



PRACTICAL NURSING PROGRAM

STUDENT HANDBOOK

SPRING 2017

Welcome

Welcome to Bridgerland Applied Technology College (BATC) and the Practical Nursing (PN) Program. Training to become a healthcare provider is very rewarding and demanding. We congratulate you on your decision to pursue occupational training in this noble profession.

The Practical Nursing Student Handbook is provided to introduce students to the Practical Nursing Program's philosophy, conceptual framework, educational goals, and policies. The information in this booklet has been prepared to answer questions you may have about the program. Within it you will find information regarding tuition costs, courses, grading standards, and expectations for students. This handbook is an addendum to the BATC Catalog and Student Handbook.

No policies are infallible and if these are found to be inoperable, the faculty would welcome constructive suggestions for change. All policies are subject to change as needed. Should it become necessary to change a policy within an academic year, students will receive both written and verbal notification.

Bridgerland Applied Technology College is accredited by the Commission of the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia, 30350, (800) 917-2081 or (770) 396-3898, www.council.org. Additionally, the BATC Practical Nursing Program has full State Board of Nursing approval from 2007 forward and is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN) formerly known as the National League for Nursing Accrediting Commission, Inc. (NLNAC), 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326, (404) 975-5000, www.acenursing.org.

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SECTION I: GUIDING PRINCIPLES AND CURRICULUM

UTAH COLLEGE OF APPLIED TECHNOLOGY MISSION STATEMENT

The mission of the Utah College of Applied Technology (UCAT) is to meet the needs of Utah's employers for technically skilled workers by providing market-driven technical education to both secondary and adult students.

BATC PHILOSOPHY AND MISSION STATEMENT

PHILOSOPHY

Employment through Training

MISSION STATEMENT

The mission of the Bridgerland Applied Technology College is to deliver competency-based, employer-guided career and technical education to both secondary and post-secondary students through traditional and technology-enhanced methodologies. This hands-on technical education provides occupational education, skills training, and workforce development to support the educational and economic development of the Bear River Region.

PRACTICAL NURSING PROGRAM PHILOSOPHY

As nursing faculty within BATC, we uphold the mission and philosophy of this institution. We therefore serve the technical educational needs of nursing students in Cache, Box Elder, and Rich Counties without discrimination based on race, religion, gender, ethnic background, age, or disability status so far as it is safe for the student and the client. In fact, the faculty welcomes and encourages students of all racial, religious, gender, ethnic, age, or disability status to apply for and attend the Practical Nursing Program.

The nursing faculty believes in meeting the health needs of the community insofar as it is possible. We believe the Practical Nursing Program fills a basic need in the three-county area by supplying persons prepared to fill entry-level nursing positions needed for the well-being, health, and safety of the citizens of the community.

The philosophy of the Practical Nursing Program revolves around eight key concepts: the individual, society, health, nursing, educational process, practical nursing education, life-span learning, and environment. These concepts give structure and direction to the Practical Nursing Program.

INDIVIDUAL—We, the faculty of BATC's Practical Nursing Program, believe that every individual is a unique being driven by physical, psychosocial, spiritual, and cultural factors. Basic human needs are impacted as individuals move through their life cycle and adapt in order to achieve fulfillment of their needs as well as optimal levels of health and wellness. These needs include safety, hygiene, nutrition, elimination, oxygenation, mobility, psychological, and social-cultural dimensions.

SOCIETY—We believe that society consists of subgroups made up of the individual, the family, and the community. Society is a group of diverse, multicultural people who have in common basic human needs, interacting and working together towards achieving health and well-being.

HEALTH—Health is a dynamic state in the life cycle of the individual. Health is a sense of well-being that can be described in physical, psychological, intellectual, social, and spiritual terms. Health is influenced by heredity, culture, perceptions of physical and psychosocial environment, and lifestyle.

NURSING—Nursing is an art and a science. The art and science of nursing are embedded in human caring. The concept of caring embodies trust, hope, and advocacy. The science of nursing requires specialized knowledge, critical thinking abilities, and technical skills to develop an evidence-based nursing practice. Nursing is practiced according to the nursing process which identifies needs/problems, establishes goals, implements nursing interventions, and evaluates the effectiveness of the interventions provided. Care provided is directed toward the prevention of illness, maintenance of health, and restoration to an optimal level of functioning.

EDUCATIONAL PROCESS—The faculty at BATC is committed to the development of motivated students as active adult learners and members of Utah’s workforce. The educational process is a reciprocal process based on caring and mutual respect. The role of the teacher is to facilitate the learning process and to serve as a role model and resource person. The philosophy of BATC is “Employment Through Training.” The training provided by BATC is driven by local industry. Advisory committees contribute to curriculum development that enhances student placement after programs are completed. Students bring to the learning environment a variety of past personal experiences that must be taken into consideration by the teacher. Active adult learners are held accountable for academic performance and technical competencies.

PRACTICAL NURSING EDUCATION—Practical Nursing education is a unique body of knowledge that is based on scientific principles and the humanistic arts. Mastery of nursing’s specialized knowledge is accomplished through continuous, sequential instruction that progresses from simple to complex concepts and theories. Theory and skills are taught concurrently and utilized immediately, first in a simulated lab setting, then in healthcare facilities under the supervision of clinical faculty.

LIFE-SPAN LEARNING—Education is a life-long developmental process. The faculty believes that post-graduation continuing education is essential for keeping abreast of a constantly changing body of knowledge and for the administering of safe and effective nursing care. Continuing education allows for the opportunity to improve skills and seek upward mobility and specialization. This is facilitated by BATC through the offering of an IV Certification course post-graduation and by maintaining articulation agreements with a local university to allow graduates an opportunity to continue their education in a Registered Nursing Program if they desire to do so.

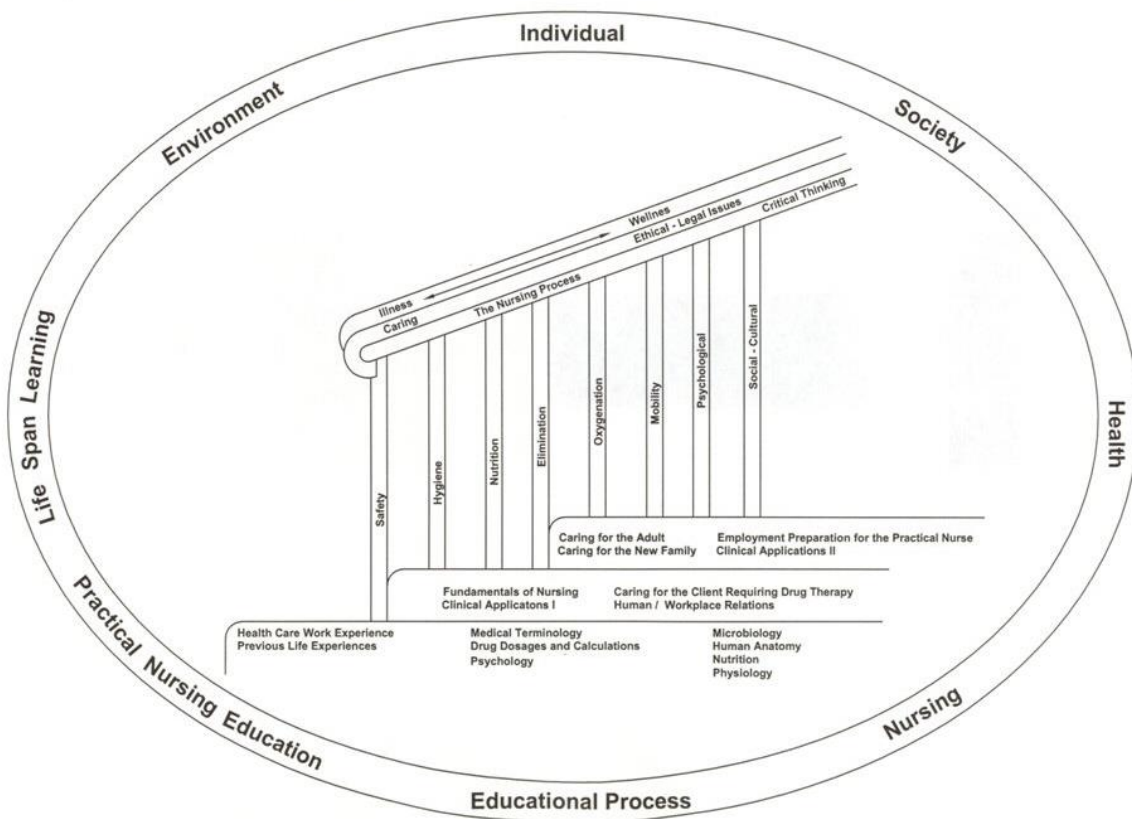
ENVIRONMENT—Nursing as a discipline must be aware of and responsive to changes in the environment. Healthcare is a dynamic entity. Trends that impact nursing curricula include: an aging population, community-based healthcare, advances in technology, multidisciplinary/interprofessional team approach, civility, and cultural diversity. New environmental trends constantly arise and must be considered in development and revision of an effective nursing curriculum.

