinical Sciences will provide each student with a nametag. Each student will be identified by his or her first name, last initial and photograph. Further identification on the nametag will include "student" of Bellarmine University School of Nursing and Clinical Sciences. The nametag should be worn on the upper left side of the scrub top, lab coat or scrub jacket. Students will receive a free nametag for clinical rotations from the administrative assistant in the Donna and Allan Lansing School of Nursing.

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

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

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

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

Approved 4/2017

Professional Community Attire

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

The uniform consists of:

Pants: Khaki, black, or navy slacks or skirt. No shorts, denim jeans, sweatpants, jogging suits, athletic attire, or leggings.

Top: Polo shirt with Bellarmine Nursing logo over the left chest, solid color polo or solid colored button-down shirt. No see-through blouses, halter dresses, sweatshirts, hoodies, imprinted t-shirts, or any type of attire which is low-cut, shows the breasts or exposes the midriff.)

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

Shoes: Enclosed, flat heel, non-canvas shoes are required. All shoes must be clean and polished. No thongs, heel-less shoes, boots, or sandals may be worn.

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

Nametag: The School of Nursing and Clinical Sciences will provide each student with a nametag. Each student will be identified by his or her first name, last initial and photograph. Further identification on the nametag will include "student" of Bellarmine University School of Nursing and Clinical Sciences. The nametag should be worn on the upper left side of the scrub top, lab coat or scrub jacket. Students will receive a free nametag for clinical rotations from the administrative assistant in the Donna and Allan Lansing School of Nursing.

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

Note - The Bellarmine Nursing polo may be purchased through the campus bookstore.

Professional Appearance

The policies for professional attire and appearance are congruent with the majority of our clinical partners, however, some agencies may have more restrictive policies. Students are expected to adhere to the policies in the BSN Handbook as well as those outlined by our clinical partners.

Hair

- Hair should be tucked behind the ears; if it is shoulder length or longer, it should be pulled back and secured with neutral elastic or headband.
- Hair decorations of any kind are inappropriate.
- Hair should conform to natural hair colors and non-extreme styles.
- Mustaches and beards must be neatly groomed and relatively close to the face to avoid contaminating the work environment and allow safe use of PPE (i.e., masks).
- Head coverings worn for religious reasons must allow the student to use a stethoscope and other medical instruments, and must not interfere with asepsis, patient exams, safe use of PPE, or therapeutic communication.

Body Piercing and Other Jewelry

- All visible body piercing jewelry (e.g., nose, eyebrow and tongue piercing) should be removed prior to the clinical experience.
- Clear spacers may be placed in a piercing site if compliant with clinical facility dress code.
- No more than three piercings per ear may be worn.
- Gauges must be “plugged”.
- Religious necklaces and jewelry may be worn inside the uniform.
- Rings that are bands may be worn. Rings with large stones present a safety risk to patients and should not be worn.

Tattoos

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

Nails

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

Personal Hygiene

- All students are required to maintain high standards of personal cleanliness.
- Non-scented makeup and hair products may be worn. No perfumes or colognes may be worn.
- Makeup should conform to general body tones, avoiding extreme color.

Revised November 2019

Use of Social Media in the Clinical Setting

Nursing students must be aware of the risks associated with the improper use of social media, as there is an ethical and legal obligation to protect patient privacy and confidentiality. The following policy is based on the National Council of State Boards of Nursing (2011) *White paper: A nurse's guide to social media*. This document has been recognized as a primary resource by the Kentucky Board of Nursing and the American Nurses Association and is available online for any person at the NCSBN website. Students should familiarize themselves with the [technology policy](#) in the University student handbook. This nursing policy is congruent with the policies in the University student handbook, which is available online via the student portal on the Bellarmine University website.

- Students are restricted from posting any information that may lead to the identification of a patient. Privacy settings within websites are not sufficient to protect patient privacy and confidentiality. If there is a reasonable basis to believe that the person could be identified, then use or disclosure of the information could constitute a violation of the Health Insurance Portability and Accountability Act (HIPAA).
- Students and faculty have an ethical/legal responsibility to promptly report an identified breach of confidentiality or privacy to the appropriate course faculty and the Department Chairperson.
- Students are strictly prohibited from transmitting by means of any electronic device any patient-related information. This includes but is not limited to photographs or audio/video recording. Students are restricted from transmitting any information that could be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.

- Students should not refer to patients, staff members, faculty members, or other students in a harassing manner via social media, even if the individual cannot be identified. Harassment includes, but is not limited to, verbal harassment, sexual harassment, hate speech, cyber-bullying, and verbal threats. This includes conduct that is disorderly, obscene, lewd, indecent, or a breach of peace.
- Students must maintain professional boundaries in the use of electronic media. The fact that a patient initiates contact with a student does not permit the student to have a personal relationship with the patient.

Non-adherence to these guidelines will result in charges under the Code of Conduct as noted in the University student handbook. The Student Conduct Procedures (Non-Academic) will be used to adjudicate student conduct cases involving alleged violations of the Code of Conduct. All confirmed incidents of academic dishonesty via social media will be reported to the Assistant Vice President for Academic Affairs, and sanctions will be imposed as dictated by the academic honesty policy. The use of social media policies applies to a student's use at any time, in any place, and with any medium.

Resources:

National Council of State Boards of Nursing. (August 2011). *White paper: A nurse's guide to social media*. Retrieved from <https://www.ncsbn.org/347.htm>

American Nurses' Association. (2011). *ANA Principles of social networking and the nurse*. Silver Springs, MD; American Nurses' Association Kentucky Board of Nursing. Retrieved from. <http://kbn.ky.gov/>

COLLEGE OF HEALTH PROFESSIONS

STUDENT DRUG AND ALCOHOL POLICY

Introduction

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

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

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

Definitions

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

- A. “Drug” or “Drugs” means all of those drugs included in the current Medical Professional substance abuse profile (LabCorp, 2016). These may include, but are not limited to:
 - 1) Amphetamines (including Methamphetamine)
 - 2) Barbiturates
 - 3) Benzodiazepines
 - 4) Cocaine metabolites
 - 5) Cannabinoids (THC, Marijuana)
 - 6) Methadone
 - 7) Methaqualone
 - 8) Ecstasy
 - 9) Opiates (codeine, morphine)
 - 10) Phencyclidine
 - 11) Oxycodone
 - 12) Propoxyphene

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

Policy

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

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

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

Mandatory Drug Screening

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

Consequences

- A. Refusal to Participate in Mandatory Drug Screening:
If a Student fails to comply with the policy they will not be allowed to begin any Instructional/Learning Activities within the School.

