

BEREA COLLEGE

DEPARTMENT OF NURSING

Student Handbook 2022-2023



Picture yourself as a Berea College BSN Graduate!

Policies were reviewed, revised and approved on: July 27, 2020; updated 10/14/20; 1/11/21; 7/7/21; 8/17/21; 12/6/21; 8/17/22; 9-26-22 (Self-Study); 10-3-22 (Fac. Org); emailed to students 10-26-22; 11/14/22 (Self-Study); emailed to students 11/15/22

The Department of Nursing Student Handbook describes department specific policies and procedures that Nursing Students are responsible for reviewing, reading and following in addition to the Berea College student policies.



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October 28, 2022

Dear Nursing Student,

Welcome to the Nursing Department! Congratulations on your decision to be here, to earn the title, Registered Nurse, and belong to the profession leading the nation in ratings for honesty and ethics for the 20th consecutive year. You belong here. Please know that I, and the nursing faculty and staff, are fully invested in your success and welcome the opportunity to help you along this awesome, albeit challenging, journey.

The purpose of the Nursing Student Handbook that we revise annually, or more often (think COVID-19), to inform you of policies and procedures deemed essential for your success in meeting the program mission, goals and expected outcomes. It is a dynamic document in the sense that guideline and requirements change to keep abreast of changes in higher education, nursing, and healthcare. They are designed for your success at the forefront.

The Nursing Student Handbook is approved by nursing faculty, and I, as the Nursing Department Chair, am ultimately responsible for assuring that policies and procedures are consistently followed and of maintaining the high quality of our BSN program. I welcome your input. You are an integral part of the Nursing Department governance. Your voice matters, and I am listening. Please do not hesitate to talk with me about concerns, questions, and suggestions.

Sincerely,

Monica Kennison, EdD, MSN, RN
Susan V. Clayton Nursing Chair; Professor

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PURPOSE OF THE HANDBOOK

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

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

THE NURSING DEPARTMENT MISSION

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

THE PHILOSOPHY OF THE DEPARTMENT OF NURSING

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

NURSING DEPARTMENT GOALS

1. Prepare graduates for professional nursing practice in a changing healthcare environment.
 - 1a. Ninety-percent (90%) of students will deliver compassionate patient-centered, evidenced-based nursing care that respects patient and family-care practices.
 - 1b. Ninety-percent (90%) of students will successfully manage care for a group of patients that approximates a Graduate Nurse generalist's workload.
 - 1d. Graduating senior respondents will rate "Acquiring knowledge and skills needed for a career" at a mean of ≥ 4.0 on 5 scale on COSGS.
2. Prepare graduates for community engagement and health advocacy for Appalachia & beyond.

Ninety-percent (90%) of students engage in community projects & health advocacy, focused on health promotion & disease prevention across the lifespan.
3. Prepare graduates for lifelong learning, graduate study &/or leadership positions in nursing.
 - 3a. Graduating senior respondents will rate "Build a framework to organize my learning..." at a mean of ≥ 4.0 on 5 scale on COSGS.
 - 3b. Graduating senior respondents will rate "Become more independent self-directed learner" at mean of ≥ 4.0 on 5 scale on COSGS.
 - 3c. Graduating senior respondents will rate "Develop leadership skills" at mean of ≥ 4.0 on 5 scale on COSGS.

ADMISSION TO THE NURSING MAJOR

All students must make a formal application to the nursing major according to the Berea College declaration of *primary* major process. The Declaration of Major process is initiated by the Department of Academic Services and completed according to the guidelines [Berea College Catalog 2022-2023 Nursing Major](#)

The following criteria for declaration of nursing as a major will be used for **all** students:

1. Minimum cumulative GPA 3.0
2. Minimum pre-nursing collaterals* GPA 3.0 (based on BIO 201 Human Anatomy and Physiology I, BIO 202 Human Anatomy and Physiology II , PSY 100 General Psychology, CHM 113 Allied Health Chemistry, BIO 207 Pathophysiology, BIO 222 Microbiology, and CFS 221 Fundamentals of Nutrition)
3. **May repeat only one of the following courses: BIO 201, BIO 202, BIO 207, BIO 222, PSY 100, CFS 221 and CHM 113.** If not successful on the second attempt, the student will not be allowed to progress in the Nursing major and encouraged to seek another major.
4. (For International Students and those with English as a second language) TOEFL (Test of English as a Foreign Language) Internet-based test (Ibt) minimum score of 83, with minimum score of 26 on the spoken portion before the first day of the third term of enrollment at Berea College.

The following resources are recommended for those preparing to take the TOEFL exam.

1. Free TOEFL preparation course: <https://www.ets.org/toefl/test-takers/ibt/prepare/courses/>

In addition, here are recommended sites from a colleague who has tutored students to prepare for the TOEFL iBT and these **specifically relate to speaking**:

2. Fluentu: <https://www.fluentu.com/blog/toefl/toefl-speaking-practice/>
3. Magoosh: <https://magoosh.com/toefl/2017/toefl-speaking/>
4. TSTPrep: <https://tstprep.com/toefl-speaking-questions-topics-and-sample-answers/>

*For transfer students, the pre-nursing collateral GPA will be calculated based on students' grades earned (BIO 201, BIO 202, PSY 100, CHM 113, BIO 207, BIO 222, and CFS 221) as they are evidenced on their official transcripts from the grade-granting institution. When calculating pre-nursing collateral GPA, each transferred course will be equally weighed as a one credit course. Note: The assigned grade will be calculated as follows: A=4.0; A-=3.7; B+=3.3; B=3.0; B-=2.7; C+=2.3; C=2.0

<http://berea.smartcatalogiq.com/Current/Catalog/Academic-Policies/Academic-Performance-Standards/Grades/Grade-Point-Average>. An advanced placement course will be calculated as follows: AP score of 4 is calculated as a B (3.00.); an AP score of 5 will be calculated as an A (4.0)

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

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

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

- A. If the student is **accepted**, he/she will be permitted to declare a major in Nursing.

- B. If the student **is not accepted**, the student will receive notification from Academic Services indicating the reason for this decision.

PROGRESSION THROUGH THE NURSING MAJOR

Requirements

- A. Once admitted to the Nursing major, all students must maintain the following standards to progress from one semester to the next:
5. Maintain a minimum GPA of 2.5
 6. **May repeat only one NUR designated course.** If not successful on the second attempt, the student will not be allowed to progress in the Nursing major and encouraged to seek another major.
 7. **No grade lower than a “C” in each nursing course and in all required collateral courses.** In Nursing, a “C-” is considered a failing grade.
- B. A nursing student will demonstrate appropriate professional qualities of judgment, disposition, and respect in the classroom and clinical setting at all times.
- C. Following withdrawal from the College, the student must apply to be readmitted into the Nursing Major.
- D. Students must obtain 15.5 Nursing Credits and 20 outside credits totaling 35.5 for graduation.
- E. Student may be withdrawn from the Program for a pattern of disruptive behavior in class and/or clinical experiences.
- F. Student may be withdrawn from the Program for endangering client safety per the Clinical Evaluation Policy.
- G. Remediation of exams is required per the Remediation Policy.
- H. Standardized testing and remediation are required throughout the nursing curriculum

Dismissal from Nursing Major

The Department of Nursing reserves the right to dismiss from the Nursing Major a student who demonstrates unacceptable behaviors that include but are not limited to: unmet academic or professional nursing behavior standards and/or endangering client safety (physical or psychological) by not performing at the level of a reasonably prudent nursing student.

Appeal of Admission and Progression Decisions

Students may appeal admission and progression decisions using the following Chain of Command.