CONCEPTUAL FRAMEWORK

The Practical Nursing Program Conceptual Framework (see diagram) provides a graphic representation of how the philosophy gives structure to the nursing program and its curriculum and outcomes. The framework consists of three levels of experiences. The first level is a broad-based platform. This level represents the experiences a student brings with them when they enter the program. Experiences include the knowledge gained in prerequisite courses and through previous life challenges and employment opportunities. The second level represents fundamental nursing concepts and skills to which the PN student is introduced and continues to build upon throughout the program. The third level or platform represents the advancement of skills and knowledge as a student progresses towards graduation. These platforms create a stairway each student ascends throughout the program. The nursing process, caring as a concept of practice, critical thinking, legal and ethical issues, and the illness/wellness continuum, guide the student through each successive step in their nursing education. This is represented as the “banister” which provides safe and effective transitions directing the student from one level to the next. The banister is supported by basic human needs that shape our nursing curriculum. Surrounding the stairway is a circle containing the eight key concepts of our PN Philosophy, which impacts the students’ educational experience from entry into the program to exit into the world of healthcare employment. Once the student reaches the top step, they become eligible to take the NCLEX-PN exam which opens the door and places the graduate at the threshold of nursing practice. From this vantage point, students have a variety of career and educational paths from which to choose.

BRIDGERLAND APPLIED TECHNOLOGY COLLEGE PRACTICAL NURSING PROGRAM

CONCEPTUAL FRAMEWORK MODEL



COURSE OUTLINE

BATC PREADMISSION COURSES	
Course	Hours
Drug Dosages and Calculations	30
Medical Terminology	60

PREREQUISITE COURSES*	
Course	Credit
Microbiology	3 or 4
Human Physiology	3 or 4
Human Anatomy	4
Nutrition	3
Psychology	3

*Must be taken from a regionally accredited college or university.

PRACTICAL NURSING CORE COURSE OUTLINE		
Course	Hours	Credit Equivalent
Semester 1		
Fundamentals of Nursing	210	7
Caring for the Client Requiring Drug Therapy	60	2
Human / Workplace Relations	30	1
Clinical Applications I	150	5
Semester 2		
Caring for the Adult	120	4
Caring for the New Family	90	3
Employment Preparation for the Practical Nurse	30	1
Clinical Applications II	240	8
Length	930	31

*Total length with Prerequisite and Preadmission = 1500 hours
(Using Conversion factor of 30:1)

ELECTIVE POST PRACTICAL NURSING COMPLETION COURSE		
Course	Hours	Credit Equivalent
IV Therapy	18	1

COURSE DESCRIPTIONS AND COMPETENCIES

NRSRG 1011: FUNDAMENTALS OF NURSING

210 CLOCK HOURS

This didactic course provides practical nursing students an introduction to basic nursing skills in the classroom and practice laboratory. Students learn to assess the basic human needs of patients including: safety, hygiene, mobility, nutrition, elimination, and oxygenation. They learn to recognize and address the physical, psychosocial, spiritual, and cultural needs of individuals. Students are introduced to the nursing-care process and learn how to manage care for patients with uncomplicated/basic medical-surgical conditions, in extended-care and acute care settings. Developmental concepts as well as the special needs of the geriatric population are stressed. This course also includes content regarding professionalism, the theoretical basis for nursing practice, current nursing issues and trends, ethics, the healthcare team, and the health-illness continuum.

Course Competencies:

- Students will understand the role of the LPN within the healthcare team.
- Students will be able to perform fundamental nursing skills in the practice laboratory setting.
- Students will demonstrate knowledge of selected basic medical/surgical problems.
- Students will be prepared to provide safe, competent, and individualized care to geriatric and adult patients in a variety of clinical settings.

NRSRG 1021: CARING FOR THE CLIENT REQUIRING DRUG THERAPY

60 CLOCK HOURS

This didactic course focuses on the safe administration of medications including legal and ethical issues surrounding drug administration. Information is included on methods of drug administration, desired effects, drug interactions, adverse reactions, and how age affects response to medications. Pharmacological concepts and content are introduced using a body systems approach.

Course Competencies:

- Students will have an understanding of drug action and how medications can affect cellular physiology.
- Students will have the knowledge to safely administer various types of medications.
- Students will demonstrate accuracy in drug dosage calculations.
- Students will demonstrate knowledge of the appropriate nursing care of patients receiving selected medications.

NURSING 1031: HUMAN/WORKPLACE RELATIONS

30 CLOCK HOURS

This didactic course assists students to adapt to the changing roles, situations, and settings they will experience as a practical nursing student. The course includes a general orientation to mental health principles, and an introduction to the nursing care of patients with a variety of mental health problems. The recognition and management of deviations from normal mental health

functioning are addressed. The cultural and spiritual needs of individuals and communities are explored. The application of therapeutic communication skills is emphasized.

Course Competencies:

- Students will recognize how change and life transitions can create conflict and how to adapt positively to change.
- Students will understand principles of therapeutic communication.
- Students will recognize that individuals are unique with distinct physiological, emotional, social, cultural, and spiritual needs.
- Students will recognize appropriate nursing care of patients with common mental health disorders.

NRSG 1041: CLINICAL APPLICATIONS I

150 CLOCK HOURS

This is the clinical course where students demonstrate application of knowledge and skills from Fundamentals of Nursing, Caring for the Client Requiring Drug Therapy, and Human/Workplace Relations. This course provides 150 hours of clinical experience, first in extended care and then in acute care settings.

Course Competencies:

- Students will be able to perform fundamental nursing skills in the clinical setting.
- Students will safely administer medications in the clinical setting.
- Students will utilize therapeutic communication skills to establish rapport with patients in extended care and acute care settings.
- Students will utilize the nursing process to identify the needs of their patients in the clinical setting and provide appropriate care.

NRSG 1051: CARING FOR THE ADULT

120 CLOCK HOURS

This didactic course builds upon the knowledge and skills developed in Fundamentals of Nursing, and Drug Therapy. This class is designed to help the practical nursing student gain the knowledge necessary to appropriately care for adult patients with a variety of medical and surgical conditions. Content is presented using a body systems approach; scientific facts about the human body's response to health and illness are emphasized.

Course Competencies:

- Students will review the anatomy and physiology of all body systems.
- Students will demonstrate knowledge of the etiology, clinical manifestations, and therapeutic management of selected medical/surgical conditions.
- Students will explore the impact of ethnicity and aging on adult health and illness.
- Students will have the knowledge to provide safe, competent, and individualized nursing care to adult patients in a variety of settings.

NRSG 1061: CARING FOR THE NEW FAMILY**90 CLOCK HOURS**

This didactic course is an introduction to perinatal and pediatric nursing. Perinatal nursing is the care of women, infants, and families during the childbearing process. Content includes a review of reproductive anatomy and physiology, the physiology of conception and fetal development, nursing care during pregnancy, complications associated with pregnancy, the childbirth experience, care of the postpartum woman, and care of the healthy and ill newborn. Pediatric nursing includes the assessment and care of children at various developmental stages and levels of health. Pediatric disorders are presented using a body systems approach.

Course Competencies:

- Students will be able to assess the physical and psychosocial needs of women, infants, and children.
- Students will have the knowledge to provide safe, competent, and individualized perinatal nursing care.
- Students will have an understanding of human growth and development from birth through adolescence.
- Students will have the knowledge to provide safe, competent, and individualized nursing care to pediatric patients in a variety of settings.

NRSG 1071: EMPLOYMENT PREPARATION FOR THE PRACTICAL NURSE**30 CLOCK HOURS**

This didactic course is designed to assist students in their transition from practical nursing student to employed healthcare professional. Content includes information on leadership, ethics, legal issues, delegation, management, scope of practice, continuing education, and employment-seeking skills. The knowledge gained and the assignments completed will assist the student in obtaining employment after successfully passing the NCLEX-PN licensure examination.

Course Competencies:

- Students will explore the legal and ethical issues encountered in practical nursing.
- Students will develop an understanding of “Scope of Practice” as defined by the Utah Nurse Practice Act.
- Students will identify when it is appropriate and inappropriate to delegate a task to unlicensed assistive personnel.
- Students will have the necessary job-seeking skills to gain employment as a practical nurse.

NRSG 1081: CLINICAL APPLICATIONS II**240 CLOCK HOURS**

This is the clinical course where students demonstrate application of knowledge and skills from Caring for the Adult, Caring for the New Family, and Employment Preparation for the Practical Nurse. This course provides 240 hours of clinical experience in a variety of healthcare settings.