- B. Negative Drug Screen Test Result:
The Student will be allowed to participate in all Instructional/Learning Activities as planned if results of the negative drug screen are received by the requested deadline. Students who fail to meet the deadline will incur a \$50.00 fine charged to their student account and will be unable to attend Instructional/Learning Activities until the deficiency in documented information has been resolved.

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

Drug and Alcohol Screening for Reasonable Suspicion

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

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

1. Remove the Student from the Instructional/Learning Activity;
2. Move the Student into a private setting and in the presence of a witness, if possible;
3. Discuss the suspicious behavior with the Student and allow the Student to explain;
4. Decide whether Reasonable Suspicion exists for Drug and/or alcohol testing, in conformity with this Policy; and

5. Make arrangements for Drug and/or alcohol testing, if necessary, or allow the Student to return to the Instructional/Learning Activity.
 - Notify the Department Chairperson the of drug and/or alcohol testing need
 - If unable to reach the Department Chairperson, notify the “on call” Student Affairs staff member
 - If in the Louisville area, call the Yellow Cab Service at 502-636-5511for transportation needs
 - Call Mainline Drug Testing Services, LLC to determine the closest testing facility (412-884-6967 or 412-398-8074)
 - Provide the student with the drug testing form
 - Either the clinical faculty member / preceptor or Department Chairperson (or their designee) should escort the student to the testing facility, wait for specimen collection to occur, and then using Yellow Cab, escort the student to their residence

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

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

Consequences

- A. Refusal to Test for Drugs or Alcohol:

If a Student fails to produce the requested sample at the date and time designated, the Student will be allowed 30 minutes to reconsider the decision and the Faculty Member will notify the Chairperson immediately. A Student who refuses to take the test after the 30-minute waiting period will be treated as if he or she received a Positive Drug Test or Positive Alcohol Test.
- B. Negative Test Result:

If the Drug or alcohol test is negative, no action will be taken, and the Student will be allowed to participate in all Instructional/Learning Activities. The Student will be allowed to make-up any missed clinical/laboratory time at no cost.
- C. Positive Drug Test or Positive Alcohol Test, Other Policy Violations, and Self-Admission:

If a Student receives a Positive Drug Test or Positive Alcohol Test, if a Student violates this Policy in any other manner, or if the Student admits to a Drug and/or alcohol problem, the Student will be immediately removed from all Instructional/Learning Activities and the Faculty Member will notify the Chairperson and school Dean. At a minimum, a Student who violates this Policy will receive a zero for the missed clinical/laboratory day when the Student was removed for testing. The Student will be responsible for payment of all costs associated with making up the clinical/laboratory day. However, a Student who receives a Positive Drug Test will be provided with an opportunity to explain any Positive Drug Test that results from his or her use of a legally prescribed controlled substance, and such circumstances will be taken into account in determining the consequences of the Positive Drug Test.

Student Conduct Proceedings for Violation of the Drug and Alcohol Policy

A Student found in violation of this Policy will be referred to the Chairperson and school Dean, as well as Bellarmine University's Dean of Students. A Positive Drug or Positive Alcohol Test result could result in the Student's suspension or dismissal from the CHP program and from Bellarmine University, and/or a requirement that the Student enroll and actively participate in a Drug/alcohol counseling and rehabilitation program as a condition of continued enrollment or readmission. These regulations are not substitutes for criminal sanctions provided for by state and federal statutes or regulations. Please reference the *Bellarmino University Student Handbook* for more information on student conduct proceedings.

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

Confidentiality

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

Reviewed by Mark Wiegand, Tony Brosky and Nancy York 7/11/14, 7/2016, 8/23/2017

Approved by University Council 7/22/14, 8/10/2016

Approved by LSNHS Chairs/Deans 9/8/2014, 8/12/2016

CLINICAL REQUIREMENTS

Clinical Immunization and Practice Requirements

The purpose of the clinical practice requirements is to ensure the safety and health of students and clients in various clinical settings. For any course that has a clinical component, the student is required to have documentation of health records and immunizations submitted online to the vendor used by the nursing department. The nursing department uses an outside vendor to track completion of these requirements. Students will receive information about how to submit this information to the vendor as part of the admission process. Students must submit updates to the tracker concerning specific items (TB Screening: yearly, CPR: every 2 years). See website for further details, or nursing administrative assistant for assistance: (<https://www.castlebranch.com>).

Health screening and clinical practice requirements must not expire during the academic year.

A student is required to have a return to school/work statement from a health care provider for readmission, and/or continuance in the nursing program following severe illness, hospitalization, physical injury, pregnancy, emotional disorder, etc. This statement must indicate that the student is able to return to the clinical setting and meet the technical standards as outlined in the BSN Student Handbook.

All required health records are due by requested deadline. Students must submit health information on the forms in this handbook. Students will receive communication from the tracking vendor indicating if the student's file is incomplete. If the file is incomplete, the student will be given specific information regarding what records are missing. Those students with incomplete clinical documentation by the date listed on the Immunization Requirements sheet provided in N110 class, will incur a **\$50.00 fine** charged to their student account and will be unable to attend clinical until the deficiency in documented information has been resolved.

Proof of Immunizations or Immunity Status/Requirements

An Immunization Certificate (see **Forms Section**) should be completed by a health care provider and submitted to the online tracking vendor for the track in which the student is enrolled. Students should follow the dates listed on the tracking vendor's site. The BSN policies concerning immunization and immunity are based on clinical facility requirements and the Centers for Disease Control (CDC) recommendations for healthcare provider immunizations (<http://www.immunize.org/catg.d/p2017.pdf>)
Immunizations may be available from campus Health Services for a fee. Contact the campus health nurse for more information (272-8313).

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

A waiver (see **Forms Section**) must be signed by a health care provider, stating the specific contraindication to vaccination and when the student will be able to receive the required immunization. When there is any medical contraindication, a waiver must be signed to acknowledge that inadvertent, unanticipated exposure might occur and to release health care facility and Bellarmine University from liability in the event of exposure.

Revised 03/09

If there is a medical contraindication to vaccination, a student must submit documentation from his/her health care provider concerning the waiver for vaccination (see **Forms Section**) to the online vendor prior to the Friday of the week prior to August 1st.