1. Department of Nursing Chair
2. Division I Chair
3. Dean of the Faculty

EXTENSION OF TERMS BEYOND FOUR (4) YEARS

All Berea College students are expected to graduate within 8 terms of attendance. Nursing students who want to extend their education at Berea College to nine (9) or ten (10) terms including transfer terms must seek approval from the Associate Vice President and Dean of Curriculum and Student Success. See appendices E & F for the Four- and Five-year Nursing Curricula Plans.

GRADING SCALES

Grading Scale for Berea College

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

Grading Scale for Nursing Department

The grading scale adopted by the Nursing Department is as follows:

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

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

COURSE POLICIES AND PROCEDURES

ATTENDANCE POLICY

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

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

CLINICAL ATTENDANCE POLICY

Students are expected to report to clinicals on time and prepared. In the event of illness, the student is expected to notify clinical instructor and the clinical driver at least one hour prior to the scheduled departure time.

Students that are no-call/no-show will receive an unsatisfactory clinical day, and will be required to complete an alternative clinical assignment. A clinical contract will be completed and attached to the clinical evaluation form to be placed in the student's file. Two no-call/no-show days will result in clinical failure.

In the event of inclement weather resulting in motorpool grounding of vehicles, or closure of the college, students will be required to complete an alternative clinical assignment. -Admission and Progression 12.6.21 Minutes

TECHNOLOGY USE IN THE CLASSROOM RULES

- 1 If the student needs to respond to an emergency text or phone call during class, the student is asked to leave the classroom and respond as deemed necessary.
- 2 Use of technology during class shall be restricted to note taking and classroom activities. Use otherwise is prohibited and the faculty member reserves the right to request the device until class concludes.
- 3 No student shall videotape or record professors or fellow students for personal or social media use without the permission of the faculty or fellow student. If allowed to record or videotape, students will not share information in any way with anyone.

ACADEMIC HONESTY

The consequences of academic dishonesty are identified in the Berea College Catalog and Student Handbook. <http://catalog.berea.edu/en/Current/Student-Handbook/Student-Rights-and-Responsibilities>

EXPECTED PROFESSIONAL BEHAVIORS

Students who share confidential information or engage in unprofessional behavior will be subject to disciplinary action, which may include failure in a course and/or dismissal from Nursing as a major. Expected behaviors for success in nursing courses include, but are not limited to, the following:

- Prepared for the start of clinical each semester. Student has vaccinations up-to-date, checks his/her CPR certification dates and updates recertification, if needed, prior to the beginning of the semester.
- Reviews and is prepared to pass the math and skills competency that occurs before clinical each semester.
- Accepts that classrooms and clinical experiences are cell phone free zones.
- Promptly notifies the clinical faculty and facility as directed in the course syllabus, by-phone or in-person, if too ill to attend clinical or become ill during clinical. Student will have a required alternative clinical learning assignment.
- Seeks out the clinical faculty/preceptor upon arrival to clinical and wears the required uniform properly as a representative of Berea College Department of Nursing.
- Prepared to provide clinical care to assigned clients, that includes but is not limited to: obtaining the assignment, getting the client's history, reviewing medical orders, reviewing medication and laboratory values as well as identifying the significance of abnormal values and/or physical assessment deviations.
- Never refuses an assignment without a valid reason that is communicated privately to the clinical faculty/preceptor.
- Remains on the patient care unit until he/she has informed and obtained permission from the clinical instructor/preceptor to leave the unit for meals and/or break.
- Attends clinical free from the effects of influence or drugs and comes to the experience well-rested, prepared for the day having eaten prior to clinical.
- Asks for assistance when unsure about a nursing action.
- Administers safe nursing care under the guidance and direction of the faculty or preceptor.
- Recognizes the influence of his/her attitudes and behaviors on the care of clients.
- Reports accurate information regarding nursing care provided during verbal report and in documentation and assumes responsibility for completing all delegated nursing activities.
- In the event you have a major illness or injury (i.e., surgery, hospitalization, mental health issue, infectious disease, mobility limitation), you will be asked to provide clearance from your current healthcare provider to attend nursing clinical experiences. The purpose of the clearance is to ensure your safety to effectively participate in clinical experiences and protect the safety of patients you would be serving" (revised 2 07 20; 8 17 21).

CLINICAL

CLINICAL EVALUATION POLICY

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

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

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

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

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

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

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

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

ESSENTIAL CLINICAL NURSING SKILLS

All students in the Department of Nursing are required to demonstrate a defined minimum level of proficiency in psychomotor skills used by the professional nurse.

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

Expected Clinical Nursing Skills include, but are not limited to:

- Infection Control
- Handwashing

Use of Personal Protective Equipment
Standard Precautions
Medical Asepsis
Sterile Technique
Documentation

Physical Assessment

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

Health History and Interview

Interpersonal communication skills

Vital Signs

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

Oxygenation

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

Personal Hygiene

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

Nutrition

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

Elimination

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

Mobility

- Principles of body mechanics, safety, and transfer
- Transfers
- Lifting, turning, and positioning
- Ambulation using gait belt, walker, crutches, and other mobility aids
- Application and monitoring of restraints

Skin and Wound Care

- Assessment for risk of skin breakdown
- Application and removal of dressings using clean and sterile techniques
- Application of elastic/compression wrap /stocking
- Sterile wound irrigation
- Assessment and removal of sutures, staples, and drains

Medication Administration

- Administration of medication
- Calculation and preparation of medication dosages
- Interpret and document using medication administration record

Intravenous Therapy

- Insert, monitor, maintain, and discontinue peripheral IV and saline lock
- Administer and discontinue continuous and intermittent IV fluids and medications
- Calculate and regulate IV flow rate
- Use of intravenous infusion pump
- Central line assessment and dressing change

REQUIRED DOCUMENTATION FOR CLINICAL AGENCY PLACEMENT

Students are responsible for all costs associated with clinical agency requirements. All students must submit to mycb.castlebranch.com evidence of compliance with immunization requirements, drugs and other screenings, cardiopulmonary resuscitation (CPR) training, and background checks. **All records must be current and cannot expire anytime during the semester in which the student is enrolled in a clinical nursing course. Students should allow Castlebranch 5 business days to verify what students have uploaded.** It is the student's responsibility to provide updates to MyCastleBranch.

The due dates/updates for annual clinical requirements are as follows:

- **August 1 for fall semester**
- **December 1 for spring semester**
- **May 1 for summer semester**
- **Health insurance verification is due annually based on the date of the initial letter and/or card that was submitted to Castlebranch. Please note the following additional specific due dates:**
- **For those with Berea College health insurance only, proof of insurance may be obtained per letter from Student Life.** The due date for uploading proof of insurance to CastleBranch is by the first day of the course.

- All domestic and international students with [Berea College health insurance](#), **must** get a letter from Tasha Hackett (hackettt@berea.edu or 859-985-3190) in the Campus Life Department stating they have Berea College insurance and the dates it is effective. Note: International students are covered under the BC health insurance.
- **The Nursing Student Handbook Agreement is due September 1 or the first off-campus clinical day whichever comes first.**
- **The influenza vaccine is due October 31.**

All required documentation must be current prior to beginning clinical experiences and **may not expire** at any time during the semester. **No student may participate in any patient care activity without these requirements uploaded to mycb.castlebranch.com and evaluated by CastleBranch and faculty.**

If required documentation is not submitted and approved by Castlebranch **by the due dates above**, the student will receive an Unsatisfactory on the Clinical Evaluation Tool on the first day of the course. In addition, **each scheduled clinical day of noncompliance with clinical requirements will result in a "U" (unsatisfactory) clinical day and will be documented on your clinical evaluation tool. If an unsatisfactory for noncompliance with clinical requirements, the student is still required to attend clinical orientation and on campus nursing clinical skills lab (NCSL) activities. Three unsatisfactory clinical days will result in clinical failure, which results in course failure.**

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

NUR 110 (SRNA):

Course requirements for the clinical portion of the SRNA course include: Background check, Kentucky Board of Nursing Abuse Registry Check and Kentucky Adult Caregiver Misconduct Registry, current CPR, current TB testing, influenza immunization, Hepatitis B series (in progress) and titer. The due date for the influenza immunization is **October 31st**. Students enrolled in NUR 110 during the *summer* are exempt from the influenza requirement for the summer term only.

