



BSN STUDENT HANDBOOK 2021-2022

***The BSN pin was created by a past BSN student as a class project to emphasize the importance of compassion, academics, research and education. BSN senior students may obtain a BSN pin through the BSC Bookstore.**

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Bluefield State College
RN to BSN Program
MISSION, GOAL & PROGRAM OUTCOMES

Mission: The mission of the RN to BSN Program is to provide students an opportunity for quality baccalaureate nursing education that is both affordable and geographically accessible, and prepares students to meet the diverse health care needs of the community, state, and nation. The nursing faculty is committed to planning and implementing a quality baccalaureate program for registered nurses which promotes students' intellectual, personal, ethical, and cultural development in a diverse and caring environment. The scope of professional nursing education is believed to be one that enables and empowers the student to recognize the ethical, legislative, economic, regulatory and political aspects that define the scope of professional nursing practice. The roles inherent in the status of the professional nurse include but are not limited to: provider of direct and indirect care, designer/manager/coordinator of care, member of a profession, patient/client advocate and educator, and life-long learner.

Goal: The goal of the BSN Program is to provide registered nurses with learning opportunities to acquire the knowledge base and skills to practice nursing at the professional level.

Student Outcomes:

1. Assess the health/illness status of individuals, families, and communities throughout the lifespan utilizing a holistic perspective.
2. Recognize how components of diversity impact health and health care.
3. Practice advocacy skills for the nursing profession and the patients/clients served.
4. Employ critical thinking skills as a basis for professional nursing practice.
5. Use effective communication skills and interprofessional collaboration consistent with the role of the professional nurse.
6. Appraise nursing research for its applicability for evidence-based nursing practice.
7. Use professional nursing management, leadership and interprofessional educational (IPE) skills to coordinate comprehensive health care.
8. Apply an ethical decision-making framework incorporating the ANA Professional Code of Ethics, professional standards, and an awareness of personal values in nursing practice.
9. Develop and implement health education programs for diverse populations in a variety of settings.
10. Apply an increased depth and breadth of knowledge in managing patients/clients with acute complex health problems.
11. Use evidence-based nursing strategies in planning care for patients/clients throughout the lifespan.
12. Recognize the increased complexity of health, wellness, and health problems experienced by the older adult.

Revised 3/23/2021

**Bluefield State College
RN to BSN Program
ACCREDITATION**

Accreditation is an indication of public approbation, attesting to the quality of the educational program and the continued commitment of the sponsoring institution to support the program. The Commission on Collegiate Nursing Education (CCNE) is the autonomous accrediting arm of the American Association of Colleges of Nursing (AACN) and ensures the quality and integrity of baccalaureate and graduate education programs preparing professional nurses.

The baccalaureate degree program in nursing at Bluefield State College is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001. (202) 887-6791.

RELEASE OF RECORDS

Students enrolled in the RN to BSN program are required to allow members of the Commission on Collegiate Nursing Education (CCNE) to review their records, academic and clinical, for purposes of accreditation.

GLOSSARY

1. **Part-time/Open Enrollment Status**

RNs who wish to pursue the BSN degree may enroll in the 3 BSN open enrollment courses (if seats available) while awaiting full-time admission to the program. This option helps ease the transition to online learning and helps to lighten the academic load for the newly graduated RN as well as the experienced RN considering returning to school.

The 3 BSN open enrollment courses are:

Nursing 301: Advanced Health Assessment for RNs. (3 credit hours) *

Nursing 303: Complex Health Problems (4 credit hours) *

Nursing 306: Ethics & Issues in Professional Nursing (3 credit hours) *

To take these courses, students must complete the BSN application online **and then email Director Carol Cofer (ccofer@bluefieldstate.edu) or Susan Shrader, Program Assistant (sshrader@bluefieldstate.edu) that the part-time/open enrollment option is desired.**

Open enrollment nursing courses are valid for 7 years.

2. **“Full-Time” Status**

Students who are enrolled in all required BSN courses appropriate for that semester. (3 Semester and 4 Semester Tracks)

3. **“Senior Standing”**

For students enrolled in the 3-semester plan, second (spring) semester of the BSN Program; for students enrolled in the 4-semester plan, third (fall) semester of the BSN program. The college catalog defines “senior” as a student who has completed 96 semester hours of credit.

4. **“Formal Complaint”**

When a student perceives that one’s rights have been violated by another student, faculty, or other college employee, or the student has academic concerns or other areas of dissatisfaction, the student may file a formal complaint.

5. **“Community of Interest”**

Includes current students, alumni, employers of graduates, community members, members of the School of Nursing and Allied Health Nursing Advisory Board, BSC Board of Governors, and the Higher Education Policy Commission.