Course Competencies:

- Students will utilize the nursing process to provide safe, competent, and individualized nursing care to adult patients with a variety of medical-surgical conditions.
- Students will accurately assess the physical and psychosocial needs of women, infants, children, and families.
- Students will utilize the nursing process to provide safe, competent, and individualized perinatal nursing care.
- Students will utilize the nursing process to provide safe, competent, and individualized nursing care to pediatric patients in a variety of settings.

STUDENT LEARNING OUTCOMES*

A graduate practical nurse will demonstrate the following entry-level competencies:

1. Assess basic physical, emotional, spiritual, and socio-cultural needs of the healthcare client.
2. Contribute to the development and implementation of nursing care plans utilizing established nursing diagnoses for clients with common, well-defined health problems.
3. Provide safe and effective nursing care according to accepted standards of practice, priority of client needs, and individual and family rights to dignity and privacy.
4. Utilize effective written and oral communication to establish and maintain therapeutic relationships with clients, their families, and the community.
5. Collaborate with the healthcare team in provision, revision, and evaluation of client care.
6. Identify personal strengths and weaknesses for the purpose of improving performance.
7. Adhere to a nursing code of ethics.
8. Function as an advocate for the healthcare consumer.
9. Differentiate between care that can be provided by the practical nurse, registered nurse, and/or unlicensed assistive personnel, as defined by the Utah State Nurse Practice Act.
10. Demonstrate accountability for learning and professionalism.
11. Identify the importance of participating in professional and political activities to influence the health of the community.

**Based on National Practice Standards from the National Federation of Licensed Practical Nurses (NFLPN)*

PROGRAM OUTCOMES

Program outcomes are developed as performance indicators which give evidence that the PN Program is meeting the mission and goals established by the college and program faculty. Program outcomes are evidenced by our graduation rates, NCLEX-PN pass rates, training outcome forms, summary of program evaluations noting job placement rates, and program satisfaction. The PN Program utilizes ACEN standards and criteria. In addition, there is consistency noted between the program outcomes and the mission and philosophy of UCAT, BATC, and the PN Program.

The program outcomes include the following:

Outcome #1: A minimum of 90 percent of admitted students will graduate within 150 percent of the defined program length. Graduates will be entry-level nurses prepared to be employed in a variety of healthcare settings and function within the scope of a Licensed Practical Nurse as defined by the Utah Nurse Practice Act.

Outcome #2: A minimum of 90 percent of PN graduates will pass the NCLEX-PN licensing exam on the first attempt by 12 months post-graduation. This benchmark will meet or exceed the national mean and will be assessed annually.

Outcome #3: A minimum of 80 percent of PN graduates seeking employment will be employed as a Licensed Practical Nurse within one year of graduation and/or a minimum of 80 percent of graduates desiring to continue their nursing education will be enrolled with an institution of higher education within one year of graduation.

Outcome #4: A minimum of 80 percent of PN graduates will rate their overall satisfaction level with the PN Program as Satisfied or Very Satisfied one year after graduation from the program.

Outcome #5: Healthcare agencies will communicate their satisfaction with the students' nursing care and performance.

SECTION II: PROGRAM POLICIES AND PROCEDURES

TUITION, BOOKS, AND FEE PAYMENTS

All costs associated with the program are the responsibility of each individual student and includes the following: tuition, books, lecture notes, supplies, uniforms, educational trips, immunizations, transportation, CPR certification, testing, graduation, and lab fees. If an agency, such as DWS, is funding a student, the student is responsible for obtaining the necessary forms from the funding agency and submitting them to the BATC Student Services Office in adequate time to ensure payment. A student will not be allowed to attend class if tuition and fees have not been paid.

The following equipment and supplies are required:

- Stethoscope
- Watch with capability to monitor in seconds
- Drug handbook
- Medical dictionary
- Laboratory nurse pack (Bandage scissors are included in pack)
- Pen light
- Shoes/socks appropriate for clinical
- Clinical uniforms
- Pen (black or blue ink)

TUITION REFUND POLICY

Should a student withdraw or be suspended from the PN program, 100 percent of the tuition will be refunded up to ten business days after the first scheduled class and none thereafter. Note: Refund checks may take two or three weeks for processing.

FINANCIAL AID AND SCHOLARSHIPS

Financial aid may be available to BATC students and is awarded on the basis of need, merit, and availability. The student may obtain information about this resource through the financial aid officer at BATC. Application for financial aid must be made well in advance of the scheduled course.

EXTERNAL WORK EXPECTATIONS

1. Due to the extensive amount of time required by the Practical Nursing Program (i.e., class, lab, testing, clinical, and study time), it is strongly recommended that students not commit to external work of more than 16-20 hours per week.
2. Absences and tardiness due to employment are not acceptable or excused.
3. Students should not work a shift immediately preceding a scheduled clinical shift.

STUDENT RECORDS

A cumulative record is kept for each student, beginning with application to the nursing program. Records of attendance, grades, personal references, and other pertinent information, such as clinical evaluations, will be added to the file. This information is confidential and will be released only on written permission of the student. The record is kept on file after graduation (Appendix D).

CLASS REPRESENTATIVES

Class representatives will be elected by the students during the first semester. Class representatives are invited to participate in PN faculty meetings to offer student input and suggestions; they will also relay information back to the class as needed. Representatives plan and coordinate group activities such as class parties, and help with graduation preparations in coordination with the PN secretary. Being a class representative is a privilege and should not be abused.

GRADING POLICIES

Each nursing course must be passed with a grade of B- or better. If a student is not passing any nursing course, the student will be placed on probationary contract and consequences could include dismissal from the program. A cumulative grade of B- (80%) is required to receive credit for any nursing course.

If a test must be taken at a time other than the scheduled time, prior arrangements must be made with the instructor. If it is necessary to delay a test due to illness or emergency, the student is responsible for notifying the instructor and making arrangements to take the test. A penalty affecting your grade may be assessed at the discretion of individual instructors for any tests taken late (see specific course syllabus).

Percentage	Letter Grade
95-100	A
90-94	A-
87-89	B+
84-86	B
80-83	B-
Below 80	Fail

If a question on an exam or quiz is deemed inadequate by faculty, then the overall points of the assessment will not be reduced and the point(s) for that question may be allocated. On the final grade only, scores .50 or greater will round up to the nearest whole number; scores .49 or less will round down to the nearest whole number.

UNIT EXAMS AND QUIZZES

In an effort to help students prepare for NCLEX-PN, the PN program has increased the length of exams and has made testing comprehensive within courses. Most unit exams are 75-100 questions in length. Additionally, spelling in answers will need to be correct to receive any credit.

Students must maintain a weekly unit exam and/or quiz average of 80 percent or higher in each course. Assessment of this criterion will begin 4 weeks into the course. Students must maintain the 80 percent average throughout the remainder of the semester. Should a student fall below this average they will be placed on academic probation with a 3-exam/quiz window to raise their average to the passing standard. Failure to do so within the remediation period will result in suspension from the program (see Withdrawal or Suspension Policy). A remediation window does not exist in the last month of the semester. At the conclusion of a course all students must have a unit exam and/or quiz average at or above 80 percent to pass the course. Unit exams/quizzes may be taken early without penalty if arranged with the course instructor. If taken late, there will be a 5 percent per day penalty (Penalty begins on the date/time of the scheduled exam and is calculated in 24-hour increments).

MIDTERM AND FINAL EXAMS

Midterms and final exams are comprehensive and 150-200 questions in length. These exams must be taken at the date, time, and place scheduled. Exceptions will be made for hospitalization and other extreme emergencies at the discretion of the instructor.

LIBRARY USE

Students, faculty, and staff have access to the Utah Pioneer Library collection which can be accessed at <http://pioneer-library.org>. All BATC computer stations have access to the Pioneer Library. BATC belongs to the Utah Academic Library Consortium (UALC), which provides the availability and delivery of library and information services to the higher education community in the state of Utah. The BATC Academic Learning Center is available to students with open access Monday-Thursday, 8 a.m. to 8 p.m.; and Friday, 8 a.m. to 4 p.m. The Academic Learning Center integrates media resources in a comfortable, centralized area providing all students access to the following: wireless Internet access for portable laptops; computer workstations with high-speed Internet access and Microsoft Office Suite; non-print online library resources (UALC databases, encyclopedias, periodical indexes, etc.); print library resources; individual study carrels; and a student lounge area.

In addition, students have access to the Logan Regional Hospital Library. This is an excellent resource for the student to access a variety of professional journals, videos, resource manuals, patient teaching pamphlets, and other valuable learning tools. Students will orient to the hospital library during clinical orientation.