To obtain a waiver for NUR 110 you must complete a [DocuSign for NUR 110 waiver](#), **and** attach verification of CNA license from the state Board of Nursing **or** official evidence of having completed a state-approved CNA course.

NUR 225

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

NUR 226 through NUR 450

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

Clinical requirements:

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

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

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

II. Drug Testing Requirements

Students must attain a negative 12-panel drug screening clearance at their expense.

Drug Free Policy Urine Drug Screening Policy & Procedure

I. Purpose:

To promote patient safety and adhere to the requirements and expectations of partner clinical agencies, a negative 12-panel urine drug screens will be required of all nursing students. The Nursing Program expects nursing students to abstain from the use of all non-prescribed drugs.

II. Reasons for Testing and Potential Consequences:

All students must complete a 12-panel urine drug screen to participate in clinical experiences.

In addition to routine drug screenings, students may be subject at any time during program participation to drug screening for reasonable suspicion of impairment. A drug test may be required if a student's actions, appearance, or speech are reasonably suspected to exhibit impairment by alcohol or drugs, such as by physical symptoms including but not limited to slurred speech, lessened physical coordination or dexterity, dilated/pinpoint pupils, changes in demeanor, and deterioration of performance.

If a drug screen is positive without a physician's documentation of medical necessity or if a student refuses to complete the drug screen, the student will be subject to disciplinary sanctions.

III. Procedure:

Students must complete a 12-panel urine drug test in the fall of the sophomore year and by August 1 of the junior year.

The student will receive verbal notification or via email indicating the instructions for completing the drug screening request in CastleBranch. The drug screen will be completed in accordance with the United States Department of Health and Human Services guidelines at a designated location. An outside vendor will conduct the test and analyze the results.

1. Students will be notified ahead of time of the deadline for completing the urine drug screen.
2. Each student is required to complete the drug screen according to the notification instructions.
3. When completing the specimen collection, the student will provide a photo ID upon request and follow the instructions of the vendor's screening representatives.
4. A student who is asked by their faculty member or clinical agency personnel to submit to a reasonable suspicion drug/alcohol test may be asked to have the test completed at the clinical agency at the student's expense or will have 24 hours to complete the test at a designated outside vendor's testing site. Attendance at the clinical agency will be suspended pending the results of the random test.
5. The results of the urine drug screen will be reported to CastleBranch. The student and CastleBranch Administrators for the nursing program will be notified if the results are positive.
6. A positive or refused drug screen will warrant discipline by the Nursing Program which may include being disallowed from nursing courses in the semester in which the violation occurred. A clinical partner may have additional restrictions for students who have a positive drug screen test. Upon the results of a positive or refused drug screen, the student will not be allowed to progress in the current nursing courses that have a clinical component. This results in clinical failure and course failure. The student will be recommended to seek assistance from College Health Services and/or Counseling Services. The student must retest prior to the next term of attendance and have a negative drug screen to participate in clinical-based nursing classes.
7. If an initial drug screen comes back with a "Negative – Dilute" result, a second test, with a new urine sample, will be required. If the second test result is a normal (not dilute) negative, the test is considered complete and satisfies the program requirement of a normal drug screen.

III. Health Insurance Verification

All students are required to have annual verification of health insurance coverage that clearly states the student's name and dates of coverage. Students must upload either a copy of their personal insurance card with name and dates of coverage or a signed letter on letterhead from the insurance provider stating the student's name and dates of coverage. Students may upload proof of insurance obtained from insurance provider's website with name and dates of coverage.

IV. Criminal Background Check

A criminal background check is required of all nursing students during the first NUR course (NUR 110 or NUR 225). Thereafter, a criminal background check is required by August 1st prior to fall senior level NUR courses and for seniors during NUR 450 in preparation for the licensure exam. With the exception of NUR 450, criminal background checks are arranged through our vendor mycb.castlebranch.com. NUR 450

students fulfill this requirement as directed by the state board of nursing in the state where they will take the NCLEX-RN examination. Students are responsible for the costs associated with this requirement.

In order to meet the requirements of clinical facilities, all nursing students must have the following background information on file with mycb.castlebranch.com. Should you need assistance with your account, please call **888-914-7279**.

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

Students failing to pass the certified criminal background verification will not be allowed into off-site clinical settings. Students are required to comply with the Nursing Department and clinical agency policies and requirements.

T. Required Immunizations:

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

9. Group B Chest X-Ray & Annual Surveillance
10. Group C Quantiferon Annual TB Surveillance

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

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

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

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

Influenza immunization is required of all students **annually**. The current year influenza vaccines typically become available at the end of September or early October.

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

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

VI. Nursing Student Handbook Agreement – Must be done annually and submitted to CastleBranch by September 1 **or** before the students first off-campus clinical day whichever comes first.

CLINICAL DRESS CODE

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

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

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

Body art must be covered in the clinical setting.

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

No colognes, aftershave, perfumes or scented lotions.

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

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

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

MEDICATION SAFETY CLINICAL COMPETENCY

Students must demonstrate medication calculation competency prior to administering medications in clinical courses. Medication calculation exams are administered during each clinical course; NUR 226, NUR 301, NUR 350, NUR 351, NUR 355, NUR 400, NUR 448 and NUR 450. Students are required to pass a 20-item medication safety competency exam with 90% proficiency.

The exam will include course specific calculations and medication safety items. Calculation items are leveled according to below:

- Sophomore (NUR 226) 1-2 step calculations
- Junior (NUR 301, 350, 351, 355) up to 3 step calculations
- Senior (NUR 400, 448, 450) up to 4 step calculations

Students who do not pass the exam on their first attempt will be required to remediate and pass a new version of the 20-item exam. The student must remediate and provide proof of remediation to course faculty before being allowed to retest. Students who do not remediate prior to the testing date will receive a zero for that attempt. Students may not pass medications in the clinical setting until they have successfully achieved the 90% proficiency standard. Students have up to one week to complete required remediation and retest. Students who do not achieve 90% after **three attempts** will result in clinical failure, which results in course failure. (Faculty Org. August 26, 2019; revised Curr. May 11, 2022, approved Curr. May 12, 2022)

SAFE STUDENT REPORTING

The Nursing Department is participating in the National Council of State Boards of Nursing (NCSBN) Safe Student Reporting study to reduce errors in clinical settings including skills laboratory and simulation areas. The Safe Student Reporting (SSR) tool is an anonymous online platform that collects data on the nature and frequency of student errors and near misses. Should a student encounter a near miss/error in the clinical setting, he/she must report it to their preceptor and course faculty for such reporting purposes.

SHARPS AND BIO-WASTE POLICY

1. **Only Sharps** (needles, syringes with needles and lancets with safety engaged are to be placed in the **Red Sharps** containers).
2. Glass vials and ampules must be placed in the container labeled “Ampules and Vials.” They are NOT to be placed in the Red Sharps Container.
3. **Broken Glass** must be placed in the container labeled “Broken Glass.” These containers are in all simulation rooms/labs.
4. **Simulated blood in blood collection tubes** should be treated as a real specimen. They should be labeled and placed in Lab transport bag. When the specimen is ready to go to the lab, place the bagged specimen in the basket labeled “Labs.” They will be properly disposed of by staff.
5. Cotton balls, alcohol pads, gloves used for real finger sticks, simulated medication patches, bandages or band aids of any kind with actual/fake blood, fake blood fluids and fake bloody disposable under pads must be placed in the container with a **Red Bio-Hazard** bag. Gloves, gowns and any other PPE worn during simulated patient care with fake blood must be in the **Red Bio-Hazard** bag. All other PPE along with packaging, wrappers, and non-bloody gloves can be disposed of in regular trash.
6. All hand-made **medication simulation labels** must clearly state the word “Simulated” on the label.
7. Safety Data Sheets (SDS) are to be used for all chemicals in the Nursing Clinical Skills Laboratory.
8. If a student receives a needlestick or other injury, an incident report must be documented with Public Safety and report incident to Paige Geary, Director of Risk Management and Environmental Health and Safety, via phone at 859-985-3350.