Revised 4/20/2018, Reviewed 3/2/2020

BSN PROGRAM POLICIES

ADMISSIONS

BSN ELIGIBILITY REQUIREMENTS

1. GPA of 2.5 from college courses.
2. Meet general admission requirements of Bluefield State College.
3. Have completed the English and Math general studies requirements.
4. Be a graduate of a state-approved, ACEN accredited Associate Degree or Diploma Nursing Program.
5. If not a graduate of Bluefield State College Associate of Science in Nursing program, official transcripts are required.
6. Have a current unrestricted United States RN license – BSN faculty will verify this online.
7. Second year ASN students may be accepted but enrollment is contingent upon passage of the NCLEX-RN licensure examination prior to the first day of class.
8. Meeting minimal qualifications does not guarantee acceptance.

The application to the RN to BSN program is online (<https://www.bluefieldstate.edu/admissions/apply>) & available year-round. Call Admissions at 304-327-4065 or 4066 with any questions. The fall class will be accepted beginning in the spring semester of the year for which admission is sought.

*Out of state residents may qualify for “metro rate” tuition.

Revised 1/26/18, Reviewed 3/2/2020

TRANSFER STUDENTS

Students transferring from RN to BSN nursing programs at other accredited institutions of higher education must complete a minimum of sixteen (16) credit hours of BSN nursing courses at Bluefield State College. Transfer applicants must meet the requirements for admission into Bluefield State College’s RN to BSN program. Students seeking transfer must submit official transcripts. Additionally, course descriptions and course syllabi for any nursing courses being considered for credit must be provided to the program director. Only nursing courses completed with a grade of “C” or better and completed within the last two (2) years will be considered. Transfer students will be evaluated on an individual basis. Students desiring to transfer into the RN to BSN program should contact the BSN program director.

Reviewed 3/23/18

3 SEMESTER OPTION

The 3-semester option is available to students admitted to the RN to BSN program who are currently enrolled in the Junior Year – Fall semester. Applications are due by December 1, and will be reviewed by the BSN faculty. Students will be notified by the conclusion of fall semester if they have been accepted.

This option is academically rigorous, demands 20-30 hours of academic work each week, regular communication with nursing instructors, and is best suited to the mature student who can commit the time necessary to complete the demanding course work. The applicant's academic performance in the BSN Program will be evaluated when faculty review applications. Space is limited in this track.

The 3-semester track in the RN to BSN program is a very rigorous academic track. The semesters are as follows:

Junior – Fall Semester:	Nursing 300, 301 and 303 (11 credit hours)
Junior – Spring Semester:	Nursing 302, 306, and 402 (9 credit hours)
Senior – Fall Semester:	Nursing 403, 405, and 412* (10 credit hours)

*Nursing 412 is an independent, advanced practicum that requires exceptional time management and leadership skills. Students must be able to dedicate 30 hours per week to academic course work this semester.

Minimal Eligibility Requirements:

1. Overall GPA 3.0 or greater.
2. Bluefield State College overall GPA 3.0 or greater.
3. Student's grade in **each** BSN Nursing course must be a "B" or higher. Priority will be given to those students with an "A" in the BSN courses.
4. Student must make a grade of "B" or higher on the oral presentation in Nursing 300.
5. Student must make a grade of "B" or higher on both the final paper and final exam in Nursing 303.
6. The candidate must show a mastery of APA skills as evidenced by his/her assignments in Nursing 300 and Nursing 303. Oral and written communication skills from assignments in these 2 courses will be used to evaluate critical thinking and competency in APA, which is mandatory to succeed as a 3 Semester student.
7. Completion of all support courses by the conclusion of the first semester in the BSN Program. *

*If a student has completed all the open enrollment BSN nursing courses (N301, N303, N306), exceptions may be considered for completion of electives. All electives must be completed prior to starting the last (third) semester of the nursing program.

Revised 4/20/2021

PROGRAM PROGRESSION:

1. Each admitted student must maintain a current, unrestricted U.S. RN License. Failure to maintain your Registered Nurse license will result in immediate dismissal from the BSN Program.
2. Once admitted to the BSN Program ALL students must complete the required documents within Castlebranch.com, AND all documents required for the BSN Program, including Release of Records, Student Responsibilities, Honor Code, Criminal Background Check, Dress Code, Entering Student Survey and Employment Information for RNs. **Students must use the BSC email while enrolled in the program.**
3. Students who graduate from the BSC Associate Degree Nursing program the preceding semester and enroll in the BSC RN to BSN Program the following fall semester will have their information transferred from Castlebranch. Students are required to have a new criminal background check through Castlebranch and are responsible for the cost of this background check. Drug screening (scheduled by BSC) is required for all students. Refusal to submit to a drug screen and/or a positive drug screen will result in dismissal from the program.
4. Students must complete BSN Nursing courses within five (5) years of enrollment in the program. *If a course is completed as an “open-enrollment” course, that course is valid for 7 years.
5. If a student interrupts enrollment for one semester or more, and then wishes to return to the program, she/he must submit a BSN application to the Admissions office.
6. Students must attain a "C" grade or better in each nursing course in order to progress in the program. If a student earns a “D” or “F” grade in a nursing course, that course may be repeated one time, and must be repeated the next time the course is offered. The student must complete the Exit Interview form and write a letter to the director requesting readmission to the program. If the student does not attain a “C” or better with the repeated course, he/she will be dismissed from the program and will be ineligible to re-apply to the program.
7. A student may repeat only two nursing courses during his/her academic career. A third failure in a baccalaureate nursing course will result in dismissal from the program.
8. All nursing classes are offered online and some courses require clinical experiences that may be completed in the student’s home county. Boot Camps are required class time with faculty provided via live streaming. Students have 3 options for attending these required classes: Attend live class on the Bluefield