STUDENT COMPUTER ACCESS

In addition to the computers available in the BATC Academic Learning Center, the PN Program has a computer lab containing 25 computers in Room 551B. The computer lab has Internet

access including online resources, industry-standard software programs (MS Windows, MS Office Suite, Adobe Acrobat, etc.), DVD/CD readers, and a printer. Students must supply their own paper when printing anything in excess of ten pages. Before use of any BATC computer station, students are required to read and agree by signature to uphold the Acceptable Computer Use Policy (Appendix E).

EVALUATIONS

With the end of each semester, the students have the opportunity to complete evaluation forms on the instructors, clinical facilities, and BATC services, classrooms, and laboratories. Once these forms are compiled and scored, the results are given individually to each of the persons or facilities evaluated.

Students are evaluated formally at midterm; at this time they will complete a self-evaluation which will be compared with the evaluation completed by their instructors. An exit interview will also be held at the end of each semester. Students are also evaluated daily at clinical. These evaluations will be kept in the students' permanent files.

WRITTEN WORK

Written work should be completed and handed in on time. If an assignment's original due date falls on a recognized BATC holiday, it will be due prior to class on the next academic day. All papers are to be neatly written, printed, or typed. All assigned work is to be completed independently unless otherwise specified by instructor. Grading of papers may include spelling, grammar, punctuation, legibility, and sentence structure. Assignments and quizzes that are graded in class will not be accepted for credit after the date they are due. There is no value in completing workbooks and quizzes after the answers have been discussed in class.

LATE WORK

Late work will be assessed a ten percent penalty if submitted within five consecutive days of the original due date. If the fifth consecutive day falls on a weekend or holiday, the assignment is due on the last academic day prior. Student work submitted more than five consecutive days late will not be accepted. For information regarding late exams, see Unit Exams.

PHONES AND COPY MACHINES

Use of the Practical Nursing or Health Science Department phones is not permitted. There is a courtesy phone located in Student Services.

Students should make any copies needed at the Bookstore, Academic Learning Center, or Copy Center. Copy costs are minimal and must be paid at the time of service. The copy machine in the teacher workroom may not be used by students. At no time should copies be made at clinical sites. It is the student's responsibility to make copies of their immunization records before submitting them to the program.

WITHDRAWAL OR SUSPENSION POLICY

If you wish to withdraw from the program or feel that it is necessary to do so, please request an interview with the PN Director to discuss the problem. Students who choose to withdraw or who are suspended before completion of semester one may re-apply to the program at any time. However, they will have to repeat the entire first semester.

Students who successfully complete semester one who choose to withdraw or who are suspended between semesters or during semester two may choose to re-apply to enter the program at the beginning of semester two (advanced placement). Because of the integrated nature of nursing knowledge, failure in one course requires repeating all didactic and clinical courses in that semester. However, reentry is at faculty discretion and dependent on space availability. Practical Nursing program course work must be completed within two academic years from the initial admission date. A student who is suspended or withdraws from the program twice will not be considered for readmission. Suspension for Academic Integrity requires a minimum one year suspension with the possibility of permanent suspension.

STUDENT HONOR CODE

The Honor Code is established to promote professional conduct and personal integrity on the part of all nursing students. The Practical Nursing program has a zero tolerance policy for academic integrity violations of any kind. A student found to be in violation of any of the following will be immediately dismissed from the program:

1. Copying from another student's paper.
2. Using materials during a test not authorized by the person administering the test.
3. Collaborating with any other person during a quiz/test or assignment.
4. Brain dumping/re-creation of exams/quizzes is not allowed.
5. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or part the contents of any test or assignment.
6. "Plagiarism," meaning the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work offered for credit. This includes purchased or borrowed papers.
7. "Collusion," meaning the unauthorized collaboration with another person in preparing work offered for credit.
8. Furnishing false information to faculty with the intent to deceive.
9. Forgery, alteration, or misuse of BATC documents or records.
10. Theft or malicious destruction, damage or misuse of BATC property or the private property of another, whether occurring on or off campus.
11. Possession, use, or distribution on campus or at clinical of any alcohol, narcotic, dangerous or unlawful drug, or controlled substance as defined by the laws of the United States or the State of Utah except as expressly permitted by law.

Students who believe that their peers have cheated on any course work have the ethical responsibility to themselves, fellow students, and the nursing profession to immediately notify the faculty member of that course. When conducting academic integrity inquiries, the reporting student's anonymity will be maintained by faculty. During testing, personal items, such as

purses, watches, backpacks, cell phones (turned off), pagers, notebooks, laptops, drink or beverages and briefcases will be left in the classroom or at the front of the testing room. The instructor reserves the right to ask students to remove all hats/caps, jackets or articles of clothing that are bulky and could be suspicious of covering written material during the exam.

BATC STUDENT STANDARDS AND CONDUCT

BATC is concerned with the appearance of students/clients for whom they seek employment. Many agencies and organizations outside the College are interested in student behavior and appearance. Future employers speaking through advisory committees have made this position clear. In the classroom, shop, or laboratory, dress should conform to industry standards for safety and appearance.

BATC students are considered adults and are charged accordingly with the responsibility of regulating their own conduct and of respecting the rights and privileges of others. Rules, policies, and regulations of the faculty and administration are to be respected. Failure to show respect for order, morality, honesty, and classroom conduct as expected of college students is cause for suspension or dismissal.

BEHAVIORAL EXPECTATIONS

It is the responsibility of both students and faculty to facilitate and maintain an appropriate learning environment in the classroom setting. It is the responsibility of the faculty to place reasonable limits on student behaviors to ensure that classroom interactions facilitate learning and are not disruptive to fellow students. The following behaviors are considered disruptive to the educational process:

1. **Persistent speaking**—students who carry on private conversations amongst themselves.
2. **Grandstanding**—students whose behavior or comments distract the class from the subject matter. Students who continually make irrelevant comments or attempt to capture the attention of their peers that may be annoying to other students in the class.
3. **Excessive tardiness**—students who disrupt the learning environment by repeatedly coming in late to class or leaving early.
4. **Disruptions**—Pagers, cell phones, passing notes, or disruptive exits from the classroom.
5. **Disrespect toward faculty/staff/peers**—students who devalue the faculty's/staff's/peer's authority, judgment, or expertise. Students who refuse to comply with faculty/staff/peer directions. Students who make personal insults or derogatory statements directed toward faculty/staff/peers.
6. **Hostile behavior**—students who are confrontational, openly hostile, or argumentative with faculty/staff or classmates.
7. **Verbal or physical threats**—students who verbally or physically threaten a classmate or faculty/staff member. Police will be notified.

If a student behaves in any of the above-mentioned manners, the faculty member may respond in one of the following ways: 1) verbal warning; 2) probationary contract; 3) dismissal from the program. If a student disagrees with the actions taken by the faculty/staff member, they may follow the guidelines stated in the BATC grievance procedures.

STUDENT-INSTRUCTOR COMMUNICATION

Students must be respectful when contacting instructors and in their communications (verbal, email, text, etc.). Faculty may be contacted Monday through Friday from 7:30 a.m. to 4:30 p.m. Faculty members are not required to respond outside of these hours, over the weekend, or on holidays. We encourage students to seek out instructor input during posted office hours. It would be helpful if students arranged appointments during these hours to ensure that the faculty members are not engaged in assisting other students. The Clinical Coordinator may be contacted on clinical days before or during early a.m. shifts, but not prior to 4:30 a.m. It is not appropriate to contact faculty for assistance during the weekend. If students have an emergent issue (hospitalization, death of family member, etc.) during weekends, holidays, or breaks, please contact PN administration as listed on the back of this handbook.

ACCOMMODATIONS

Students who wish to request a deviation or change from a policy, procedure, schedule or course syllabus requirement, should complete a “Request for Accommodation Form”. Forms must be submitted seven days prior to the requested change, in order to be considered by faculty and/or administration (except in cases of emergency). All requests will be considered. However, submission of the form is not a guarantee of approval.

SOCIAL MEDIA POLICY

Social media has become an integral part of how people communicate and share experiences. However, most of what you do as a student nurse cannot be shared due to HIPAA and other privacy and security laws and regulations. Please be aware of the following:

- BATC students are not authorized to create or manage a social media site, page, network, etc., that claims to belong or be affiliated with Bridgerland Applied Technology College or the Practical Nursing Program, either explicitly or otherwise.
- No health information of any kind can be shared through social networking by BATC students including patient identifiers, diagnoses, treatment options, or medical advice.
- Students will be held accountable for their comments, posts, etc.
- The PN program discourages the use of cameras in clinical settings. Pictures taken at clinical sites cannot include clients, family members, or staff.

Violation of the Social Media Policy will be grounds for immediate dismissal. In addition, please be aware that the PN Faculty has been asked to maintain professional boundaries with students. We respectfully request that students not attempt to make personal contact with instructors through social media until after completion of the program. Should an instructor choose to utilize social media as a tool to disseminate information about a PN course, a course page or user group will be created and students will be informed how to gain access.