Policy approved August 23, 2017; revision approved August 22, 2018; revised 7/27/20.

NURSING STUDENT HEALTH STANDARDS & INFECTION CONTROL

Nursing students must carry health insurance according to Berea College policies and clinical agency requirements.

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

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

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

While attendance at all scheduled classroom and clinical dates is essential for the nursing student, the student must not engage in classroom or clinical activities when specific symptoms of contagious disease are present, including but not limited to: fever, vomiting, or diarrhea and/or COVID-19 symptoms:

- Fever (100 degrees or higher) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

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

Per the Berea College Student Handbook, students are required to keep up-to-date emergency contact information in their official student record.

COMMITTEES & NURSING STUDENT ORGANIZATIONS

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

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

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

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

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

Berea College Association of Student Nurses (BCASN)

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

Constitution of Berea College Association of Student Nurses (BCASN)

Article I: Name and Purpose

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

Section 2: The purposes of this organization shall be:

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

Article II: Membership

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

Article III: Officers' Duties and Elections

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

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

Section 3: Duties of the President: To preside at business meetings and to represent the group in an official capacity. The President must be a junior or senior in class standing and a nursing major.

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

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

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

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

Article IV: Meetings

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

Article V: Amendments

This constitution may be amended at any general membership meeting of the organization by a three-fourths (3/4) vote of the members present, provided that the amendment proposed has been submitted in writing to the president and posted in a conspicuous location for at least one week prior to the meeting. All amendments, additions, and/or deletions to the constitution of the above-named organization may be included only if they are in consonance with Berea College club regulations and policies. These must be filed with Campus Activities within one week of adoption. Submitted by BCASN Officers (Reviewed 8/18/14)

Nurses Christian Fellowship

The Berea College chapter of the Nurses Christian Fellowship (NCF) was created specifically for nursing students. It is an inter-year, interracial, international, and ecumenical group geared toward providing supporting and encouraging nursing students during their journey in the nursing program.

- Inter-year: inclusive of all levels of nursing students. This is a powerful tool for offering advice and support to each other. (This could include study tips, self-care, and networking opportunities.)
- International: as international students share their cultural experiences, one learns how to better serve the diversity of patients one will care for in practice.
- Inter-racial: NCF is a place where one explores and reflects on the love of Christ for ALL people.
- Ecumenical: NCF will not be exclusive to one kind of Christianity. Regardless of which church one goes to, or grew up in, one is welcome to the Fellowship.
- NCF is welcoming to non-Christians that would like to spend time and get to know one's fellow nursing students.

Student Representation in Governance

Nursing students participate in the governance of the Department of Nursing. At the beginning of the fall semester, a class representative and alternate of each sophomore, junior, and senior class will be elected by their peers to attend the nursing curriculum meetings as class representatives. This representation includes, but is not limited to, the following responsibilities

The Student Representatives will:

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

PROFESSIONAL NURSING COMPORMENT

Faculty are responsible for ensuring a positive learning environment for all students enrolled in their courses. A faculty member, clinical instructor or clinical mentor has the right to make decisions regarding one's own daily classroom/clinical dynamics and define disruptive classroom/clinical behavior. In cases where an individual student's behavior significantly and negatively inhibits the learning of other students or creates an unsafe environment, the faculty member, clinical instructor or clinical mentor may ask a student to leave the classroom or clinical setting immediately. Behaviors that negatively inhibit learning of other students or create an unsafe

environment include, but are not limited to, unauthorized use of cell phones or laptops, side conversations unrelated to class, and gossip.

Conflict Resolution

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

Chain of Command for Conflict Resolutions

The Nursing Department follows Team Strategies & Tools to Enhance Performance and Patient Safety (*TeamSTEPPS*) for assertive communication strategies as well as the following conflict resolution steps.

1. Person with whom you have the conflict
2. If course-related academic conflict, speak with the involved faculty member
3. Department of Nursing Chair
4. Division I Chair
5. Depending on the issue, the Division I Chair will advise about other persons to assist with conflict resolution.

Formal Complaints

The Nursing Department defines formal complaints as written signed grievances related to the Nursing Department policies and/or procedures that are submitted to the Nursing Department Chair. Upon receiving a formal complaint, the Nursing Department Chair informs the involved parties, investigates whether the complaint violated policy and/or procedure, and seeks resolution. If resolution within the Nursing Department is unsatisfactory to the complainant, they may forward the matter up the Chain of Command to the Division I Chair and/or Dean of Faculty for further review and resolution.

COURSE FEES AND CHARGES

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

DEFENSIVE DRIVING AND ENTERPRISE CARSHARE

Students must hold a valid U.S. Driver’s License in order to take the Defensive Driving Course. Defensive Driving and Van Driver’s Training is highly recommended before enrolling in NUR 226. The course is offered free to Berea College students. Students are responsible for contacting Public Safety to get access to the course which consists of three videos with an exam at the end. The exam results must be submitted to Public Safety with a Motor Vehicle Registration. Additionally, a copy of the exam results must be given to the administrative assistant for the Nursing departmental files. Once students have completed the Defensive Drier Course, they will need to register with Enterprise Carshare at the following website: [Join Enterprise CarShare](#) Enterprise

CarShare will provide the Student with a membership number and mail them a membership card. The Student will provide the administrative assistant with their membership number so that vehicles can be reserved in their name for any Nursing department related driving. A Student age 26 or older is not required to take either the Defensive Driving or Van Driver's Training Course to be an eligible driver, but is required to fill out an application with Enterprise CarShare to be approved to drive vehicles.

Enterprise CarShare Transportation to Clinical Sites or Approved Off-Campus Activities

Students driving Enterprise CarShare for clinical experiences are required to make arrangements through the Administrative Assistant. Students are asked to walk around vehicle to note any dents, scratches or service lights. All excess charges from unreported or excessive mileage will be the responsibility of the student driver. Personal use of the vehicle is prohibited. Any physical damage to the vehicle, or service light, should be photographed, documented, and reported before departure. Any fines incurred while driving an Berea College vehicle are the responsibility of the student driver. Vehicles may be picked up 15-30 minutes prior to the scheduled departure time. Vehicle users must follow the cleaning and other COVID-19 related policies. Vehicles should be free from litter, refueled, and returned with log book completed and keys on time. Any mechanical problems or maintenance needs should be reported as well as the location of the vehicle. In the event of inclement weather, students will be notified of clinical cancellations or early dismissals by faculty or administrative assistant. Clinical drivers may apply to be a clinical driver and receive compensation. If driving a nursing specific vehicle, please return the vehicle as close to the designated parking space as possible in Seabury parking lot. The online transportation policies can be reviewed at <http://www.berea.edu/public-safety/use-of-berea-college-vehicles/>. Remember to allow three weeks for application to be processed prior to driving a vehicle.

EMERGENCY & SAFETY PROCEDURES

Margaret A. Cargill Natural Sciences & Health Building (MAC)

All occupants are required to wear shoes at all times.

MAC has 6 fire extinguishers in halls on the 3rd floor. The Skills Laboratory is equipped with an eye wash system. Additionally, there is an Automated Electronic Defibrillator (AED) located in the main front lobby to the right of the large monitor. Also, in the front lobby is a NOAA radio for up-to-date weather and other environmental conditions.