Updated 08/11/2017

A student is required to have a return to school/work statement from a health care provider for readmission, and/or continuance in the nursing program following severe illness, hospitalization, physical injury, pregnancy, emotional disorder, etc. This statement must indicate that the student is able to return to the clinical setting and meet the technical standards as outlined in the BSN Student Handbook.

Immunizations include:

1. Measles, Mumps, and Rubella (MMR)

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

- laboratory confirmation of disease or immunity (titer) **OR**
- two doses of MMR vaccine administered at least 4 weeks apart **OR**
- appropriate vaccination against measles, mumps, and rubella (i.e., 2 doses of live measles and mumps vaccines given on or after the first birthday and separated by 28 days or more, and at least 1 dose of live rubella vaccine)

If the titer of measles, mumps, or rubella is equivocal, the student must obtain one MMR booster shot and submit evidence of the immunization to the online vendor prior to the Friday of the week before classes start.

2. Tetanus (Td) or Tetanus, Diptheria, and Pertussis (TDaP)

All students must provide proof of immunization with a **one-time dose of TDaP**, with tetanus (Td) boosters every 10 years after that. The one-time TDaP can be administered without regard to the interval since the previous dose of Td.

3. Varicella

Evidence of immunity includes any of the following:

- written documentation of vaccination with 2 doses of varicella vaccine,
- laboratory evidence of immunity or laboratory confirmation of disease (titer).

4. Hepatitis B Vaccination

Hepatitis B vaccination is recommended for health care personnel who are exposed to blood or other potentially infectious bodily fluids.

Proof of immunity/immunization must be documented by **ONE** of the following:

- **Three doses of Hepatitis B vaccine** administered at intervals as indicated by the CDC vaccine schedule.
 - Persons who received their initial Hep B vaccination between age 11 and 15 years, a 2-dose series (doses separated by at least 4 months) of adult formulation Recombivax HB is acceptable.
 - If a student is starting the Hepatitis B vaccine series, documentation of each vaccination should be submitted to the online vendor within 7 days of administration. Students are in compliance with the vendor if the series is in progress and documentation is submitted as noted.
- Students are encouraged to have a Hepatitis B titer drawn at least 2 months after completion of the 3- shot series to confirm immunity. The Hepatitis B titer is not required by the online tracking vendor.

5. Annual TB Screening

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

- Negative serum blood tests for *M. tuberculosis*
- Symptom screening for student with a history of positive TB blood test

Positive TB

Students with a baseline positive or newly positive test result for *M. tuberculosis* infection or documentation of previous treatment for latent TB infection or TB disease should follow up with their Healthcare Provider and the BSN Chairperson.

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

6. Influenza Vaccination

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

Other requirements include:

7. American Heart Association (AHA) BLS Provider CPR Certification

Current CPR must not expire within the following periods:

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

Traditional students: August through May (traditional academic year)

*Students are required to complete an approved program for American Heart Association (AHA) BLS Provider CPR Certification. This certification must be renewed every 2 years. Students must submit a signed (if applicable) copy of the card or Certificate to the online tracking vendor prior to the beginning of the academic year. Students will not be allowed to begin or participate in clinical experiences in any nursing course without current AHA BLS provider CPR certification. CPR certification must be effective during the academic year and cannot expire during a nursing course. On-line AHA CPR certification courses will be accepted only if there is an observed and evaluated mannequin skill session. **CPR certifications from non-AHA courses or AHA CPR other than BLS Provider CPR will not fulfill this clinical requirement.***

8. Criminal Background Check-Completed

All incoming students must submit request for criminal background check

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

9. Mandatory Drug Screening

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

10. Completed Acknowledgement Forms (*see Forms Section*)

- **Acknowledgment of BSN Program Requirements** (must upload both pages)
- **Acknowledgment of Nursing Technical Standards**
- **Student Drug and Alcohol Policy Acknowledgment**

All students must submit these forms electronically by the deadline for the track in which the student is enrolled.

11. Submission of HIPAA Training Verification

Students are required to complete the HIPAA Training Module and evaluation with a passing score in order to obtain a completion Certificate to meet this requirement. In order to gain approval, students will need to upload the CME Completion Certificate to the tracker. Note for students: The link to the module and instruction sheet is available for review and download from this requirement.

Revised 08/16/19

CastleBranch Student Instructions

About CastleBranch.com

CastleBranch is a secure platform that allows you to order your background check, immunization tracker, and drug test online. Once you have placed your order, you may use your login to access additional features of **CastleBranch**, including document storage. Results are posted to **CastleBranch** upon completion.

Before Placing Your Order

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

Immunizations - Immunization trackers provide secure online storage for all of your important documents. At the end of the background check order process you will be prompted to visit **Magnus Health Portal** to build your immunization tracker and upload specific documents required by your school for immunization, medical or certification records.

Place Your Order

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

Both Trackers below include = Background Check + Immunization Tracker + Drug Test

EA20 - Traditional track

BC95 - Accelerated track

You will then be directed to set up your **CastleBranch** account.

A la carte services are provided when necessary.

Please see the Nursing Department Administrative Assistant for this individual package code.

*Renewal fee applies if student is on 2-3-year option of the Accelerated track.

View Your Results

Your results will be posted directly to your CastleBranch account. You will be notified if there is any missing information needed in order to process your order. Although 95% of results are completed within 3-5 business days, some results may take longer. Your order will show as **"In Process"** until it has been completed in its entirety. Please contact a Student Support representative if results have not processed completely within 5-7 business days. Your school's administrator can also securely view your results online with their unique username and password.

Need Help?

If you need assistance with your immunization tracker, please visit the help section located in the upper right corner of the website. Here, you will find tutorials that you can watch that will show you how to create your Magnus account all the way through completing each requirement.

If you need further assistance, please contact **CastleBranch** at customerservice@castlebranch.com or (888) 723-4263 and a Student Support Representative will be available **Monday-Thursday 8am-8pm, Friday 8am-6:30pm, and Sunday 10:00am-6:30pm EST**

Health Insurance

Due to the nature and variety of clinical experiences, it is strongly recommended that all nursing students carry health insurance. Bellarmine University and the Lansing School of Nursing and Clinical Sciences are not responsible for the costs related to health emergencies, injuries, or illnesses occurring while students are engaged in clinical practice. Nursing students are not employed by the affiliating clinical agencies; agencies are not responsible under Worker's compensation for reimbursements if injuries, incidents or illness should occur while in the role of a nursing student. The Office of Student Affairs has information for students regarding health insurance.