STUDENT HEALTH

As a student nurse, you are a healthcare provider and as such we encourage you to exert every effort to maintain optimal health. Your example will influence others far more than any other teaching you can do. Illness may cause absence that will affect your grade.

We encourage you to be open and honest about any health problems which may exist. Problems that exist when you enter the program, such as diabetes, epilepsy, heart conditions, drug-related problems, emotional problems, or any other problems which might require attention or special considerations, should be documented. Failure to disclose a known serious health problem could result in a health crisis, with the program being unaware and unable to make accommodation. This request is made out of concern for your health and safety.

PROBATIONARY CONTRACTS

If a student violates PN policies and procedures, is unsafe in lab or clinical, or falls below passing standard (80 percent), he or she will be placed on a probationary contract. A contract includes a specified period of observation and review of conduct during which the student must demonstrate compliance with the Nursing Program policies and procedures. Any further violations or the continuation of such conduct or actions will result in further disciplinary actions up to dismissal. Counseling or participation in specific courses or workshops may be suggested. Terms of probation and the probationary period will be determined at the time the contract is initiated. Appropriate BATC administration will be notified as needed.

PENALTY WAIVERS

Attendance, late work, exams, lab and clinical penalties may be waived for special circumstances including military duty, court subpoenas, hospitalizations, etc. on a case-by-case basis. Adequate documentation must be provided to the nursing director prior to absences when possible. Waivers are provided at the discretion of the program.

GRADUATION REQUIREMENTS

To receive a certificate of completion for the Bridgerland Applied Technology College Practical Nursing Program, the student must meet the following criteria:

1. All classroom, laboratory, and clinical experience must be completed satisfactorily. Satisfactory is defined as a B- grade or higher (>80 percent).
2. Tuition and fees must be paid in full (or a payment plan created), including a graduation fee of approximately \$100.
3. Adhere to attendance requirements of the program and institution, including completing immunization requirements.
4. Complete a mandatory proficiency examination with a score indicating NCLEX-PN success. (ATI PN-Predictor exam score indicating a 90 percent or greater predicted probability of passing the NCLEX-PN exam.) Each student is responsible for the expense of this examination, which is approximately \$52. The purpose of this examination is to provide the student with a predicted aptitude score for passing the state board examination. In addition, the examination provides the student with an area-specific learning tool in preparing for the state board examination. It also provides the faculty with a resource in developing stronger curriculum. Failure to pass the predictor exam will result in an incomplete (I) grade in Employment Preparation, and required remediation with the opportunity to take a second and/or third proctored examination, which must be passed at

90 percent or greater predicted probability of passing the NCLEX-PN exam. Inability to pass the ATI on a third attempt will result in one-on-one counseling for the student on how to remediate in order to pass the NCLEX-PN, removal of the incomplete grade in Employment Preparation, and release of the transcript. If a student is required to retake the ATI exam, the cost of each retake (\$52) will be the student's responsibility.

5. Exit interview with assigned student advisor must be completed and documented with appropriate signatures. Clinical badges will be returned at the exit interview.

CONTINUING EDUCATION / TRANSFER OF CREDIT

An articulation agreement exists between BATC and Weber State University (WSU). BATC students desiring to continue their nursing education at the associate degree level must apply for placement in the associate degree PN to RN program through WSU. Graduates may be eligible for admittance into other associate degree nursing programs and it is recommended that the student explore those options as well.

Note: Under the articulation agreement between WSU and BATC, WSU grants credit for completion of the BATC Practical Nursing Program course. However, BATC grades are not calculated into the overall GPA on the WSU transcript. Contact WSU for current RN completion information.

STATE BOARD LICENSURE

Successful completion of the Practical Nursing Program prepares the student as a candidate to sit for the National Council Licensure Examination (NCLEX). NCLEX-PN is taken on a computer at one of many Pearson Vue Testing Centers across the United States and its territories. Computerized Adaptive Testing (CAT) for the nurse licensure examination is the result of a decision made in August 1991 by the National Council of State Boards of Nursing.

The NCLEX is designed to test knowledge, skills, and abilities essential to the safe and effective practice of nursing at the entry level. NCLEX results are an important component used by boards of nursing to make decisions about licensure. Only boards of nursing can release NCLEX results to candidates. The NCLEX is administered in the United States, Canada, American Samoa, the District of Columbia, Guam, the Northern Mariana Islands, Puerto Rico, and the Virgin Islands. The use of the same examination by all jurisdictions facilitates licensure by endorsement from one board of nursing to another. You will be given further instruction on the application process as the end of the nursing program approaches. Testing must be completed within three years of graduation; however, the faculty recommends testing within two to four months of program completion.

****Note:** In order to be a licensed nurse in the State of Utah, the applicant must meet standards set forth within the Utah Nurse Practice Act. Applicants who have been convicted of a felony, treated for mental illness or substance abuse, have been involved as the abuser in any incident of verbal, physical, mental, or sexual abuse, or may pose a threat to themselves, patients, clients, or to the public health, safety, or welfare because of any circumstances or conditions may not be eligible for licensure.

Acceptance and completion of the BATC Practical Nursing Program does not assure eligibility to write the PN licensure exam. The Utah State Board of Nursing makes final decisions on issues of license to practice in the State of Utah.

GRIEVANCE POLICY

Students should attempt to resolve any problems with peers and/or nursing faculty directly with the person(s) involved. If the student is unable to resolve the conflict, they should make an appointment with their student advisor and/or the PN Director to discuss concerns. If the Nursing Director is unable to satisfactorily resolve the issue, she will refer the student to the Vice President for Instruction over Nursing. If resolution is not achieved students are referred to the Vice President for Student Services who will oversee the BATC Grievance Procedure as outlined in the BATC catalog. Student class representatives should not be utilized to resolve grievance issues.

NONDISCRIMINATION POLICY

BATC does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission or access to, or treatment or employment in, its education programs or activities. Inquiries concerning Title VI, Title IX, and Section 504 may be referred to Stephen Alexander, Bridgerland Applied Technology College, 1301 North 600 West, Logan, UT 84321; phone: (435) 753-6780, or to the Office of Civil Rights, U.S. Department of Education, 1961 Stout Street, Denver, CO 80294.

Students with special needs (physically, cognitively, emotionally challenged or learning-disabled) may be eligible for accommodations through the Americans with Disabilities Act (ADA). The Rehabilitation Act of 1973 and ADA provide comprehensive civil rights and protections for persons with disabilities. "No otherwise qualified person with a disability in the United States . . . shall, solely on the basis of disability, be denied access to, or the benefits of, or be subjected to discrimination under any program or activity provided by any institution receiving federal financial assistance." A "qualified student" is defined as a student "who meets the academic and technical standards required for admission or participation in the education program or activity."¹ Students must voluntarily disclose to the ADA coordinator that they have a disability (self-identify), request accommodation, and provide documentation of their disability.

STUDENT SERVICES

Student Services including the registrar, academic records, counseling, financial aid, and testing can be accessed by calling (435) 753-6780, or you may email a representative at your convenience at studentservices@batc.edu

TECHNICAL SUPPORT: If you are having technical difficulties with a Canvas course, the best way to request help is to click the "Help" link on any page within your Canvas course, then choose

¹ Rehabilitation Act of 1973 – Section 504

“Report a Problem”. Please explain the issue you are having with as much detail as possible to help the support team troubleshoot the problem more effectively.

BOOKSTORE: BATC has a full-service campus bookstore located at the north end of the building in the main hallway. Textbooks, school and office supplies, class materials, candy and snacks, greeting cards, gift selections, backpacks, and clothing are all available at the bookstore. Due to the use of online purchasing, the bookstore does not carry enough textbooks for all students. Used textbooks can be sold back to the bookstore at the discretion of the bookstore. The value is determined by the demand for that specific book. The bookstore hours are 7:45 a.m. to 6:30 p.m. Monday through Thursday, and 7:45 a.m. to 3:30 p.m. Friday.

FOOD SERVICES: The cafeteria is located at the north end of the main campus building. A variety of freshly made sandwiches, burgers, snacks, and beverages are available. A different entree is available every day, made by the students in the Restaurant and Catering Programs. Cafeteria hours vary and it is primarily open for breakfast and lunch. Vending machines are available throughout the building.

SECTION III: DIDACTIC POLICIES AND PROCEDURES

ATTENDANCE: THEORY CLASS

Didactic material will be covered over two semesters. If you are not in class, you cannot learn and may miss needed information; therefore, **attendance is mandatory**. If an absence is unavoidable, as a courtesy the student should notify the instructor prior to the absence so arrangements may be made to turn in any assignments or take quizzes that may be missed. This is at the discretion of individual instructors. Each student can be absent three times per class per semester without penalty. An absence is defined as more than 15 minutes of missed class time regardless of whether missed time occurs at the start, middle, or end of a scheduled class. **After three absences, each subsequent absence will result in a 2% reduction in the student's theory grade.** Please refer to individual theory course syllabi for specific attendance guidelines and penalties.