campus, attend live class virtually from their home computer, or watch the archived class video within one week from when the class was held.

9. If a student wishes to drop a BSN course, the student must contact the instructor, as well as the BSN Director to complete a drop request and complete the Exit Interview document (found on the BSN Village Voice) with their advisor. A student is allowed to drop a BSN course only one time, and the student must re-enroll in that class the next time it is offered. If a student requests to drop the same class a second time, the student will be dismissed from the BSN program and will be ineligible to re-apply.
10. Students are responsible for contacting their assigned advisor each semester to review their progress toward graduation.
11. If a student is dismissed from the BSN Program for failure to maintain current RN licensure, OR is dismissed from the BSN Program for a violation of the BSC Academic Honesty Policy, the student is ineligible to reapply to the BSN Program.
12. If a student is admitted to the program, completes the first semester, and then drops out of the BSN program, the student must complete the Exit Interview document (found on the BSN Village Voice), and meet via phone call or email with their advisor and the BSN Director.

Revised 2/1/19

PROCEDURE FOR PROCTORING

A proctor is an individual who agrees to receive and/or administer a test/examination/assignment required in a Bluefield State College course. The proctor must administer the test ethically and professionally in a public testing environment such as a classroom, conference room or computer lab.

STUDENT RESPONSIBILITY

1. The student will contact the Course Faculty that he/she will need a proctor for the test/examination/assignment.
2. The student will contact a person who meets the requirements of a proctor:
 - a. The proctor may be a faculty at a college or high school, educator at a hospital, librarian or administrative staff. The test/examination/assignment must be administered in a public environment.
 - b. The following are NOT acceptable proctors: relatives, friends, classmates, co-workers, fellow students or anyone with a real or perceived conflict of interest.
3. The student must submit the "Proctoring Request Form" to the faculty at least 2 weeks prior to scheduled test/examination/assignment.
4. The student will receive notification from the faculty of the approval

FACULTY RESPONSIBILITY

1. The faculty will contact the preceptor personally to validate all information.
2. Faculty then will submit application of preceptor to the Program Director.
3. Faculty then will review the test/examination/assignment rules, provide Password (if applicable), and confirm site/date/time of test/examination/assignment.

DAY OF TEST/EXAMINATION/ASSIGNMENT

1. Faculty will have contact information for student and preceptor.
2. Rules include;
 - a. No cell phones
 - b. No notes, no books (unless approved by Course Faculty)
 - c. Student must show photo identification to proctor
 - d. Student may not use a personal electronic device
 - e. Student may not take a break or leave the testing area at any time until test/examination/assignment completed.
3. Proctor must complete "Proctor Evaluation Form" and return to faculty immediately (by email or fax). Faculty will send this form to the proctor.
4. If a violation occurs, the proctor will immediately stop the student and contact faculty by telephone.

PROCTORING REQUEST FORM

(The student will complete this section submit to Faculty)

STUDENT: _____

COURSE: _____

PROCTOR NAME: _____

PROCTOR JOB TITLE/PLACE OF EMPLOYMENT:

PROCTOR EMAIL: _____

PROCTOR PHONE NUMBER: _____

SITE FOR TEST/EXAMINATION/ASSIGNMENT:

(Course Faculty will complete this section)

PROCTOR APPROVAL

FACULTY: _____

COURSE DIRECTOR: _____

UPON COMPLETION OF TEST/EXAMINATION/ASSIGNMENT, ANY PROBLEMS, or
COMMENTS:

RECOMMENDATION FOR USE OF THIS PROCTOR AGAIN: YES____ NO____

PROCTOR EVALATION FORM

(Please return to Faculty Immediately after Proctoring)

Faculty Email:

Fax: 304-327-4219 or _____

Please Circle Yes or No

1. The student was identified with a photo identification card. Yes No
2. The student had no cell phone, no notes, and no books visible during the test/examination/assignment. Yes No
3. The student did not use a personal electronic device. A public computer was used and monitored at all time. Yes No
4. The student did not take a break or leave the testing area at any time until test/examination/assignment complete. Yes No
5. I personally did not share the Password with anyone and entered the Password personally into the computer. Yes No Not Applicable
6. I monitored the student during the entire process. Yes No
7. I can confirm that the student completed the test/examination/assignment on his/her own with no assistance from anyone or any source.
Yes No

Signed/Dated _____

BSN PROGRAM FORMAL COMPLAINT POLICY

The BSN program defines a formal complaint as:

“When a student perceives that one’s rights have been violated by another student, faculty, or other college employee, or the student has academic concerns or other areas of dissatisfaction, the student may file a formal complaint.”