Accepted 4/16/2008

Liability Insurance (BSN 4-year, BSN Accelerated & RN-BSN Track)

Nursing students and faculty members are insured through Bellarmine University for professional liability while in the Bellarmine clinicals. The student's lab fees incorporate the cost for this insurance.

Incident Report (*see Forms Section*)

All incidents, such as medication errors or an injury to a student or a patient, must be reported to the faculty member immediately upon occurrence. Each incident will be handled according to facility policies and procedures. The clinical faculty member is responsible for completing a Bellarmine Incident Report and turning it in to the Department Chair within 24 hours of the incident.

Injury-Accident-Exposure

Neither Bellarmine University nor the clinical facility accepts responsibility for any personal injury, illness, or exposure to pathogens that the student experiences. This pertains to incidents in any setting: classroom, lab, or clinical. Expenses incurred for the medical treatment related to incidents are the direct responsibility of the student.

Practice of Injections or IV Insertion

In the clinical skills laboratory or clinical setting, nursing students may **NOT**, at any time, practice injection or intravenous techniques on other students.

Clinical Facilities

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

Clinical Placement

Clinical assignments and rotations are selected and scheduled based on site availability. Clinical days and times are determined by clinical facilities in collaboration with the Nursing Department. Clinical experiences may be scheduled during any day of the week and during the day or evening hours.

Transportation

Students are responsible for transportation to their clinical sites each semester. Sites used for student experiences are usually within 50 miles of Bellarmine University. In some instances, students may find it efficient to carpool. Some courses require that students provide care in homes of individual clients, and therefore individual transportation is needed. It is the obligation of students to provide vehicle collision and/or bodily injury liability insurance for their personal vehicles. The Nursing Department or Bellarmine University is not responsible for any vehicle occurrences.

Simulation Policy Statement



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

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

Approved 04/28/2017

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

The CAP tool was developed to provide a means to track student attendance and performance within the clinical, simulation and lab settings. There are three portions to fully implement this tool.

1. CAP Agreement Form: The student will sign this form at the beginning of each clinical course to acknowledge they have reviewed the CAP tool and its expectations and will abide by the guidelines set forth in the document.  [1F CAP Agreement Updated Dec 2019 Fillable.pdf](#)
2. CAP Tool: This document will be used if the student exhibits tardiness/absences or unprofessional/unsafe clinical behaviors.  [2F CAP Tool Fillable.pdf](#)

Nursing Clinical Success Plan Agreement: This is designed to encourage success in a student who demonstrates student unsatisfactory behaviors in the clinical setting or is “at risk.” It provides written documentation of the behaviors that are unsatisfactory and place them “at risk” for failure, what changes are required, and a specific “student-driven” plan to help the student resolve the issue.

SERVICES

Study Abroad

Nursing students who are traveling abroad for academic purposes, and whose travel requires an amended curriculum plan, must receive approval by the APG committee during the semester prior to the student's travel.

For traditional track students whose academic travel would necessitate their taking one or more courses in the accelerated track, the following minimum criteria must be met to receive approval:

- Cumulative GPA 3.5 or higher
- Nursing course GPA 3.25 or higher
- No grade below B in nursing courses, Biology 300 or MDLS 200

If a student's amended curriculum plan would include taking a course in the accelerated format, the student will be allowed to carry a maximum of 15 credit hours during that semester.

Approved 4/19/2013

Academic Advising

Each student is assigned a nursing faculty advisor to assist with academic planning. All students must see their academic nursing advisor prior to registration each semester. Students may need to be moved from their registered section of nursing courses due to clinical group placements, changes in class size, and other extenuating circumstances, which pertain to clinical experiences. The BSN department chairperson will contact the student if this situation occurs. The advisor will assist students in revising their schedules.

A student can learn who the assigned academic advisor is by logging into the student portal through *One Bellarmine*. Contact information for the academic advisor is provided there as well as on the university website. Students are also encouraged to contact the Student Success Center (SSC) for any advising questions: <http://www.bellarmino.edu/studentsuccess/>

Nursing Skills and Simulation Lab

The labs are available for reference, practice, and demonstration of skills learned. The lab setting provides for simulation of nursing procedures. The student will use the labs as part of course work but may determine the need for additional hands-on practice and reinforcement outside of class-time. The labs and the equipment are available for independent use. Use of the labs outside of designated class or clinical time may be arranged through the course faculty or simulation lab coordinator. All equipment must be returned to its proper place and the area left clean and neat. Supplies and equipment in the labs are not to be removed.

FORMS

List of All Forms

Acknowledgment of Program Requirements and Policies

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

Application to Nursing Major

- Application for Nursing Major–BSN 4-year (2-3 pages)



Immunization Documents

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

Admission, Progression, and Graduation Forms

- Waiver to Policy
- Application for Continuation
- Application for Re-enrollment

Clinical Forms

- Clinical Incident Report
- Illness Documentation Form
- CAP Agreement Form  [1F CAP Agreement Updated Dec 2019 Fillable.pdf](#)
- CAP Tool  [2F CAP Tool Fillable.pdf](#)
- Nursing Clinical Success Plan Agreement
- Nursing Clinical Success Plan Update Information

BSN PROGRAM REQUIREMENTS

PAGE 1 of BELLARMINE UNIVERSITY BSN PROGRAM REQUIREMENTS

Please read this document carefully and check the box next to each item that you accept the following conditions:

GENERAL POLICIES

- I have read the Lansing School of Nursing BSN Student Handbook and agree to abide by the policies and content within the handbook. I understand that changes to this handbook may be made. I will be notified of any changes to the existing policies and agree to abide by these policies.
- I meet the basic technical standards of performance (See page 8, BSN Handbook) necessary for the practice of nursing for progression in the program of study.
- I have read the Kentucky Board of Nursing (KBN) policy regarding applications for licensure and registration (<http://kbn.ky.gov/apply/>).
- I give permission for my picture to be used for presentations and publications approved by the University.
- I authorize the release of my non-academic records to verify compliance with the responsibilities as stated in the Clinical Facility Agreement.
- I authorize Bellarmine University, its representatives, employees or agents to contact and obtain information regarding me from all public agencies, licensing authorities and educational institutions.
- I hereby waive all rights and claims I may have regarding Bellarmine University, its representatives, employees, or agents gathering and using such information and all other persons, corporations or organizations for furnishing such information about me.
- I understand that if health care is required while participating in a program of study, the emergency/or other health care services shall be at my expense or that of my insurance carrier.
- I agree to allow Bellarmine University to record and/or photograph my performance in the skills labs for teaching purposes.