Children are disruptive to the learning environment; therefore, children are not to be brought to class, lab practice, lab pass-offs, examinations, or any clinical experience. This is a BATC policy and will be adhered to in this program. Pets of any kind are not allowed in the nursing laboratory or classrooms, with the exception of certified assistance animals as defined by the ADA.

Breaks will be given during the class periods. These breaks are for the purpose of taking care of personal needs. Cell phones and beepers should be kept on silent mode during class time. **Please do not disrupt the class by receiving calls, being paged, or leaving inappropriately. Excessive text messaging during class will not be tolerated. Use of the above-mentioned technologies during class will result in you being asked to leave for the remainder of the class with an absence recorded on your attendance record.** If there is a particular problem, please discuss it with your instructor. In-class use of a personal computer/tablet is at the discretion of the instructor.

PUNCTUALITY: THEORY CLASS

Arriving late, leaving early, or leaving class multiple times in class is disruptive for the instructor and fellow classmates. In an effort to mimic the workplace, tardiness will be tracked. A tardy is defined as missing less than 15 minutes of class time once class has begun. Habitual tardiness in the didactic setting will result in academic probation based on the following scale:

3 tardies/course	=	verbal warning
5 tardies/course	=	probationary contract and 1% grade deduction
7 tardies/course	=	suspension from program

If you have a health issue that requires additional break time please visit with individual faculty members and request an accommodation.

TESTING HONOR CODE

Computerized testing is utilized in the PN program.

1. When taking any written or computerized quizzes or exams, nothing except the exam, answer sheet, and program-issued whiteboard/marker and calculator should be on the table/desktop.
2. Once an exam is started it should be completed. Do not leave or discuss anything with anyone during the exam.
3. Students who arrive late to a scheduled exam (within 15 minutes) will be issued a tardy. If a student is more than 15 minutes late to a scheduled exam, they will be unable to take the exam at the scheduled time and the late penalty will apply.
4. No part of any exam should be discussed with anyone who has not yet taken the exam.
5. No children, spouses, friends, or others should be present during hours of testing.
6. Computerized exams are scored promptly. Students should review exams at this time. Hard copies of exams (for review purposes) will not be provided. Faculty strongly suggests all students review exam items they miss or do not clearly understand because exam questions and concepts will be revisited as course exams/quizzes are comprehensive.
7. It is inappropriate to ask fellow students about their exam scores. High scores and average scores may be given to everyone once testing is complete.
8. Please leave all belongings in your locker or the classroom during tests.
9. Cell phones and watches are prohibited during test times. Please leave on the instructors' desk at the front of the room.
10. Please select a different seat for every exam and ensure you are sitting by different peers.

SECTION IV: CLINICAL POLICIES AND PROCEDURES

CLINICAL REQUIREMENTS

Each student must be covered by malpractice insurance throughout the year. BATC has a blanket policy covering each student. The premium for this insurance is paid from part of your BATC fees. However, each student may purchase and maintain his/her own malpractice insurance policy. If you have a question on how to obtain malpractice insurance, please see your faculty advisor.

BATC does not accept responsibility for injury or illness that occurs while students are enrolled in the PN Program. Students are strongly encouraged to carry health insurance.

Students must be in good physical health to attend clinical experiences. Students will not be allowed to attend clinical with communicable diseases (please see www.cdc.gov for information regarding communicable or infectious diseases). In addition, students cannot have open wounds that are not dressed, continuous or intermittent intravenous infusions, or other medical conditions or treatments that put patients' or the student's own health at risk when participating in clinical experiences. The Clinical Coordinator will attempt to reschedule clinical experiences that are missed due to significant illness, medical treatments, hospitalizations or medical emergencies when possible.

It is required that students have a minimum of 6 hours off-duty time prior to attending a clinical. For the safety of the patients, students arriving at the clinical site impaired in any way (fatigue, illness, drugs, alcohol, etc.) will be asked to leave the clinical setting and given an absence.

A federal background investigation and random drug screen must be completed prior to entering any clinical setting. Admission and successful progression through the PN Program is contingent upon submission of a satisfactory background investigation and drug screen. Convicted criminal actions may affect your status in the program and could lead to suspension/expulsion. Please see Appendix B, C, and D for background check policy, drug screen policy, and confidentiality agreement.

IMMUNIZATIONS

Students will be required to adhere to federally recommended standard precautions to protect themselves and to prevent the spread of disease in clinical areas. Vaccinations are required to participate in all clinical areas. It is the responsibility of each student to provide proof (either by public health vaccination record or by signature of health care provider administering vaccinations or titers) to the BATC PN Department before entering any clinical facility in a student capacity. Please provide copies of proof of immunizations one week prior to your first clinical. This documentation will be placed in your permanent student file.

Required immunizations include the following:

1. **Tdap:** one immunization for Tetanus, diphtheria, and acellular pertussis (Tdap) must be received and documentation submitted.

2. **Tuberculosis Screening:** a 2-step TB process, OR one (1) QuantiFERON Gold blood test, OR one (1) T-SPOT blood test, with a negative result, is needed and must be completed prior to the first clinical shift.
3. **Hepatitis B:** complete the three-vaccine series. Once the series is complete, students will need to submit proof of a reactive quantitative Hepatitis B Antibody (Ab) titer. If a student is in the process of completing their initial series, have the titer drawn 30-45 days after the last immunization. Gray-zone or non-reactive titer results indicate a need for the student to repeat the hepatitis series.
4. **Measles (Rubeola), Mumps, Rubella:** two immunizations administered on or after the first birthday and at least 30 days apart.
5. **Varicella (Chicken Pox):** documentation of two immunizations administered on or after the first birthday and at least 30 days apart; or lab report of positive immune serum antibody titer.
6. **Influenza:** annual influenza immunization is required. Documentation of influenza vaccination must be submitted. Bear River Health Department offers this vaccination for a nominal fee.

The PN Program supports recommendations from the Utah Department of Health & Centers for Disease Control and Prevention and encourages that all students receive the following immunizations: HPV, Meningococcal, Hepatitis A, and/or Polio. Please consult your personal physician to make an informed decision.

CPR CERTIFICATION

All students are required to be Healthcare Provider (American Heart Association) CPR certified and must maintain annual and current certification throughout the program year. Every student must be certified before participating in any clinical experiences. If your current CPR certification expires prior to your anticipated graduation date, you will be required to attend another CPR course prior to your first clinical experience. A copy of the certification must be provided for your student records. The student assumes all costs for becoming certified.

STUDENT ID BADGES

A BATC student ID badge will be issued to you upon entrance to the program. This badge is required to be worn at all clinical facilities. Replacement badges can be obtained through Student Services for a fee of \$3. Some clinical facilities may also issue mandatory ID badges which must be returned at the end of each semester.

DRUG DOSAGES AND CALCULATIONS EXAM

All students are required to successfully pass a drug dosage and calculations exam prior to passing medication in a clinical setting. This examination will be administered in the Caring for the Client Requiring Drug Therapy Course. Passing is defined as an earned score of 80 percent or better. A student who fails to successfully pass the exam on first attempt will be issued a written warning and receive a second opportunity to test. Failure to pass the second examination results in immediate dismissal due to patient safety concerns. You may be required to take a math competency exam whenever you are hired to a new nursing position.

DIGITAL TEXTBOOKS

Use of tablet devices (iPads, Kindle, Nexus, etc.) must be limited to conference areas only, and for access to textbooks or reference materials. Smart phone use by students at clinical is prohibited.

CLINICAL DRESS CODE

1. Uniform: Clean BATC-approved uniform. Solid colored hose or socks. Clean, well-fitting white or black closed-toe shoes. Your name badge(s) must be worn to all clinicals. Refer to clinical syllabus for additional details.
2. Appropriate grooming and daily personal hygiene, including deodorant, are essential because of the close proximity to clients and others.
3. Since odors of any kind may be offensive to clients, products with strong odors should be avoided while working in the clinical setting (i.e., perfumes, colognes, aftershave, tobacco, etc.).
4. Hair must be clean, contained, and worn off the face to provide protection for the client. Hair color must be a natural human tone or hue; no color extremes.
5. Facial hair for men must be clean, trimmed, and worn in such a manner that will not affect nursing activities.
6. Simple make-up and clean short nails are expected in the clinical setting. No nail polish may be worn. No shellac. No gel. No artificial nails.
7. For the safety of the client and student, hand jewelry (with the exception of a wedding ring and/or wrist watch) is not to be worn at clinical. During sterile procedures, no hand or wrist jewelry may be worn.
8. No visible body piercings are allowed with the exception of pierced ears. For pierced ears, small simple posts may be worn in the clinical setting. Multiple earrings are not allowed in the clinical setting.
9. Tattoos and other body art must be covered at all times in the clinical setting.
10. Additional criteria may be defined by nursing instructors in specified clinical areas. Failure to meet any of the above criteria may result in the student being excused from a clinical shift.
11. If differences exist between the nursing program and agency policies, the nursing program will conform to the agency policies.