The student will submit, in writing, the complaint to the Program Director:

A meeting will be held with the Program Director, and any other parties involved within five (5) days of receiving the complaint. The Program Director, and parties involved will work with the student to resolve the complaint. The Program Director will send a letter to the student in regard to the resolution of the complaint within five (5) days of the meeting.

If the student is not satisfied with the outcome of the complaint he/she may request a conference with the Dean of the School of Nursing and Allied Health. This request must be in writing within five (5) days of receiving the resolution letter from the Program Director.

The meeting with the Dean of the School of Nursing and Allied Health will be held within five (5) days of receipt of the letter to the Dean. A letter will be sent to the student within five (5) days of the meeting with the Dean.

If the student is not satisfied, after the meeting with the Dean, they have the right to contact the Vice President of Academic Affairs and request a meeting. This request should be within five (5) days of receiving the letter from the Dean of the School of Nursing and Allied Health. A meeting will be held within ten (10) days of the request and a written response will be sent within five (5) days of the meeting.

If the issue still remains unresolved and the student feels that the program is in non-compliance with the standards set forth for BSN programs by the Commission on Collegiate Nursing Education they have the right to contact:

Commission on Collegiate Nursing Education
655 K Street NW, Suite 750
Washington, DC 20001
(202) 887-6791

Revised 4/20/18

HELPFUL HINTS

Once enrolled in the BSN program, you must contact your advisor to complete a "**Transient**" form to obtain permission to take a class at another institution. This includes any on-line courses you may elect to take from another institution.

If you do not pay tuition and fees by the last pay date, you will be dropped from your enrolled courses.

There is a large computer lab on the first floor of Dickason Hall and on the 4th floor of the P.E. building as well as computers in the Library. There are 2 computer labs at the Beckley Higher Education Center. You can use these computer labs to write papers and search the Internet.

More information about the BSN Program can be found on the website: bluefieldstate.edu, click on Academics, go to School - Nursing & Allied Health, and go to Major - Registered Nurse (2+2), B.S.N. (<https://bluefieldstate.edu/academics/degrees/registered-nurse-22-bsn>)

To email faculty: use first initial, last name, then bluefieldstate.edu.
Example: ccofer@bluefieldstate.edu. Faculty emails are listed on Village Voice, as well as in each course syllabus, and in Moodle course messenger.

If you are having difficulty with any aspect of the BSN program, please make an appointment to talk with a BSN faculty member or the BSN program director.

The purpose of the BSN Village Voice is to provide announcements and information about the program, as well as to provide an avenue of communication among students and faculty regarding BSN student governance. Each full time, part-time/open-enrollment student must enroll in the BSN Village Voice which is found on Moodle. The enrollment code is villagevoice.

In order to graduate from BSC, **students must apply for graduation**. Failure to complete the application for graduation will prevent your degree from being conferred and you will not be allowed to use the "BSN" credential.

May graduates apply the preceding November.

December graduates apply the preceding April.

Graduation information and the application is located on the BSC website: bottom of page "Registrar's Office." Scroll down to Forms for graduation application and checklist.

The BSN Director will send a signed and dated copy of your BSN 120 Hour Evaluation form to the Registrar's office which is required to apply for graduation.

BSN REQUIRED NURSING COURSES

4 Semester Plan

All 300 level courses must be completed in this sequence.

Fall Semester – Junior Year

N300 Concepts of Professional Nursing	4 credits
N301 Adv. Health Assessment for RNs	3 credits (OE)*
N303 Complex Health Problems	4 credits (OE)**
Total Hours	11 credits

Spring Semester – Junior Year

N302 Community Nursing	3 credits
N306 Ethics & Issues in Professional Nursing	3 credits (OE)**
Total Hours	6 credits

Fall Semester – Senior Year

N403 Gerontological Health Care Issues	3 credits
N405 Nursing Research	3 credits
Total Hours	6 credits

Spring Semester – Senior Year

N402 Nursing Management & Leadership	3 credits
N412 Senior Practicum	4 credits
Total Hours	7 credits

Total Hours BSN Nursing Courses 30

*Open enrollment course available to RNs and to qualified (GPA 3.0) current second year BSC ASN students.