- In Case of Fire: Evacuate the building safely through the nearest exit and meet on the hill in front of Seabury Center.
- In Case of a Tornado Warning: All occupants are to move to the 1st floor restrooms. If unable to go that far, choose the bathroom inside of MAC 370 or restrooms on MACs 3rd floor (central location with no windows).
- In Case of a Campus Threat: <http://catalog.berea.edu/en/Current/Student-Handbook/Student-Rights-and-Responsibilities/Campus-Safety-and-Security>.

For Public Safety Notifications, sign up through omnilert: <https://bera.omnilert.net/subscriber.php>

EXTRACURRICULAR AND ATHLETIC ACTIVITIES

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

HONOR SOCIETY OF NURSING

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

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

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

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

Any applicant for licensure as a nurse in the state of Kentucky with a history of criminal conviction must follow a specific procedure to request a review of the circumstances of the conviction. More information is available from the KBN in the brochure *Mandatory Reporting of Criminal Convictions*, and through the KBN office and website.

Kentucky Board of Nursing, Commonwealth of Kentucky. (2012, 7/24).
http://kbn.ky.gov/conprotect/Pages/students_convictions.aspx

MAGAZINE

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

RESOURCES & NURSING WEBSITE

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

For more information on Disability & Accessibility Services (DAS): <https://www.berea.edu/das/>

SIMULATION POLICY

Purpose Statement

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

SIMULATION CODE OF CONDUCT

- The Clinical Skills/Simulation Labs are to be treated like a REAL clinical environment.
- Products in the lab may contain LATEX. In addition to completing this form, please notify your faculty member and lab staff if you have an allergy upon entering the lab.
- All simulations are for learning purposes only. Student performance during a simulation is not to be discussed outside of the course.
- By participating in a simulation, you are acknowledging and agreeing to be recorded. A recorded video will be used for debriefing and educational purposes only.
- You will be required to complete an evaluation immediately following the simulation debriefing session.
- Food and drinks are prohibited in the simulation rooms.
- You are required to wear your Berea College nursing student uniform and name tag while participating in a simulation.
- You must wash your hands or use hand sanitizer prior to entering the simulation room.
- As a healthcare professional, you are to treat the simulator like your patient:
 - You are expected to identify your patient and introduce yourself (name and title)
 - You are to inform your patient of their plan of care, procedures, and medications as applicable.
 - You are to use professional communication to manage the simulation; including using SBAR to give and receive report and update other members of the healthcare team.
 - You are to document any treatments, procedures, vital signs and the patient's response in the medical record.
 - You are responsible for documenting all medications given in the medication administration record.
 - You are responsible for being able to access the PYXIS medication dispensing system.
- When performing procedures, you are to perform them using correct technique. You may not “pretend” to wash your hands or use alcohol-based hand sanitizer.
- Betadine and surgical lubricant are not to be used on any simulators unless instructed by the lab staff.
- COVID-19 related safety, cleaning, PPE and distancing protocol must be followed.

CLINICAL LABORATORY AND SIMULATION

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

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

COVID-19 PRECAUTIONARY GUIDELINES

- a. Students must comply with signage for one way “flow” of entrances and exits.
 - b. All students and instructors will be required to wear a mask during lab/simulations
 - c. Students may be expected to wear full PPE during specific skill performances based upon instructor guidance. (plastic full-face shield, gown and gloves)
 - d. Temperature checks may be done upon arrival for lab activities.
 - e. Follow modified maximum occupancy guidelines as determined by the college.
 - f. Students will be assigned specific areas/rooms on arrival.
 - g. Students will be staggered in order to clean waiting rooms, simulation sessions and debriefing spaces.
 - h. Observe posted signs as reminders for physical distancing and hand hygiene.
 - i. Faculty and Students will observe 6-foot distance between participants as much as possible. During simulations, there may be times students are closer than 6-feet of each other, but as soon as scenario is complete, faculty and students will ensure adherence to the 6-foot distance. Faculty and Students must have a mask and face shield if within 6 feet.
 - j. All personal items including cell phones, water bottles, bags, must be stored in storage cubicles located by the entrance. **NO FOOD ALLOWED IN SIMULATION LOCATIONS.**
 - k. Students are not to share laptops, pens, and personal supplies.
- See: ***Reference Guide for Disinfection in Simulation*** by David Shablak, NRP, CHSOS – William Belk, NRP, FP-C.
 - All equipment and rooms will be cleaned after each use and between sessions/courses, using the decontamination checklist and guidelines.
 - Faculty, Staff, Lab TA’s will be responsible for the cleaning and ensure this is completed throughout the simulation rooms and clinical skills lab.
 - Cleaning: The following surfaces should be wiped down with hospital approved disinfectant wipes after every use when simulations and labs are occurring:
 - Phones
 - Flat counter surfaces
 - Tables
 - Door handles
 - Any high touch surfaces
 - Chairs
 - Bed Rails and Controls
 - Any equipment Used
 - Nursing Department’s policy for student participation in simulations and labs will remain consistent with Berea College’s policy.

SIMULATION LAB RULES

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

SOCIAL MEDIA POLICY

Students must follow the [Berea College's Social Media Policy](#).

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

TESTING AND GRADING POLICY

Eighty percent (80%) of any NUR course grade will be based on measures of teacher-developed objective, individualized testing scores (quizzes and exams). When developing course exams, faculty will require one question per page with sequential viewing. All course competencies are considered pass/fail or complete/incomplete. Each faculty will administer three to five course-specific exams spread throughout the semester. Each exam will consist of a minimum of 50 NCLEX style questions.

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

The remaining twenty percent (20%) of any NUR course grade will come from other measures of assessment of student learning. The 20% may include external examinations and other assignments. HESI-NG exams are worth 5% of the remaining 20% of the course grade. **The HESI-NG conversion score is worth 2% and remediation is worth 3% of the total 5%.** HESI-NG exam remediation is required. Remediation must consist of all essential packets and case studies to obtain the HESI-NG remediation grade. Remediation is due no later than the last day of classes.

Course exams and quizzes, when possible, are given in the NCLEX style, i.e., computer based, testing

room setting with a real or virtual proctor and a “lockdown” browser. Students who score less than a C (77% on any exam) must initiate and schedule a meeting with the faculty member to complete a comprehensive test review and develop test-taking, study or coping strategies that may help.

Failure of students to remediate exams with faculty will result in submission of Notification of Failure to Remediate Tests with Grades Less than 77% added to student file. See **Appendix D** Implemented Fall 2015; Revised 8/15/18; Revised 5/09/19; Revised July 27, 2020; Revised May 11, 2022.

HESI REMEDIATION POLICY

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

All students are **required** to remediate after each HESI-NG exam using the HESI-NG generated individualized remediation plan, that includes Essential Remediation Packets and Case Studies. **Students must reach a score of 80% on each case study to meet the remediation requirement.** Implemented Fall 2015; Revised 8/15/2017; Revised 8/20/2018; revised 5/9/19; revised 7/27/20; revised 5/11/22.

CLASSROOM TESTING ENVIRONMENT POLICY

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

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

If the proctor sees evidence of academic dishonesty, he/she will terminate the exam for the affected student. See the [Academic Honesty / Dishonesty Policy](#) for standards to follow.

ELIGIBILITY FOR LICENSURE

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

Appendix A
Berea College Department of Nursing
Due: August 26, 2022

CONSENT FORM TO RELEASE STUDENT INFORMATION

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

- Copy of emergency contact information
- Copy of background checks (Criminal history, Sex Offender Registry, Healthcare Sanctions and Prohibited Parties checks)
- Copy of recent drug screen results; Copy of any TB testing or related information
- Copy of immunization records; COVID-19 testing results; Copy of CPR certification
- Copy of proof of health insurance or a letter of verification on letterhead with dates of coverage

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

Sign _____ Print _____ Date _____

SIMULATION CENTER SAFE ENVIRONMENT AND CONFIDENTIALITY AGREEMENT

As a Nursing student at Berea College, I will participate in simulation learning experiences. The simulation experiences are conducted in a psychologically safe respectful environment that includes open dialogue in which students express their thoughts, feelings and opinions without risk of embarrassment or reprimand.