PROFESSIONAL CONDUCT Each student contributes to the learning process during the class or clinical experience and concurrently affects each student, the faculty and the other professionals therein.

Courteous and professional behavior is expected at all times in all learning settings.

- I understand the professional conduct expectations as stated in the BSN student handbook. I will abide to these standards in all settings: classroom, laboratory, and clinical because as a student, I am a representative of Lansing School of Nursing and Clinical Sciences and Bellarmine University.
- I am aware that if I deviate from this policy that an occurrence report will be placed in my permanent file and the occurrence will be reported to the Nursing Department Chairperson and the Associate Dean of Nursing

BSN PROGRAM REQUIREMENTS

PAGE 2 of BELLARMINE UNIVERSITY BSN PROGRAM REQUIREMENTS

OSHA EDUCATION: I will read the Bloodborne Pathogen Handbook assigned in my nursing course. I will follow the infection control guidelines as determined by the facility.

HIPAA: I have completed the HIPAA training assigned in my nursing course. I agree to follow the guidelines concerning confidentiality. I understand that there may be additional training required by my clinical facility/ies.

SIMULATION LAB

I agree to abide by the simulation lab policies and procedures. I understand that policy changes may occur in the future. I will be notified of any changes to the existing policies and agree to abide by these policies. I understand confidentiality is essential to the learning process of simulation. Therefore, I agree not to

discuss events of simulation/debriefings with anyone other than the students and faculty who participated in the simulation experience. Confidential information includes aspects of the scenarios, and patient history information obtained prior to the experience. I understand confidential information includes the performance and actions of other students and faculty participating with me in the simulation experience. I may be recorded, photographed and/or videotaped in the simulation lab for educational purposes.

Simulation lab is considered clinical/laboratory time. If I am absent from simulation lab, I must make-up that time per the policies in the BSN Student Handbook.

BY SIGNING BELOW, I AM ACKNOWLEDGING THAT I HAVE READ THIS DOCUMENT AND AGREE TO THE STANDARDS.

Signature

Date

Print Name

Bellarmino ID

Please confirm that you have completed all necessary areas in this form. Both pages and all boxes must be completed for the form to be considered complete.

Save this document electronically and submit to the tracking vendor as part of the BSN program requirements.

Contact the BSN Nursing Department for any questions regarding this document.

STATEMENT OF ACKNOWLEDGMENT OF NURSING TECHNICAL STANDARDS

Student Name: _____

(Please Print)

Bellarmino ID: _____

As a student in the nursing program at Bellarmine University, I have thoroughly reviewed and understand the ***technical standards*** provided to me in the BSN Handbook. I understand that I must be capable of performing the ***technical standards*** throughout the program, with or without reasonable accommodation, in order to pursue my chosen area of nursing education.

Student Signature

Date

Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Director of Disability Services, Ronda Purdy, located in CNMH 076, or Jessiemarie Voigt, administrative assistant, in CNMH 074. Students can apply for services online at <https://bellarmine-accommodate.simplicity.com/> or call 502.272.8490 or email rpurdy@bellarmine.edu for more information. Students are encouraged to make these arrangements with Disability Services as early in the semester as possible so that a student and his/her course faculty can collaborate for a successful course experience.

Print, sign, date and upload this document to the tracking vendor as part of the BSN program requirements.

**College of Health Professions
Student Drug and Alcohol Policy
Acknowledgment Form**

I hereby acknowledge that I have received a copy of the College of Health Professions' ***Student Drug and Alcohol Policy*** (the "Policy") and agree that I have read, or will read, the Policy. I understand that there may be situations where I will be required to take a drug and/or alcohol test. I also understand that if I refuse to take the test, or if a test proves positive, I may be suspended or dismissed from the College of Health Professions program and may be subject to additional sanctions as described in the Policy. I also understand that if I have any questions regarding the Policy, I am to contact my department Chairperson or Dean.

Print Name

Bellarmino ID

Student Signature

Date

Print, sign, date and upload this document to the tracking vendor as part of the BSN program requirements.

Application to Nursing Major

- Application for Nursing Major–BSN 4-year (3 pages)

Lansing School of Nursing and Clinical Sciences
APPLICATION FOR NURSING MAJOR
BSN/4 YEAR

1. Students must submit an application for admission to the nursing major.
2. See BSN Handbook for immunization and background items that must be submitted to the online tracker
3. Student must successfully complete all courses designated and GPA requirements in the BSN curriculum plan for the freshmen year.
4. The APG committee reserves the right to request additional information or request a personal interview.
5. Transfer students will be held to the same admission criteria into the nursing major regarding grades in comparable courses to B108, 109 and NURS 110 and 200.
6. Language proficiency is required to ensure that international students within the department of nursing are able to communicate with diverse populations. The department of nursing accepts one of the following as evidence of required language proficiency for students for whom English is a second language or who have a degree from an international institution:
 - TOEFL-iBT (internet-based test) and receive a total score of 83 or higher AND a score of 26 or higher on the speaking test OR
 - IELTS (International English Language Testing System) and receive a total band score of 7 or higher AND a speaking band score of 8 or higher OR
 - Successful completion of Language training at an approved center. Bellarmine University recognizes the following standards and centers: English Language Services level 112 (<http://www.els.edu/en>); Interlink Level 5 (<http://interlink.edu/>); Intensive English Program at Indiana University Level 6 (<http://iep.indiana.edu/>); and other centers may be approved at the discretion of the Admissions, Progression & Graduation Committee of the Department of Nursing.

International students who are exempt from language proficiency requirements are the following:

- Students who are citizens of or have completed a degree from a TOEFL exempt country.
- Students who have a secondary or high school diploma earned in TOEFL exempt countries.
- International students who have completed at least one year of full time university study or its equivalent (i.e., a minimum of 24 earned credit hours or its equivalent and earned a 2.0 GPA) in a TOEFL exempt country.

KRS Laws Governing Denial of Licensure as a Registered Nurse: The Applicant is 1) NOT eligible for the NCLEX examination or Licensure if convicted of a felony within five (5) years of filing; or, misdemeanor within two (2) years of filing; 2) Notice to deny Licensure shall be issued; and, 3) a hearing may be requested. Direct questions to the BSN Department Chair or Dean of the Lansing School of Nursing.