**Open enrollment courses available to RNs.

**Students must complete BSN nursing courses within 5 years of enrollment in the program. If a course is completed as an "open-enrollment" course, that course is valid for 7 years.*

**Bachelor Of Science in Nursing
120 hours needed for graduation**

Student ID: _____

Student Name: _____

AS Nursing: 40 hours

Basic/Core Skills Components

Sem	Course	Title	Hrs	Grd	QP
	ENGL	101 Composition I (101 or 101L)	3		
	ENGL	102 Composition II	3		
	MATH	101, 101L, 109, 109L, 110, 220, BUSN 250, GNET 115, or 116	3		
	COSEC	Any COSEC course, BUSN 130, MEET 112	3		
	COMM	201 or 208	3		
	ENGL	201 World Lit I OR 205 World Lit II	3		
	PSYC	103 General Psychology-Required Fine Arts/Humns/Social Science - Chosen from list below (from minimum of 2 disciplines):	3		
	ARET	205, ECON 211, 212, ARTS 101, 205, 208; HUMN 150, 222, 223; MUSC 150, 200; THEA 200	6		
		Any 100 or 200 Foreign Language; HIST 101, 102, 105, 106			
	GEOG	150; POSC 200, 210, 218			
	SOCI	210 (RECOMMENDED)			
	HLTH	101, 310, any 2-hour PE course	2		

Required Natural Science Courses

Sem	Course	Title	Hrs	Grd	QP
	BIOL	Anat & Physiol (BIOL 210 or 212)	3		
	BIOL	A&P Lab (BIOL 211L or 213L)	1		
		Physical/Biological Sciences with Lab Course selected from:	3		
		Biology (BIOL 101/103L, 102/104L, 202/204L or 4 add A&P lecture/lab), Physical Science (PHSC 101/103L, 102/104L)	1		
		Chemistry (CHEM 101/103L, 102/104L), Physics (201/203L, 202/204L)			
		Environmental Science (ENSC 201/203L, 202/204L)			
		General Engineering Technology (GNET 101, 102)			
	MATH	210 Statistics	3		

Major Course Sem	Course	Title	Hrs	Grd	QP
	NJURS	300 Concepts of Prof. Nursing	4		
	NJURS	301 Advanced Health Assessment for RNs	3		
	NJURS	302 Community Nursing	3		
	NJURS	303 Complex Health Problems	4		
	NJURS	306 Ethics and Issues in Prof. Nsg.	3		
	NJURS	402 Nsg. Mngmt & Leadership	3		
	NJURS	403 Gerontological Health Care Issues	3		
	NJURS	405 Nursing Research	3		
	NJURS	412 Senior Practicum	4		

10 Credits Electives: 3 hours at 100-200 level, 7 hrs at 200-400 level

Sem	Course	Title	Hrs	Grd	QP
			3		
			3		
			3		
			1		

Total Elective Hours Needed 10

2 School Nursa Courses are not required for BSN Degree, may be used for electives.

Sem	Course	Title	Hrs	Grd	QP
*	NJURS	414 Foundations & Prin of School Hlth Nurse	3		
*	NJURS	416 School Nursing Practicum	3		

*These two school nursing courses are offered in the spring semester and satisfy the professional preparation for school nursing, grade levels not specified.

*Senior BSN students and BSN graduates are eligible to take these courses.

*Students who complete their BSN and the two school nursing courses can apply for state certification as a school nurse in West Virginia.

This document is not a contract but for guidance in advising only. It does not supersede the college catalog or other requirements.

Revised 5-17-18

BSN NURSING COURSES JUNIOR YEAR

Fall Semester

Nursing 300: Concepts of Professional Nursing

Is an introduction to the basic concepts, principles, theories and issues essential to professional nursing practice. This course is designed to co-create with the learner a successful evolution and transition from that of the technical practice of nursing to the professional practice of nursing. The philosophical and theoretical foundations of nursing will be studied and applied to a personal philosophy of nursing. Alternative methods of facilitating harmony and health will be examined as the student incorporates caring into dealing with a diverse population. There will be an emphasis on oral and written communication.

Nursing 301: Advanced Health Assessment for Registered Nurses

Focuses on holistic assessment of the individual throughout the lifespan. Course content is directed toward physical, psychosocial, spiritual, and developmental assessment. Included are appropriate modifications in approach and examination techniques for newborns and infants, children, adolescents, and older adults. Anticipated normal findings and commonly identified deviations for each age group are presented.

Nursing 303: Complex Health Problems

Examines human responses to biological psychological, sociological and spiritual changes associated with acute physiological problems. Emphasis is placed on the expanded role of the professional nurse in the acute care setting.

Spring Semester

Nursing 302: Community Nursing

Focuses on concepts, principles, and theories of professional nursing practice associated with caring for families and communities. Emphasis is placed on analysis of cultural, social, and economic factors, which influence family and community health. Course content includes historical and current perspectives of public health nursing, methods of family and community assessment, epidemiology, global health, and populations at risk.