I understand these experiences include teamwork, collaboration and communication with my peers and will be kept confidential. I will not share information regarding the performance of my peers in any format (verbal, written, or electronic). I understand all components of the experience, including debriefing, evaluation and the performance of my peers should be kept confidential to maintain the integrity of the learning experience for all.

I acknowledge and fully understand the unauthorized release, inappropriate exchange, or mishandling of confidential information is prohibited, and serious consequences may occur if I violate this agreement. I will adhere to the *Expected Professional Behaviors of Students in Nursing Courses (reference)* as identified in the Nursing Student Handbook. The Nursing Department Simulation Center will store simulation performance records such as video/audio recording and evaluations in a secure and confidential manner.

I acknowledge my performance in some simulation activity may be used for approved research purposes.

Sign _____ Print _____ Date _____

Appendix B
Berea College Department of Nursing
DRIVER AUTHORIZATION APPLICATION
(APPLICATION MUST BE APPROVED PRIOR TO DRIVING)
REVISED: 04/02/2008

Department: _____ CPO: _____ Date Submitted: _____ Extension: _____

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

PERSONAL INFORMATION

(Please print and use ink only)

FIRST NAME: _____ MIDDLE INITIAL: _____

LASTNAME: _____

EMAIL ADDRESS: _____

ADDRESS ON DRIVER'S LICENSE-

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

CITY: _____ STATE: _____ ZIP CODE: _____

DAYTIME PHONE # _____ BIRTH DATE: _____

COLLEGE STATUS (Please check one):

STUDENT: _____ FACULTY/STAFF: _____ VOLUNTEER: _____

LICENSE INFORMATION

LICENSE NUMBER: _____ EXPIRATION DATE: _____

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

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

AGREEMENT

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

SIGNATURE OF APPLICANT: _____ DATE: _____

(Please do not write below this line)

FOR OFFICE USE ONLY

APPROVED: DENIED:

DATE SUBMITTED: _____ REVIEWED BY: _____

Appendix D
Berea College Department of Nursing
NOTIFICATION OF FAILURE TO COMPLY TO
REMEDiate TESTS WITH GRADES LESS THAN 77%

Student Name: _____

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

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

Course:	<input checked="" type="checkbox"/>	Offense Date	<input checked="" type="checkbox"/>	Comments (optional)
NUR 201				
NUR 225				
NUR 226				
NUR 230				
NUR 301				
NUR 350				
NUR 351				
NUR 352				
NUR 355				
NUR 400				
NUR 448				
NUR 449				
NUR 450				

Faculty Signature: _____

Date: _____

Student Signature: _____

Date: _____

Appendix E
Berea College Baccalaureate Nursing Program
Curriculum Plan 4-Year 2022-2023 (8 15 22)

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

<p style="text-align: center;">Fall Term (4.5 credits)</p> <p>GSTR 110 (1) Writing I</p> <p>WEL 201 (.5) Principles of Wellness I</p> <p>PSY 100 (1) General Psychology -Meets Practical Reasoning & Social Science Perspective credits</p> <p>Perspective (1) or NUR 110 (1) Certified Nurse Aide Preparation</p> <p>Perspective (1)</p>	<p style="text-align: center;">Spring Term (4.5 credits)</p> <p>GSTR 210 (1) Writing II</p> <p>BIO 201 (1) Human Anatomy & Physiology I</p> <p>CHM 113 (1) Allied Health Chemistry - Meets partial GSTR 332 credit</p> <p>WEL 202 (.5) Principles of Wellness II</p> <p>Perspective (1) or NUR 110 (1) Certified Nurse Aide Preparation</p>	<p style="text-align: center;">Summer I (1 – 1.5 credits)</p> <p>Perspective (1) required</p>	<p style="text-align: center;">Summer II (1.5 – 2 credits)</p> <p>Perspective (1) (optional)</p>
<p style="text-align: center;">Fall Term (4.5 credits)</p> <p>BIO 202 (1) Human Anatomy & Physiology II - Meets partial GSTR 332 credit</p> <p>GSTR 310 (1) Understandings of Christianity</p> <p>NUR 201 Introduction to Nursing Profession (.5)</p> <p>NUR 225 (1) Essentials of Nursing Practice I</p> <p>BIO 222 (1) Microbiology</p>	<p style="text-align: center;">Spring Term (4.5 credits)</p> <p>BIO 207 (1) Pathophysiology</p> <p>NUR 226 (1.5) Essentials of Nursing Practice II; Meets Active Learning Experience</p> <p>NUR 230 (1) Pharmacology</p> <p>CFS 221 (1) Fundamentals of Nutrition</p>	<p style="text-align: center;">Summer I (1 – 1.5 credits)</p> <p>Travel Abroad Experience (optional)</p> <p>Course outside major (1) (required)</p>	<p style="text-align: center;">Summer II (1.5-2 credits)</p> <p>Travel Abroad Experience (optional)</p> <p>Perspective (1) (optional)</p>
<p style="text-align: center;">Fall Term (4.25 credits)</p> <p>NUR 301 (1) Maternity and Women's Health</p> <p>NUR 351 (1) Mental Health Nursing</p> <p>MAT 104 Intro to Statistics – meets PRQ requirement (1)</p> <p>Perspective (1)</p> <p>HHP (.25)</p>	<p style="text-align: center;">Spring Term (4.25 credits)</p> <p>NUR 352 (.5) Nursing Research</p> <p>NUR 350 (1.5) Adult Health Nursing I</p> <p>NUR 355 (1) Pediatric Nursing</p> <p>Perspective (1)</p> <p>HHP (.25)</p>	<p style="text-align: center;">Summer I (1 – 1.5 credits)</p> <p>Nursing Internship (optional)</p>	<p style="text-align: center;">Summer II (1.5-2 credits)</p> <p>Nursing Internship (optional)</p>
<p style="text-align: center;">Fall Term (4.5 credits)</p> <p>NUR 400 (1.5) Adult Health Nursing II</p> <p>NUR 448 (1) Community Health Nursing</p> <p>GSTR 410 (1)</p> <p>Perspective (1)</p>	<p style="text-align: center;">Spring Term (3 credits)</p> <p>NUR 449 (1) Nursing Leadership and Management</p> <p>NUR 450 (2) Synthesis and Complex Nursing Care</p>		

NUR: 15.5 credits Outside Major: 20 credits

Minimum credits for graduation 35.5 credits

Includes 6 required perspectives & Practical Reasoning Quantitative Perspective MAT 104

PSY 100 meets Practical Reasoning Perspective and Social Science Perspective Approved 03/16/15 CK; Revised 8/20/2018; Revised 7/27/20

Appendix F
Berea College Department of Nursing
Curriculum Plan 5-year 2022-2023 (as of 8 15 22)