**APPLICATION FOR NURSING MAJOR
BSN/4 YEAR (page 2)**

DATE: _____ SSN _____ BU ID# _____

NAME: _____

ADDRESS _____

PHONE NUMBERS: _____(H) _____(C)

Are you an LPN? _____ State & Number: _____

Current GPA: _____ Previous Degree(s): _____

Degree(s), College(s), & Year(s): _____

List completed prerequisites to the Nursing Major: For courses not completed, indicate when and where they will be completed.

Grade	Course	Semester	College	Grade	Course	Semester	College
_____	BIOL 108	_____	_____	_____	BIOL 109	_____	_____
_____	ENG 101	_____	_____	_____	FR SEM (IDC 101)	_____	_____
_____	PSY 103	_____	_____	_____	PHIL 160	_____	_____
_____	FR FOCUS	_____	_____	_____	NURS 200	_____	_____
_____	WEST. HIST	_____	_____	_____	NURS 110	_____	_____
_____	FINE ARTS	_____	_____	_____			

APPLICATION FOR NURSING MAJOR
BSN/4 YEAR (page 3)

Have you ever been convicted of a misdemeanor?

No Yes Year _____ Signature _____

Have you ever been convicted of a felony?

No Yes Year _____ Signature _____

If marked yes to either of the above statements, all official court record(s) must be forwarded to the Lansing School of Nursing and Clinical Sciences prior to any further review of your application. These official documents should be forwarded to Ms. Robin Webb, Administrative Assistant, at 2001 Newburg Road, Louisville, KY 40205.

Applicant's Signature

Date

FOR THE BACCALAUREATE ADMISSION, PROGRESSION, AND GRADUATION, COMMITTEE of
the Lansing School of Nursing and Health Sciences

Approved

Deferred w/ explanation

Denied

APG Committee Chairperson or designated representative

Date

Immunization Documents

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

Immunization Requirements and Due Date for Traditional Track

There will be a \$50 fee charged to your student account AND you will not be able to attend clinical until all requirements are complete on the tracking vendor's site by August 1st.

Hepatitis B	One of the following is required: 3 vaccinations OR positive antibody titer (lab report required). If series is in process, documentation of each vaccination along with the Waiver for Hepatitis B Vaccination form (found in the BSN Handbook) must be submitted. New alerts will be created for you to complete the series. If the titer is negative or equivocal, new alerts will be created for you to receive 1 booster shot.
Hepatitis B Booster	Your titer was negative or equivocal, submit 1 booster shot.
Hepatitis B 2nd Action	One of the following is required: 3 vaccinations OR positive antibody titer (lab report required). If series is in process, documentation of each vaccination along with the <i>Waiver for Hepatitis B Vaccination</i> form (found in the BSN Handbook) must be submitted. New alerts will be created for you to complete the series. If the titer is negative or equivocal, new alerts will be created for you to receive 1 booster shot.
Hepatitis B Booster	Your titer was negative or equivocal, submit 1 booster shot.
Hepatitis B 3rd Action	One of the following is required: 3 vaccinations OR positive antibody titer (lab report required).
Hepatitis B Booster	If your titer was negative or equivocal, submit 1 booster shot.
Tetanus, Diphtheria & Pertussis (Tdap)	Documentation of a Tdap booster within the past 10 years OR a Td booster within the past 10 years.
Varicella (Chicken Pox)	One of the following is required: 2 vaccinations OR positive antibody titer (lab report required). If the titer is negative or equivocal, new alerts will be created for you to receive 1 booster shot.
Varicella (Chicken Pox) Booster	If your titer was negative or equivocal, submit 1 booster shot.
Measles, Mumps & Rubella (MMR)	One of the following is required: is required: 2 vaccinations OR positive antibody titer for all 3 components (lab report required). If the titer is negative or equivocal, new alerts will be created for you to receive 1 booster shot.
Measles, Mumps & Rubella (MMR)	If your titer was negative or equivocal, submit 1 booster shot.
TB Testing	There must be documentation of results of a negative blood test (T-spot or Quantiferon Gold) for TB. This requires an order form, which can be obtained from the Nursing Administrative Assistant or from Bellarmine University Health Services. If the order is used, results must be faxed to Health Services at (502) 272-8048. Additionally, results must be uploaded to the tracking vendor site. If the blood test results are positive, you will need to contact your healthcare provider and the BSN Chairperson. Students with a history of positive results should submit a symptom screen annually, which requires an evaluation by a nurse. Positive blood test results along with the <i>TB Screening Questionnaire</i> form (found in the BSN Handbook) must be submitted annually to the online tracker.
CPR Certification	American Heart Association Basic Life Support (BLS) CPR must be completed with an American Heart Association approved provider and MUST include a skills demonstration check-off component. Programs that are totally on-line do not meet this requirement. You must sign (if applicable) and copy the front and back of the card/certificate. Certification must not expire during the program year.
Urine Drug Test	Your urine drug test must be evaluated as negative. Follow the directions on the tracking vendor's site EXACTLY as written. Follow up analysis is sometimes necessary, therefore testing early in the summer is highly recommended.
Influenza Vaccination	Students must submit proof of current flu vaccine to the tracker by the date indicated on the tracking vendor's site. If unable to receive flu vaccine due to medical reasons, documentation from your healthcare provider is required.
HIPAA Training	Students are required to complete the HIPAA Training Module and evaluation with a passing score in order to obtain a completion Certificate to meet this requirement. In order to gain approval, students will need to upload the CME Completion Certificate to the tracker. Note for students: The link to the module and instruction sheet is available for review and download from this requirement.

08/11/2017

Immunization Requirements and Due Date for Second-Degree Track

There will be a \$50 fee charged to your student account AND you will not be able to attend clinical until all requirements are complete on the tracking vendor's site by May 1st.