Nursing 306: Ethics and Issues in Professional Nursing

This course provides an opportunity to critically examine and analyze ethical, historic, political, and economic factors that influence the practice of professional nursing. The primary focus is on ethical frameworks and personal and professional values which are applied to areas and issues of present concern to professional nursing. Cultural dimensions of nursing practice are also examined.

Senior Year

Fall Semester

Nursing 403: Gerontological Health Care Issues

This course offers the professional nursing student the knowledge and skills necessary to provide high-quality care to older adults. Course content includes assessment tools and nursing strategies necessary to evaluate and care for healthy older adults, as well as those who experience acute and chronic co-morbid physical and mental conditions.

Nursing 405: Nursing Research

Introduces quantitative and qualitative research processes. The intent is to empower the nurse as a critical consumer of nursing research. Opportunity is provided for the development of critical thinking and decision-making skills needed by the professional nurse to analyze and evaluate research findings for application to practice.

Spring Semester

Nursing 402: Nursing Management and Leadership

This course explores characteristics, concepts and processes related to organizing and facilitating nursing care delivery. Theories, principles, methodologies and application of research findings in leadership and management are examined to facilitate harmony among individuals and groups.

Nursing 412: Senior Practicum

A synthesis of previously introduced nursing theories, concepts and strategies. These constructs are applied in a practice setting of the student's choice. Emphasis is placed on the demonstration of the nurse's role as that of patient advocate, change agent, manager, coordinator and leader of health care.

Revised 2/2017, Reviewed 4/2020

CLINICAL COURSES

"Clinical" in the BSN program is quite different from the basic nursing program. This program meets the needs of students who are geographically out of the WV area. Videos are used if practice sites are out of the area.

Nursing 301, Advanced Health Assessment for RNs. This introductory BSN course includes a health history and physical exam skills component. Students complete a comprehensive health history on an older adult in the community as well as a head to toe physical examination on an adult. Students have the opportunity to participate in physical exam practice Boot Camps on the Bluefield and Beckley campuses and/or watch recorded practice physical exam sessions on the Moodle course page. The Boot Camps take place in the nursing skills laboratories under direct supervision of nursing faculty. Students complete a head-to-toe assessment on an adult or, if unable to travel to campus, submit a video of their physical exam final check off. Physical attendance is not required.

Nursing 302, Community Nursing. This junior course requires the student to complete a family assessment within their home county that evaluates lifestyle, environmental, occupational, and genetic factors that impact health. Students learn about community resources by performing a "windshield" survey of their community that evaluates issues such as housing, boundaries, transportation, service centers, health care options, and other community resources. Students create and teach a health education program for children attending a preschool facility. These health education programs are directly supervised and evaluated by BSN faculty. Faculty work with students to locate an appropriate practice site.

Nursing 403, Gerontological Health Care Issues. This senior course requires the student to participate in group work to develop and implement health education programs for the older adult. These health education programs are directly supervised and evaluated by BSN faculty. Faculty work with students to locate an appropriate site to complete the assignment.

Nursing 412, Senior Practicum. In this senior capstone course the student synthesizes all previous knowledge to implement an organized process of change in an agency or community site approved by faculty. Implementation of the change project may be supervised through face-to-face weekly contact, email, video connections, and telephone conversations as well as weekly journals. Preceptors mentor individual students throughout the process and are contacted by faculty for their input. Faculty meet weekly with each student and grade all steps of the senior change project. The final project is supervised and evaluated by BSN faculty. Faculty work with students to locate an appropriate site.

Other BSN courses may require students to assess/observe in community/acute care agencies to complete assignments.

Appropriate dress for practicums/community or agency-based assignments includes neat street clothes and a white lab coat. (See Dress Code) The BSC photo ID badge is **REQUIRED FOR ALL CLINICALS** and must be displayed for all clinical rotations.

3/23/18

KEY DATES FOR STUDENTS

MARCH/APRIL

New and current student pre-register for Fall Semester

MAY/JUNE/JULY

Enroll in and complete all documents listed on Castlebranch.com. BSC 2021 ASN graduates' files will be transferred to the BSN program, must complete a new background check and update annual records)

Obtain BSC ID badge (unless BSC ASN Graduate and already have BSC ID badge)

AUGUST

General Registration & Add/Drop

Log onto The BSN Village Voice and complete and sign necessary documents.

Read and sign Student Responsibilities

Sign and submit Signature Pages (found at end of Student Handbook)

Complete Entering Student Survey

Complete Employment Information for Registered Nurses

Application for 3 Semester option posted on The BSN Village Voice due by December 1

Complete drug screen (must be scheduled through the School of Nursing and Allied Health after tuition and fees for fall semester have been paid)

OCTOBER

Mid-semester exams

Mid-term grades

Early Registration of students for spring semester

Upload current influenza vaccine into CertifiedBackground.com by November 1st

NOVEMBER

Seniors apply for May graduation

Application for 3 Semester Track option due December 1st.