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

Fall Term (3.5 Credits)	Spring Term (3.5 Credits)	May Term (1-1.25 Credits)	Summer Term (1-2.25 Credits)
MAT 011 (1) not counted toward GPA or Perspective (1) NUR 110 (1) Certified Nurse Aide Preparation or Perspective (1) GSTR 110 (1) Writing I WEL 201 (.5) Principles of Wellness I	MAT 012 (1) or Perspective (1) NUR 110 (1) Certified Nurse Aide Preparation or Perspective (1) GSTR 210 (1) Writing II WEL 202 (.5) Principles of Wellness II	Perspective (1) Required HHP (.25) Optional	Perspective (1) Optional Perspective (1) Optional HHP (.25) Optional
Fall Term (3.25 Credits)	Spring Term (3.25 Credits)	May Term (1-1.25 Credits)	Summer Term (1-2.25 Credits)
GSTR 310 (1)- Writing Seminar III PSY 100 (1) General Psychology - Meets Practical Reasoning (PR) & Social Science Perspective credits CFS 221 (1)- Fundamentals of Nutrition HHP (0.25)	BIO 201 (1)- Anatomy and Physiology I CHM 113 (1) -Allied Health Chemistry - Meets partial GSTR 332 credit Perspective (1) or MAT 104 (1) HHP (0.25)	Perspective (1) Optional	Perspective (1) Optional Perspective (1) Optional
Fall Term (3.5 Credits)	Spring Term (3.5 Credits)	May Term (1-1.25 Credits)	Summer Term (1-2.25 Credits)
NUR 201 (.5)- Intro to the Nursing Profession NUR 225 (1) Essentials of Nursing practice BIO 222 (1)- Microbiology BIO 202 (1)- Human Anatomy and Physiology II- Meets partial GSTR 332	BIO 207 (1)- Pathophysiology NUR 226 (1.5) Essentials of Nursing Practice II- Meets Active Learning Experience Requirement NUR 230 (1)- Pharmacology	Travel Abroad Experience Optional Perspective (1) Optional	Travel Abroad Experience Optional Perspective (1) Optional
Fall Term (3.00 Credits)	Spring Term (4 Credits)	May Term (1-1.25 Credits)	Summer Term (1-2.25 Credits)
NUR 301 (1)- Maternity and Women's Health NUR 351 (1)- Mental Health Nursing MAT 104 (1) Intro to Statistics- Meets Practical Reasoning Quantitative (PRQ)	NUR 350 (1.5)- Adult Health Nursing I NUR 352 (.5)- Nursing Research NUR 355 (1)- Pediatric Nursing Perspective (1)	Nursing Internship Optional Perspective (1) Optional	Nursing Internship Optional Perspective (1) Optional
Fall Term (4.5 Credits)	Spring Term (3 Credits)		
NUR 400 (1.5)- Adult Health Nursing II NUR 448 (1) Community Health Nursing GSTR 410 (1) Sem-Contemporary Global Issues Perspective (1)	NUR 449 (1)- Nursing Leadership and Management NUR 450 (2)- Synthesis and Complex Nursing Care		

Nursing Credits: 15.5 Credits; Credits Outside Major: 20; Credits; Minimum Credits for Graduation: 35.5

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

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

Student Name: _____

Date: _____

Please answer the following questions:

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

- **Yes** • **No**

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

- **Yes** • **No**

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

- **Yes** • **No**

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

4. Have you received the BCG vaccination?

- **Yes** • **No**

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

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

- **Yes** • **No**

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

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

- **Yes** • **No**

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

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

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

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

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

Chest x-ray required if PPD is positive.

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

Student Name: _____ **Date:** _____

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

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

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

____ Student agrees to receive treatment

____ Student declines treatment at this time

____ Student has previously completed the treatment regimen as prescribed

Health Care Professional

Date

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

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

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

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

Yes _____ No _____

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

Yes _____ No _____

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

Yes _____ No _____

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

Yes _____ No _____

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

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

Health Care Provider

Date

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

Appendix M
Berea College Department of Nursing
Group-C QuantiFERON Blood Test

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

Student Name: _____

Date: _____

QuantiFERON blood test

Results: _____

Health Care Provider

Date

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

Appendix N
Berea College Department of Nursing
Group-C Annual Surveillance Form

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

Student Name: _____ **Date:** _____

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

Yes _____ **No** _____

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

Yes _____ **No** _____

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

Yes _____ **No** _____

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

Yes _____ **No** _____

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

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

Health Care Provider

Date

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

Appendix O
Berea College Department of Nursing
Course Fees and Student Expenses
2022-2023 Academic Year (as of 7-18- 22)

In addition to these charges, the clinical agency may require additional testing, which will be charged to the students' account.

FIRST YEAR - Class of 2026

Course Fees	Test or Item Description	Fee
NUR 110	SRNA (Student Registered Nurse Assistant)	
	BE72 Certified Background check, online Medical Document Manager, Healthcare Fraud Search	\$89
Total Fall Course Charges:		\$89
CHARGED TO STUDENT ACCOUNT		
	Nursing Textbooks	Varies
	Nurse Aide Certification Examination (not mandatory)	\$115
OUT-OF-POCKET EXPENSES (paid by the student):		
	Wristwatch with minute hand	Varies
	Navy Blue pants & white scrub top (generic brand is fine)	Varies
	CPR	Varies
	White Closed-Toe and Heel Nursing Shoes	Varies

SOPHOMORES - Class of 2025 (Fall Term)

Course Fees	Test or Item Description	Fee
NUR 201	Intro to Nursing Profession	\$0
	CastleBranch Pro Advantage: Background check, Drug Screening, Online Medical Document Manager, Healthcare Fraud Search	\$131*
	* If you took NUR 110, your fee will only be \$42 for a drug test.	
Total Fall Course Charges:		\$131
CHARGED TO STUDENT ACCOUNT		
	Uniforms (2 navy tops, 2 navy pants, 1 lab coat, white shoes, 3 badges, 3 embroidery cost) are purchased through BC Visitor's Center & Shoppe.	Avg: \$ 150-175
	CPR/AED	Varies
	Equipment (Stethoscope with bell, Penlight, Watch, Bandage Scissors, CPR Mask) Supply set available through BC Visitor's Center & Shoppe	Avg: \$ 90-120
	Nursing Textbooks Course Point + enhanced	\$344
	National Student Nurses Assoc. (NSNA) 1-year membership (optional)	\$25 + KY state (KANS) \$35 = \$60
	Nursing Textbooks	Varies
OUT-OF-POCKET EXPENSE (paid by the student):		
	Immunizations	Varied based on insurance

SOPHOMORES - Class of 2025 (Spring Term)

Course Fees	Test or Item Description	Fee
BIO 207	Pathophysiology HESI Test – NON-NURSING ONLY	\$44.00
BIO 207	Pathophysiology HESI Test – NURSING STUDENT	\$39.85
NUR 226	Fundamentals/Health & Physical Assessment HESI Test	\$39.85
NUR 230	Pharmacology HESI Test	\$39.85
	Total Spring Course Charges:	\$119.54 or \$123 non-nursing student
CHARGED TO STUDENT ACCOUNT		
	Nursing textbooks	varies

JUNIORS – Class of 2024 (Fall Term)

Course Fees	Test or Item Description	Fee
NUR 301	Maternity & Women’s Health—HESI Test	\$59.77
NUR 351	Psych/Mental Health Nrsg HESI Test	\$59.77
	Total Fall Course Charges:	\$119.54
CHARGED TO STUDENT ACCOUNT		
	New Shoes or Uniform pieces as needed	\$ 40–60
	Nursing Textbooks	Varies
	CoursePoint Plus Maternity & Women’s Health	126.67
	Castlebranch Pro Advantage (Only for 22-23 AY)	\$10
	Nurse Achieve	\$122.25
	OUT-OF-POCKET Expenses	
	TB annual test	Varies based on insurance

JUNIORS – Class of 2024 (Spring Term)

Course Fees	Test or Item Description	Fee
NUR 350	Adult Health I	0
NUR 352	Research	0
NUR 355	Pediatric Nrsg HESI Test	\$119.54
	Total Spring Course Charges:	\$119.54
CHARGED TO STUDENT ACCOUNT		
	Nursing Textbooks	Varies
	Nurse Achieve	\$122.25

SENIORS– Class of 2023 (Fall Term)