MANDATORY ATTENDANCE: CLINICAL

The clinical experience allows students the opportunity to practice theory in a clinical setting under the direction of a clinical instructor; therefore, **attendance is mandatory** for clinical experiences. See clinical syllabi for details.

Clinical orientations are required for all facilities and are considered clinical hours. If students are late, a grade reduction will result and students are required to stay and complete the orientation.

Transportation to clinical facilities is the responsibility of the student. Students must be present for attendance at the designated time or it will be counted as an unexcused absence. If an absence is necessary, the clinical coordinator must be notified prior to the absence. **Three days per**

semester is the maximum clinical time that a student may miss before receiving a failing grade. A fourth clinical absence will result in suspension from the program. A grade deduction is assessed for any absence in a clinical setting. Please refer to individual clinical applications course syllabi for specific attendance guidelines and penalties.

PUNCTUALITY: CLINICAL

Arriving late, leaving early, or coming unprepared to clinical is unprofessional conduct and will not be tolerated. Students who arrive after the clinical shift has begun or leave before the shift ends will receive an unexcused absence.

PROFESSIONAL CONDUCT

(Adopted from the Utah State Board of Nursing Rules and Regulations Governing Conduct of Nurses) Pre-licensure nursing students will be held to the standards of the Utah Nurse Practice Act.

Professional conduct is nursing behavior including acts, knowledge, and practices, which through professional experience, has become established by practicing nurses as conduct which is reasonably necessary for the protection of public interest.

UNPROFESSIONAL CONDUCT

Nursing behavior (acts, knowledge, and practices) which fails to conform to the accepted standards of the nursing profession and which could jeopardize the health and welfare of the people shall constitute unprofessional conduct and shall include but not be limited to the following:

1. Failing to report mistakes made in a clinical setting is a serious violation of the nurses' code of conduct. This is a violation of a client's safety and therefore may result in immediate dismissal from the program. The integrity of a nurse is of utmost importance.
2. Failing to utilize appropriate judgment or exercise technical competence in administering safe nursing practice based upon the level of nursing for which the individual is prepared.
3. Failing to follow policies or procedures defined in the practice situation to safeguard client care.
4. Failing to safeguard the client's dignity and right to privacy.
5. Violating the confidentiality of information or knowledge concerning the client.
6. Verbally or physically abusing clients.
7. Performing new nursing techniques or procedures without proper education and preparation.
8. Being unfit to perform because of physical or psychological impairment. (Students may be sent home from class or clinical for sleep deprivation if an instructor feels their judgment may be impaired.)
9. Using alcohol or other drugs to the point that there is interference with job performance. (BATC Nursing Program reserves the right to dismiss any student from a specific learning experience and/or the nursing program for the use of alcohol and/or drugs prior

to or during a learning experience. The faculty or PN administration has the right to request an alcohol/drug screen for suspicious behavior at the student's expense.)

10. Manipulating drug supplies, narcotics, or client's records.
11. Falsifying client's records or intentionally charting incorrectly.
12. Appropriating medications, supplies, or personal items of the client or agency.
13. Violating state and federal laws relative to drugs.
14. Intentionally committing any act that adversely affects the physical or psychosocial welfare of the client.
15. Delegating nursing care, function, tasks, and/or responsibilities to others contrary to the Utah laws governing nursing and/or to the detriment of the client's safety.
16. Leaving a nursing assignment without properly notifying appropriate personnel.
17. Resorting to fraud, misrepresentation, or deceit in reference to the licensing examination or in obtaining a license.
18. Aiding, abetting, or assisting an individual to violate or circumvent any law or duly promulgated rule or regulation intended to guide the conduct of a nurse or any other health care provider.
19. Failing to report through the proper channels facts known to the individual regarding the incompetent, unethical, or illegal practice of any health care provider.

TRAVEL

Students are required to provide their own transportation to campus, clinical areas, professional conferences, etc. These experiences are an integral part of the nursing program; therefore, they are mandatory. The cost of this travel is assumed by the student.

APPENDICES

Appendix A

Practical Nursing Program

ESTIMATED EXPENSES Fall 2016 through Spring 2017

BATC Tuition	\$1721
1 st semester (450 hrs x \$1.85)	approximately \$833
2 nd semester (480 hrs x \$1.85)	approximately \$888
BATC Fees (itemized below)	\$460
Student Services	per semester \$40
Lab Fee	per semester \$25
Federal Background Investigation – 1 st semester	\$50
Nurse Pack – 1 st semester	\$130
ATI Testing – 2 nd semester	\$50
Graduation Expenses – 2 nd semester	\$100
TUITION AND FEES SUBTOTAL	\$2181
Books	\$950
Nursing Supplies (stethoscope, BP cuff, penlight, clamps, etc.)	\$150
Uniforms and Shoes	\$250
Educational Trips and Workshops	\$150
Random Drug Screens	\$60
Immunizations/Titers	variable/approx. \$400
Book and Supplies Subtotal	\$1960
Total Approximate Cost	\$4,141

Note: Expenses are not incurred all at once. Please remember that we cannot predict changes that may occur in prices. These are estimates only.

Post-Program Fees for Testing and Licensure (paid by the student to the state and testing agency)

State of Utah Application Fee and NCLEX-PN Exam.....\$300

Appendix B

Bridgerland Applied Technology College Practical Nursing Program

STUDENT BACKGROUND CHECK POLICY

Purpose

Revised contractual agreements with the clinical facilities that provide portions of the educational/training experience for students attending programs in the College's Health Science Department are requiring that students must have a clean criminal background check and not be listed on the sex offender website. These actions have been mandated in an effort to more effectively protect the safety and well-being of the patients, clients, and residents of those facilities and are fully supported by our program advisory committees.

Policy

All students entering programs in Health Sciences and Practical Nursing must pass a criminal background check and not be listed on the sex offender website.

Procedures

Admission into programs in the Practical Nursing Program is contingent upon the students passing a criminal background check and not being listed on the sex offender website. The following written information will be found in the students' admission packets:

FBI criminal background check. How to obtain an FBI criminal background check:

- Students will be required to come to BATC Student Services to have fingerprints digitally scanned. The cost for the national background check is \$50, payable the day the prints are scanned. Picture ID is required; set aside 20 to 30 minutes to have this completed.
- The results from the background checks will be received by BATC Administration within 72 hours. If the results show an arrest record or criminal charges, the Practical Nursing Director will contact the student directly.
- In the event additional background checks are needed, instructions will be provided.
- The state sex offender website will be accessed by a department representative to determine if any accepted students' names appear.

Disclaimer

Students are encouraged to have criminal records expunged prior to seeking background checks if time permits.

Students whose background checks show evidence of criminal action will be reviewed on a case-by-case basis to determine if they will be allowed to enter/progress in their respective College program. According to the Nursing Practice Act (§58-31b-302-7.b.), a person "convicted of one or more felonies, must receive an absolute discharge from the sentences for all felony convictions five or more years prior to the date of filing an application for licensure or registration under this chapter". Therefore, students who have committed felonies and have not met the above-stated criteria will not be allowed to enter/progress in their respective College program.

Information obtained in the criminal background check may be disclosed on a need-to-know basis to instructors, administrators, and contracted clinical facilities.

Students are required to inform their respective College Program Coordinator of any criminal charges they may have pending against them.

Campus Review Committee

Students who have any record indicating a criminal background will be reviewed on a case-by-case basis by the Campus Review Committee. A Campus Review Committee consists of a student counselor (or designated representative), the respective Program Director (or a designated representative), and the Health Science Department Head (or a designated representative). The Committee will meet as needed to review these cases.

The student will not be allowed to participate in any clinical experiences until the Committee has met and made a decision regarding the case.

The student will be informed verbally and/or in writing of the Committee's decision.

Due Process

Students who are not permitted to continue in their education program may appeal this decision by following the BATC Grievance Procedure.

Students with Charges Pending

Students are required to report any pending criminal charges at the time that they occur (this includes before beginning and during their educational program.).

The College reserves the right to place these students on a "leave of absence" until the courts have made a decision regarding the criminal actions.

If a student is convicted of a crime, the Campus Review Committee will make a determination as to whether the student will be allowed to return to the educational program or be dismissed from the program.

Tuition Reimbursement

BATC's Tuition Refund Policy (as published in the current BATC catalog) will apply to all students who are dismissed or withdraw from the program.