Complete BSN Committee Surveys

DECEMBER

Evaluate Clinical Agencies/Preceptors

Evaluate BSN Course Faculty

Complete Student Self-Evaluations of BSN Courses

Complete Student Participation in Governance BSN Survey (SPGAS)

JANUARY

General Registration & Add/Drop

MARCH

Mid-semester exams

Mid-term grades due

MARCH

Apply for August & December graduation
Complete BSN Committee Surveys

APRIL

Seniors complete the Skyfactor AACN/Benchworks Undergraduate Nursing Education Exit Assessment
Senior Presentations for Nursing 412
Evaluate Clinical Agencies/Preceptors
Evaluate BSN Course Faculty
Complete Student Self-Evaluations of BSN Courses
Graduation – Update Employment Information

AFTER GRADUATION

Two surveys, the Skyfactor AACN Nursing Alumni Survey and Employer Survey, are administered to graduates every five years. Completion of these surveys helps to promote maintenance or change in the quality of the BSN program. This data is also vital to continuing accreditation. Up to 5 years following graduation, the BSN director may contact you and send you a link to complete the Alumni Survey. You will also be asked to send the Employer Survey link to the facility at which you are employed.

BSN PROGRAM EVALUATION

Student input and evaluation of curriculum, resources, clinical agencies, and faculty is essential for continuous quality improvement of the BSN program, and is necessary for continuation of accreditation. The following tools are used to accomplish program evaluation:

Entering Student Survey

Course Student Self-Evaluations

Student Evaluation of Faculty

Student Evaluation of Clinical Agency

Faculty Evaluation of Clinical Agency

BSN Student Survey - Student Participation in Program & Institutional Governance

Preceptor Evaluations

Employer Evaluation of BSN Student

Skyfactor AACN/Benchworks Undergraduate Nursing Education Exit Assessment (every year)

Skyfactor AACN Nursing Employer Survey (every 5 years)

Skyfactor AACN Undergraduate Nursing Alumni Assessment (every 5 years)

SCHOOL NURSE PROGRAM (Optional Program)

A student's health status is directly related to his or her ability to learn. Children with unmet health needs have a difficult time engaging in the educational process. The school nurse supports student success by providing health care through assessment, intervention, and follow-up for all children within the school setting. The school nurse addresses the physical, mental, emotional, and social health needs of students and supports their achievement in the learning process. The school nurse not only provides for the safety and care of students and staff but also addresses the need for integrating health solutions into the education setting.

The school nurse is a registered professional nurse who has a commitment to lifelong learning. Educational preparation for the school nurse should be at the baccalaureate level, and the school nurse should continue to pursue professional development and continuing nursing education. School nurses typically practice independently and are called upon to assess student health, develop and execute plans for care management, act as first responders, and engage in public health functions such as disease surveillance, immunization compliance, and health promotion. The school nurse is a vital member of the school team that leads change to advance health and collaborates with school staff members, parents and community members to keep students safe at school and healthy to learn.

School nursing has multiple components and the role of the school nurse is a broad one, dependent on many factors, including the school setting (rural, urban, suburban), health needs of the student population and the availability of specialized instructional student support services and programs.

The National Association of School Nurses defines school nursing as a specialized practice of professional nursing that advances the well-being, academic success, and lifelong achievement and health of students. To that end, school nurses facilitate normal development and positive student response to interventions; promote health and safety including a healthy environment; intervene with actual and potential health problems; provide case management services; and actively collaborate with others to build student and family capacity for adaptation, self-management, self-advocacy, and learning.

- School nurses facilitate normal development and positive student response to interventions.
- School nurses provide leadership in promoting health and safety, including a healthy environment.
- School nurses provide quality health care and intervene with actual and potential health problems.
- School nurses use clinical judgment in providing case management services.
- School nurses actively collaborate with others to build student and family capacity for adaptation, self-management, self-advocacy and learning.

Source: National Association of School Nurses (2011)

School Nurse Program Courses (2)

NURS 414 Foundations and Principles of School Health Nursing (Online), 3 semester hours. Spring Semester Only. This course is offered online and designed for the professional registered nurse specializing in school health nursing. Unique skills and knowledge necessary for the school nurse to perform in public schools (K-12) are presented. Students focus on the understanding of student services and programs, the professional role of the school nurse, and the functions of schools in the community. Course concepts include case management; collaboration; chronic illness and family impact; assessment; growth and developmental theories; legal aspects, including delegation and the Nurse Practice Act.

NURS 416 School Health Nursing Practicum 3 semester hours. Spring Semester Only. This practicum course enables the student to apply information learned in Foundations and Principles of School Health Nursing. In caring for students in the public schools (K-12), the nursing student will employ skills, knowledge, and national standards and guidelines to develop and implement school health programs. Students will be engaged in school health needs assessments, screening and counseling, examining community resources, and reviewing and developing plans for school age youth. Students will coordinate with faculty to locate a school accessible to the student.