Hepatitis B	One of the following is required: 3 vaccinations OR positive antibody titer (lab report required). If series is in process, documentation of each vaccination along with the Waiver for Hepatitis B Vaccination form (found in the BSN Handbook) must be submitted. New alerts will be created for you to complete the series. If the titer is negative or equivocal, new alerts will be created for you to receive 1 booster shot.
Hepatitis B Booster	If your titer was negative or equivocal, submit 1 booster shot.
Hepatitis B 2nd Action	One of the following is required: 3 vaccinations OR positive antibody titer (lab report required). If series is in process, documentation of each vaccination along with the Waiver for Hepatitis B Vaccination form (found in the BSN Handbook) must be submitted. New alerts will be created for you to complete the series. If the titer is negative or equivocal, new alerts will be created for you to receive 1 booster shot.
Hepatitis B Booster	If your titer was negative or equivocal, submit 1 booster shot.
Hepatitis B 3rd Action	One of the following is required: 3 vaccinations OR positive antibody titer (lab report required).
Hepatitis B Booster	If your titer was negative or equivocal, submit 1 booster shot.
Tetanus, Diphtheria &	Documentation of a Tdap booster within the past 10 years OR a Td booster within the past 10 years.
Varicella (Chicken Pox)	One of the following is required: 2 vaccinations OR positive antibody titer (lab report required). If the titer is negative or equivocal, new alerts will be created for you to receive 1 booster shot.
Varicella (Chicken Pox) Booster	If your titer was negative or equivocal, submit 1 booster shot.
Measles, Mumps & Rubella (MMR)	One of the following is required: is required: 2 vaccinations OR positive antibody titer for all 3 components (lab report required). If the titer is negative or equivocal, new alerts will be created for you to receive 1 booster shot.
Measles, Mumps & Rubella (MMR) Booster	If your titer was negative or equivocal, submit 1 booster shot.
TB Testing	<p>There must be documentation of results of a negative blood test (T-spot or Quantiferon Gold) for TB. This requires an order form, which can be obtained from the Nursing Administrative Assistant or from Bellarmine University Health Services. If the order is used, results must be faxed to Health Services at (502) 272-8048. Additionally, results must be uploaded to the tracking vendor site.</p> <p>If the blood test results are positive, you will need to contact your healthcare provider and the BSN Chairperson. Students with a history of positive results should submit a symptom screen annually, which requires an evaluation by a nurse. Positive blood test results along with the <i>TB Screening Questionnaire</i> form (found in the BSN Handbook) must be submitted annually to the online tracker.</p>
CPR Certification	American Heart Association Basic Life Support (BLS) CPR must be completed with an American Heart Association approved provider and MUST include a skills demonstration check-off component. Programs that are totally on-line do not meet this requirement. You must sign (if applicable) and copy the front and back of the card/certificate. Certification must not expire during the program year.
Urine Drug Test	Your urine drug test must be evaluated as negative. Follow the directions on the tracking vendor's site EXACTLY as written. Follow up analysis is sometimes necessary, therefore testing at least 8 weeks prior to the deadline is highly recommended.
CNA Course Completion	You must upload documentation of either your CNA Certificate of Completion, a copy of your CNA license, unofficial transcripts of a CNA course, or pre-approved job description to the tracking vendor site.
Influenza Vaccination	Students must submit proof of current flu vaccine to the tracker by the date indicated on the tracking vendor's site. If unable to receive flu vaccine due to medical reasons, documentation from your healthcare provider is required.
HIPAA Training	Students are required to complete the HIPAA Training Module and evaluation with a passing score in order to obtain a completion Certificate to meet this requirement. In order to gain approval, students will need to upload the CME Completion Certificate to the tracker. Note for students: The link to the module and instruction sheet is available for review and download from this requirement.

08/11/2017

IMMUNIZATION CERTIFICATE

Immunizations are required of each individual who is enrolled or works in clinical facilities as a representative of Lansing School of Nursing and Clinical Sciences. If the agency supplying these immunizations/vaccinations is unable to complete this Bellarmine immunization certificate, the agency form may be brought to Bellarmine; Bellarmine personnel may transcribe the appropriate information to this certificate form.

Name of Individual _____
(First)
(Middle)
(Last)

Birth date _____ Bellarmine ID # _____ Clinical start date _____

Name and Full Address of Emergency Contact: _____

(Street)
(City)
(State)
(Zip Code)

Immunization	Date Administered (00/00)	Comments
<u>Tetanus, diphtheria, pertussis (Td/TDaP)</u> Substitute one-time dose TDaP for Td booster, then boost with Td every 10 yrs.	TDaP _____	Next booster due date _____
<u>Measles, mumps, rubella (MMR)</u> 2 doses of vaccine required OR Laboratory evidence of immunity (titers) to all 3 diseases	#1 _____ #2 _____	Titer date and results (include copy of lab report) Measles _____ Mumps _____ Rubella _____
<u>Varicella (Chicken Pox)</u> 2 doses of single antigen varicella vaccine OR Laboratory evidence of immunity (titer)	#1 _____ #2 _____	Titer date and Results _____
<u>Hepatitis B</u> CDC recommends that health care personnel receive 3 doses of Hep B vaccine; If Hep B series is still in progress, Student/Faculty must complete Hep B waiver and include scheduled dates of upcoming vaccine series. Healthcare provider must witness waiver.	#1 _____ #2 _____ #3 _____	Upcoming scheduled vaccines in the series #2 _____ #3 _____
Other vaccinations		

I CERTIFY THAT THE ABOVE NAMED PERSON HAS RECEIVED IMMUNIZATIONS AS NOTED BELOW.

 Signature of Physician, Health Care Provider, or Health Department designee

 DATE

 Print Name of Physician, Health Care Provider or Health Department designee

ADDRESS _____ Phone # _____

Form Revised 08/17. For further information, consult CDC Adult Immunization Schedule at <http://www.cdc.gov/vaccines/schedules/index.html>

**Lansing School of Nursing and Clinical Sciences
Seasonal Influenza Vaccination Form**

Complete this section for administration of vaccine.

NAME _____ BU ID # _____

DATE _____

**Documentation of Immunization
INFLUENZA VACCINATION GIVEN**

INTRANASAL

INTRAMUSCULAR

LOT ID# _____ EXPIRATION DATE _____

DATE GIVEN _____ ADMINISTERED BY _____

CLINIC NAME, ADDRESS & PHONE NUMBER

Revised 08/16/2019

Tuberculosis Screening Questionnaire
Bellarmino University Health Services

Student Name (print): _____

Student ID: _____

TB Test Date: _____

Last Chest X-Ray Date: _____

Please indicate if you have had any of the following problems for three to four weeks or longer:

Chronic cough (greater than three weeks) Yes _____ No _____

Production of Sputum: Yes _____ No _____

Blood Streaked Sputum: Yes _____ No _____

Unexplained Weight Loss: Yes _____ No _____

Fever: Yes _____ No _____

Fatigue/Tiredness: Yes _____ No _____

Night Sweats: Yes _____ No _____

Shortness of Breath: Yes _____ No _____

The information I have given is true and accurate AND THERE IS NO EVIDENCE OF PULMONARY TUBERCULOSIS OR CONTAGIUM. Applicants with negative TB skin test results or recent chest x-rays (less than one year) **do not** need the RN signed TB questionnaire.