Appendix C

Bridgerland Applied Technology College Practical Nursing Program

DRUG SCREEN PROTOCOL

Effective January 1, 2005 a urine drug screen is required of all accepted students in the Practical Nursing Program at Bridgerland Applied Technology College. This panel drug screen tests for cocaine, amphetamines, barbiturates, benzodiazepines, marijuana, opiates, Phencyclidine, propoxyphene, methadone, methaqualone, and other substances as deemed necessary.

Students are responsible for the cost of the random drug screen and payment is due to Intermountain WorkMed at the time the service is provided. The student has **24 hours** from the time they are randomly notified by telephone or in person to complete the drug screen. When you arrive for your drug screen, you **must** have the following with you: the “consent to services” document and a picture ID.

Students must submit to the drug screen the day they are assigned. There will be no exceptions. **Refusal to submit to the drug screen will be treated the same as a positive drug screen and the student will be dismissed from the program.**

The urine drug screens must be administered at the following facility:

INTERMOUNTAIN WORKMED: *412 North 200 East, Logan, UT* *(435) 713-2850*

Urine drug screens are performed from 8 a.m. – 4:30 p.m. (Monday – Friday); no Saturday or Sunday testing. An appointment is not necessary. Please do not arrive at or near closing time.

Results of the drug screen will be sent directly to the BATC Practical Nursing Program Director.

Failed Drug Screen – Rights and Remedies: If a drug test reveals the presence of a non-prescribed controlled substance the student may do the following:

- The student must submit a current copy of the prescription for a controlled medication if that is the cause of the positive drug screen.
- The student may pay approximately \$45 to WorkMed and request that the Medical Review Officer review **the same specimen** and make a determination if a legitimate prescription drug may have caused a positive drug screen.
- Should a student contest exam results, they may pay for an independent analysis of the same specimen.
- All positive drug screens are kept for one year at the Northwest Toxicology Lab in Salt Lake City.

Therefore, if a legitimate prescribed drug is not identified (in a positive drug screen) the student will be dismissed from the program. The student may choose to re-apply for admission. Application to the program does not ensure admission. New application materials will be required.

If your drug screen is not definitive because the sample is “dilute”, you will have to submit to another drug test. The second test will require a hair sample or other methodologies as deemed necessary.

I have read and agree to follow the requirements stated above for the drug screen and national background check protocol. I understand that failure to comply with these protocols will be grounds for dismissal from the program.

Student Name (Printed)

Student Signature

Date



Bridgerland Applied Technology College Practical Nursing Program

CONFIDENTIALITY STATEMENT & RELEASE OF INFORMATION AUTHORIZATION

All personal and health information including Federal Background Check results and Urine Drug Screen results will be kept in my permanent confidential student file at Bridgerland Applied Technology College (BATC). I am aware that the nursing director, assistant director, and faculty have access to my student file.

I also understand that BATC and clinical site administrations have the right to request access to this information. I recognize that my ability to participate in clinical rotations is contingent upon satisfactory results on my background check and drug screen. I could be denied the opportunity to attend clinical by BATC or any or all clinical facilities based on these results. I am aware that this could result in suspension or expulsion from the program.

I, _____, hereby authorize BATC to release any
(Print Name)

requested files, or records of information of any type, to clinical site administrations used by the Practical Nurse Program as required by law.

I release BATC from any and all liability related to this release of information.

Signature _____ Date _____

Appendix E



Bridgerland Applied Technology College

PHOTOGRAPHY\VIDEO\PUBLICATIONS RELEASE FORM

I, _____ (print name), authorize Bridgerland Applied Technology College (BATC) permission to use my image and/or my written or verbal statements in BATC and Utah College of Applied Technology (UCAT) publications, documents, videos, audio recordings, and any other media format that BATC or UCAT may create for both marketing and educational purposes.

I understand that I will not be compensated for allowing this usage and that I am granting BATC and UCAT unlimited use of the images and/or written and verbal statements.

By signing this form, I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby.

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Cell Phone: _____

Student's date of Birth: _____ E-mail Address: _____

Student's Signature _____ Date: _____

If this release is obtained from a student under the age of eighteen (18), then the signature of the student's parent or legal guardian is also required.

Printed Name Parent/Guardian: _____

Parent/Guardian Signature: _____ Date: _____

Appendix F

Bridgerland Applied Technology College **ACCEPTABLE COMPUTER USE POLICY**

All computers at Bridgerland Applied Technology College (BATC) are shared educational resources of the State of Utah for the primary use of professional staff and student access. The use of the network and/or online courses is considered to be a privilege and is permitted to the extent that available resources allow. With this privilege come certain responsibilities that need to be understood and carried out by all users. Classroom computer settings must remain constant to provide a quality training environment for all users. **Therefore, any student found adding, modifying, or deleting current computer settings or software (i.e., screen savers, wallpaper, graphics, games, unlicensed software, instant messaging client, file sharing, downloading of copyrighted materials, etc.) will be subject to appropriate disciplinary action and possible termination from BATC.**

BATC **does not** provide e-mail accounts for students.

Users must accept the responsibility of adhering to high standards of professional conduct and act in a responsible, decent, ethical, and polite manner. Internet use is for the purpose of encouraging the pursuit of higher knowledge. Although reasonable effort is made to filter out controversial material, each individual's judgment regarding appropriate conduct in maintaining a quality resource system is essential. Students will treat their instructors, fellow students, and support staff with respect both in the physical and online classroom environments.

While this does not attempt to articulate all required behavior by its members, it does seek to assist by providing the following guidelines:

1. All use of the Internet must be in support of a world class public education and educational research in Utah and consistent with the purposes of the network.
2. Computer accounts shall be used only by the authorized owner of the account. Account owners are ultimately responsible for all activity under their account. All communications and information accessible via the Internet should be assumed to be private property. Great care is taken by the network's administrators to ensure the right of privacy of users. However, it is recommended that users not give out personal information like home addresses and/or telephone numbers. Also, passwords should be kept private and changed frequently.
3. No personal laptop computers, desktop computers, smart phones, tablet devices, or any other personal device capable of network connection will be allowed on the BATC network; although, personal devices may connect to the Internet via BATC's wireless network. Personal network devices such as wireless access points, routers, servers, firewalls, etc., are not allowed.
4. Prohibited behaviors include:
 - Sending or displaying intimidating, offensive, or inappropriate messages or pictures
 - Illegal activities (defined as a violation of local, state, and/or federal laws)

- Harassing, insulting, or attacking others
 - Using another person's password/account
 - Accessing another person's computer, folders, work, or files without their consent
 - Possessing or using any software tools designed for probing, monitoring, or breaching the security of a network
 - Violating copyright laws
 - Having someone else complete work
 - Using additional materials to complete exams
 - Any use for commercial purposes or financial gain
 - Any use for product advertisement or political lobbying
 - Any use which shall serve to disrupt the use of the network by other users
 - Extensive use of the network for private or personal business
5. In regard to e-mail, chat rooms, and threaded discussions (if applicable), "netiquette" includes:
- Having appropriate e-mail addresses
 - Using only language that would be appropriate in any face-to-face classroom at BATC
 - Respecting the comments of teachers and other students. Discussions and disagreements over issues are appropriate; however, put-downs or any type of negative comments about another student or instructor is not appropriate
6. This is a legally binding document and careful consideration should be given to the principles outlined herein. Violations of the provisions stated in this document may result in suspension, revocation of network privileges, and/or dismissal/termination.
7. The above-mentioned use is subject to revision.
8. As necessary, BATC will determine whether specific uses of the Internet are consistent with this document. BATC shall be the final authority on use of the network and the issuance of user accounts.

The Nightingale Pledge

*I solemnly pledge myself before God
and in the presence of this assembly,
To pass my life in purity and to
practice my profession faithfully.*

*I will abstain from whatever is
deleterious and mischievous,
and will not take or knowingly
administer any harmful drug.*

*I will do all in my power
to maintain and elevate
the standard of my profession,
and will hold in confidence
all personal matters committed to my keeping
and all family affairs coming to my knowledge
in the practice of my calling.*

*With loyalty will I endeavor
to work closely with the health team,
and devote myself to the welfare
of those committed to my care.*

In 1893, Mrs. Lystra E. Gretter and the Farrand Training School for Nurses wrote an adaptation of the physician's Hippocratic Oath for nurses. It was named the Florence Nightingale Pledge in honor of the esteemed founder of nursing and is also known as the Nurses' Oath.

Bridgerland Applied Technology College
1301 North 600 West
Logan, UT 84321

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Assistant DirectorOffice (435) 750-3096Cell (435) 770-7327
PN Administrative Assistant..... (435) 750-3140
BATC Receptionist..... (435) 753-6780

“Employment Through Training”