Course Fees	Test or Item Description	Fee
NUR 400	Adult Health Nursing II HESI Test	\$59.77
NUR 448	Community Health HESI Test	\$59.77
	Poster Presentation Supply/Printing	\$40
Total Fall Course Charges:		\$159.54
CHARGED TO STUDENT ACCOUNT		
New Uniforms as needed		\$ 40-60
Nursing Textbooks		Varies
Nurse Achieve		\$197.50
CastleBranch Pro Advantage (Only for 22-23 AY)		\$10
OUT-OF-POCKET Expenses		
CPR/AED Training		Varies
TB annual test / Immunization requirements		Varies
Clinical Agency requirements		Varies

SENIORS– Class of 2023 (Spring Term)

Course Fees	Test or Item Description	Fee
NUR 449	Nursing Leadership & Management HESI Test	\$59.77
NUR 450	HESI RN Exit VI, V2 and V3 Tests	\$59.77
Kaplan NCLEX-RN Review course covered by donor		[\$419]
Total Spring Course Charges:		119.54
CHARGED TO STUDENT ACCOUNT:		
Nursing Textbooks		Varies
NCLEX Application		\$200
Kentucky Board of Nursing Fee Online Application		\$125
KBN Background Check		\$23
FBI Criminal Background Check for Licensure		\$22
Nurse Achieve		\$197.50
Student Charges		\$567.50
OUT-OF-POCKET Expenses		
Nursing Pin		Varies
NCLEX Application Picture		\$20
Stoles for Graduation (not mandatory)		\$30
Scrubs for Pinning Ceremony (not mandatory)		\$40
Total		\$90

SENIORS– Class of 2022 (Fall Term)

Course Fees	Test or Item Description	Fee
NUR 400	Adult Health Nursing II HESI Test	\$58
NUR 448	Community Health HESI Test	\$58
	Poster Presentation Supply/Printing	\$40
Total Fall Course Charges:		\$156
CHARGED TO STUDENT ACCOUNT		
	New Uniforms as needed	\$ 40-60
	Nursing Textbooks	Varies
OUT-OF-POCKET Expenses		
	CPR/AED Training	Varies
	TB annual test / Immunization requirements	Varies
	Clinical Agency requirements	Varies

SENIORS– Class of 2022 (Spring Term)

Course Fees	Test or Item Description	Fee
NUR 449	Nursing Leadership & Management HESI Test	\$58
NUR 450	HESI RN Exit VI, V2 and V3 Tests	\$153
	Kaplan (May be covered by a donor)	\$450
	SwiftRiver Virtual	\$30
Total Spring Course Charges:		\$691
CHARGED TO STUDENT ACCOUNT:		
	Nursing Textbooks	Varies
	NCLEX Application	\$200
	Kentucky Board of Nursing Fee Online Application	\$125
	KBN Background Check	\$23
	FBI Criminal Background Check for Licensure	\$22
	Student Charges	\$370
OUT-OF-POCKET Expenses		
	Nursing Pin	Varies
	NCLEX Application Picture	\$20
	Stoles for Graduation (not mandatory)	\$30
	Scrubs for Pinning Ceremony (not mandatory)	\$40
	Total	\$90

Appendix P
Berea College Department of Nursing
NURSING STUDENT HANDBOOK AGREEMENT (2022-2024)
Due: September 1, 2022 or
Before first day of off-campus clinical day

Berea College's Nursing Student Handbook is available online at www.berea.edu/nur/resources.

I have read and agree to abide by the rules, policies, and procedures of the Nursing Student Handbook.

STUDENT'S SIGNATURE: _____ **DATE:** _____

**Appendix Q
Berea College Nursing Department
Immunization Waiver Form**

Student Name: _____ Date of Birth: _____

Phone Number: _____ Student ID #: _____

I DO NOT request an Immunization Waiver

I DO request and Immunization Waiver

Complete the portions below **ONLY** if you are unable to be immunized due to medical or religious reasons.

Medical Exemption

Healthcare Provider verification: if this student has had limited or no immunizations due to medical contraindications, please explain. Include duration of condition(s) that contraindicates the vaccine(s).

Printed Name of Provider: _____ Office Phone: _____

Office Address: _____

Signature of Provider: _____ Date _____

Exemption on Religious Grounds

I, _____, cannot take the following immunization(s) due to religious reasons.

1. _____
2. _____
3. _____

Student Signature: _____ **Date:** _____

Students are expected to comply with all agency immunization requirements and policies related to immunization refusals, any other documentation and orientation.

Appendix R
Berea College Department of Nursing

SELECT SIMULATION POLICIES/AGREEMENTS
CODE OF CONDUCT
PSYCHOLOGICAL SAFETY AND CONFIDENTIALITY AGREEMENT

Purpose Statement

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

Simulation Code of Conduct

- The simulation experiences are conducted in a psychologically safe respectful environment that includes open dialogue in which students express their thoughts, feelings and opinions without risk of embarrassment or reprimand.
- The Clinical Skills/Simulation Labs are to be treated like a REAL clinical environment.
- Products in the lab may contain LATEX. In addition to completing this form, please notify your faculty member and lab staff if you have an allergy upon entering the lab.
- All simulations are for learning purposes only. Student performance during a simulation is not to be discussed outside of the course.
- By participating in a simulation you are acknowledging and agreeing to be recorded. A recorded video will be used for debriefing and educational purposes only.
- You will be required to complete an evaluation immediately following the simulation debriefing session.
- Food and drinks are prohibited in the simulation rooms.
- You are required to wear your Berea College nursing student uniform and name tag while participating in a simulation.
- You must wash your hands or use hand sanitizer prior to entering the simulation room.
- As a healthcare professional, you are to treat the simulator like your patient:
 - You are expected to identify your patient and introduce yourself (name and title)
 - You are to inform your patient of their plan of care, procedures, and medications as applicable.
 - You are to use professional communication to manage the simulation; including using SBAR to give and receive report and update other members of the healthcare team.
 - You are to document any treatments, procedures, vital signs and the patient's response in the medical record.
 - You are responsible for documenting all medications given in the medication administration record.
 - You are responsible for being able to access the PYXIS medication dispensing system.

- When performing procedures, you are to perform them using correct technique. You may not “pretend” to wash your hands or use alcohol-based hand sanitizer.
- Betadine and surgical lubricant are prohibited on any simulators unless instructed by the lab staff.
- COVID-19 related safety, cleaning, PPE and distancing protocol must be followed.

**SIMULATION CENTER SAFE ENVIRONMENT
AND CONFIDENTIALITY AGREEMENT**

As a Nursing student at Berea College, I will participate in simulation learning experiences. The simulation experiences are conducted in a psychologically safe respectful environment that includes open dialogue in which students express their thoughts, feelings and opinions without risk of embarrassment or reprimand.

I understand these experiences include teamwork, collaboration and communication with my peers and will be kept confidential. I will not share information regarding the performance of my peers in any format (verbal, written, or electronic). I understand all components of the experience, including debriefing, evaluation and the performance of my peers should be kept confidential to maintain the integrity of the learning experience for all.

I acknowledge and fully understand the unauthorized release, inappropriate exchange, or mishandling of confidential information is prohibited, and serious consequences may occur if I violate this agreement. I will adhere to the *Expected Professional Behaviors of Students in Nursing Courses (reference)* as identified in the Nursing Student Handbook.

The Nursing Department Simulation Center will store simulation performance records such as video/audio recording and evaluations in a secure and confidential manner.

I acknowledge my performance in some simulation activity may be used for approved research purposes.

Student Signature

Printed Name

Date

Appendix S
Berea College Department of Nursing
PHOTOGRAPHIC AND VIDEO CONSENT

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

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

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

SIGNATURE: _____ DATE: _____

NAME (print): _____

PHOTOGRAPHIC AND VIDEO DECLINE

_____ (Initial) I decline my consent to photographic and video recording. I will send an electronic copy of this signed document to the Nursing Chair and faculty. It is my responsibility to refrain from participating in group or individual photography.

SIGNATURE: _____ DATE _____