Student Signature: _____

Date: _____

Reviewed by RN (Signature): _____

Bellarmine University
Donna and Allan Lansing School of Nursing and Clinical Sciences
2001 Newburg Road, Miles Hall, Louisville, KY 40205

WAIVER FOR HEPATITIS B VACCINATION

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection. I also understand that the Hepatitis B vaccination is required and that I am at risk until the vaccination series is completed. This waiver is simply to show documentation that the vaccination series is in progress and is verification of planned completion of the series.

Upcoming scheduled vaccine in the series:

- Vaccine #1 Date: _____
- Vaccine #2 Date: _____
- Vaccine #3 Date: _____

Student name (print): _____

Student Signature: _____

Date: _____

If a student is starting the Hepatitis B vaccine series or is in mid-series, documentation of each vaccination along with this completed waiver should be submitted to the online vendor within 7 days of administration. Students are in compliance with the vendor if the series is in progress and documentation is submitted as noted.

Healthcare Provider (print) _____

Healthcare Provider signature: _____

Date: _____

Bellarmine University
Donna and Allan Lansing School of Nursing and Clinical Sciences
2001 Newburg Road, Miles Hall, Louisville, KY 40205

WAIVER FOR IMMUNIZATIONS OTHER THAN HEPATITIS B VACCINE

NAME _____ BELLARMINE ID # _____

I understand that I may be exposed to communicable disease in the clinical area and that I may be at risk of contracting disease. I also understand that vaccinations required to begin this program are not optional and that I am at risk until the vaccination series is completed. This waiver is simply to show documentation that the vaccination series is in progress and is verification of planned completion of the series.: _____

This section must be completed by health care provider:

Name of immunization	Reason for request for immunization waiver

Anticipated date immunizations can be administered _____

Signature of Physician, Health Care Provider, or Health Department designee

Print Name of Physician, Health Care Provider or Health Department designee

Address _____ **Phone Number** _____

DATE _____

Revised 08/11/2017

Admission, Progression, and Graduation Forms

- Waiver to Policy
- Application for Continuation
- Application for Re-enrollment

Bellarmine University
Donna and Allan Lansing School of Nursing and Clinical Sciences
BSN Program
2001 Newburg Road, Miles Hall, Louisville, KY 40205

WAIVER TO POLICY

(Type or print clearly, attaching additional pages if needed)

Student Name: _____ Date: _____

Address: _____

Phone #s: _____ BU ID#: _____

Current email: _____

Policy(s) to be waived (note course #s and semesters involved). Provide rationale for request. Attach separate documentation, if needed

Academic Advisor:

Signature _____ Date _____

BSN Department Chair:

Student's GPA: _____ Total hours earned: _____

Signature _____ Date _____

APG Committee Decision: Approved Not approved

Signature _____ Date _____

Bellarmine University
Donna and Allan Lansing School of Nursing and Clinical Sciences
BSN Program
2001 Newburg Road, Miles Hall, Louisville KY 40205

APPLICATION FOR CONTINUATION
(Type or print clearly, attaching additional pages if needed)

Student Name: _____ Date: _____

Address: _____

Phone #s: _____ BU ID: _____

Current email: _____

I give APG committee permission to contact me by email: Yes: _____ No: _____

Student: In a separate document, clearly explain to the committee your request, including course numbers and any unique circumstances that you think would be helpful for the committee in considering your request. Also, include in your document, if the application for continuation is approved, how circumstances would be different or what strategies you would implement to be successful.

Course Faculty: Include grades on various assignments, any information the committee should consider, as well as your recommendation.

Course Faculty Signature _____ Date _____

Academic Advisor Signature _____ Date _____

BSN Department Chair:

Student's GPA: _____ Total hours earned: _____

Signature _____ Date _____

APG Committee Decision: Approved Not approved

Signature _____ Date _____

Bellarmino University
Donna and Allan Lansing School of Nursing and Clinical Sciences
BSN Program
2001 Newburg Road, Miles Hall, Louisville, KY 40205

APPLICATION FOR RE-ENROLLMENT

This form is only for students who have been admitted to the nursing major but have withdrawn from the program sequence. Please print clearly.

Name (please include maiden name)

Student ID #

Address

City/state/zip

Phone

email

Last attended a clinical (course, semester, and year)

I give APG committee permission to contact me by email: Yes: _____ No: _____

Please describe your activities and involvements since withdrawal from the nursing program.

In which semester do you wish to re-enroll? Fall 20____ Spring 20____ Summer 20____

Anticipated course registration for this semester:

I certify that the above information is complete and true.



Student Signature: _____ Submission Date: _____

Academic Advisor Signature: _____ Date: _____

APG Committee Decision: Approved Not approved

Signature: _____ Date: _____

Clinical Forms

- Clinical Incident Report
- Illness Documentation Form
-  [1F CAP Agreement Updated Dec 2019 Fillable.pdf](#)
-  [2F CAP Tool Fillable.pdf](#)

Bellarmino University
Donna and Allan Lansing School of Nursing and Clinical Sciences
CLINICAL INCIDENT REPORT

Date/Time of Incident: _____ Course: _____

Student/Faculty Name: _____

Address: _____

Telephone: _____ Cell Phone: _____

Insurance Company: _____

Named Policy Holder: _____

Clinical Facility: _____

Address: _____

Telephone: _____

Place Incident Occurred: _____

Faculty/Unit Supervisor: _____

Use back of report sheet if more room is needed.

Student's description of incident. Include others involved: _____

Medical Treatment given; Include date and time: _____

Restrictions noted during medical treatment: _____

Yes **No** Student/Faculty was advised that expenses incurred in emergency treatment are his/her responsibility. These expenses are not the responsibility of the clinical facility or Bellarmine University.

Report prepared by: _____ Date of this report: _____

Signatures:

Student: _____ Date: _____

Clinical Instructor: _____ Date: _____

Course Faculty: _____ Date: _____

Department Chair: _____ Date: _____

Dean, Lansing School: _____ Date: _____



BELLARMINI UNIVERSITY
IN VERITATIS AMORE

**College of Health Professions
Illness Documentation Form**

Date: _____

I, (print practitioner name) _____, verify that (print patient name) _____ was seen in my office on _____ (date).

I verify that this patient's presentation, assessment, and/or labs **are consistent with a communicable condition and/or the inability to engage in class/clinical activities.** This patient can return to class/clinical activities on _____ (date).

Practitioner Signature: _____

Office Number: _____

Office Email: _____