Eligibility and Endorsement (Must have valid RN License)

These elective courses may be taken by BSN registered nurses and senior Bluefield State College BSN students.

Applicants who are not current BSC BSN seniors OR current school nurses must complete a background check with Castlebranch.com. All enrolled students must complete a drug screen. This information will be sent to you via email from the School of Nursing & Allied Health upon completion of the Special Student Application.

Registered nurses who have a BSN and have completed this School Nurse Program may apply to the West Virginia Department of Education for endorsement as a school nurse. The School Nurse program is approved by the West Virginia Department of Education.

These courses are offered in the spring only, and you can register over the phone by calling Susan Shrader at 304-327-4136. Call Ms. Shrader at the end of November and tell her you wish to register as a Special Student for the School Nurse Program.

**AGENCY CONTRACTS/LETTERS OF AGREEMENT
BLUEFIELD AREA**

West Virginia Manor
415 Federal St.
Bluefield, WV 24701

Mercer Nursing & Rehabilitation Care.
1275 Southview Drive
Bluefield, WV 24701

Glenwood Park, Inc.
Route 4 Box 464
Princeton, WV 24740

Mercer County Head Start
Community Action of South Eastern WV (CASE)
307 Federal Street/331 Bluefield Avenue
Bluefield, WV 24701

Mercer County Health Center
Route 2 Box 382
Bluefield, WV 24701

Princeton Community Hospital
12th Street
Princeton, WV 24740

Princeton Health Care Center
315 Courthouse Road
Princeton, WV 24740

Encompassus Rehabilitation Hospital
120 12th Street
Princeton, WV 24740

**AGENCY CONTRACTS/LETTERS OF AGREEMENT
BECKLEY AREA**

Beckley Appalachian Regional Hospital
306 Stanaford Road
Beckley, WV 25801

Manor House Apts.
624 Johnstown Rd.
Beckley, WV 25801

Plateau Medical Center
430 Main Street
Oak Hill, WV 25901

Raleigh County Community Action – Head Start
114 Lebanon Lane
Beckley, WV 25801

Raleigh County Health Center
1602 Harper Road
Beckley, WV 25801

Raleigh General Hospital
1710 Harper Road
Beckley, WV 25801

Summersville Regional Medical Center
400 Fairview Heights Road
Summersville, WV 26651

*The BSN Program also has contracts with the County Boards of Education for the surrounding counties that BSC services.

BSN STUDENT PARTICIPATION IN PROGRAM & INSTITUTIONAL GOVERNANCE

Bachelor of Science in Nursing Student Committees

It is important that students participate in institutional governance. In the BSC BSN Program, there is a mechanism to afford students and faculty the opportunity to participate in the evaluation and recommendation for improvement in institutional and departmental factors relevant to the BSN program. Student input is of great importance to the faculty and students are encouraged to volunteer to serve on these committees and ALL students are encouraged to participate by providing feedback.

The 2 committees are Student Affairs Committee and Curriculum Committee.

The following principles apply to both committees:

1. The BSN program is under the direct authority of the Dean of the School of Nursing and Allied Health and this program is subject to the rules and regulations of Bluefield State College.
2. Within the powers, authority, and duties delegated by the president of Bluefield State College, the Dean possesses the power of review and final decision on all committee action.
3. Significant student participation in the decision-making process is essential.
4. A committee shall commence on the second week of the Fall Term.
5. Full time students will volunteer for each position by submitting a short essay to the BSN Faculty Advisor regarding "Why I Would like to Represent My Classmates on This Student Committee".
6. There will be 2 representatives chosen from the Junior Class and 2 representatives chosen from the Senior Class. All student representatives will be elected for one-year terms but will be eligible for reelection.
7. All committees will have the Student Representatives posted on the Village Voice Communication Page (on Moodle) with contact information. Students will communicate directly with the Student Representatives so feedback to the faculty will be anonymous.
8. Students will work with the Faculty Advisor to review the relevant evaluation tools to submit to students as well as time tables for collection of data.
9. Junior Representatives are encouraged to meet with Senior Representatives "in person" or virtually at least once a semester.
10. A summary of feedback will be forwarded to the BSN Faculty Advisor for that committee. The BSN Faculty Advisor will then present the summary at the BSN Faculty Meeting. The BSN Faculty Advisor will then meet with Student Representatives to discuss concerns and revisions.

STUDENT AFFAIRS COMMITTEE

The purpose of the committee is to review services and policies regarding student satisfaction with the BSN Program as well as Bluefield State College. This committee shall act on behalf of students in reviewing and recommending changes in all phases of student involvement in the College.

The duties of the committee will be:

1. Create and update “Frequently Asked Questions Regarding the BSN Program” annually which will be posted on the Village Voice Online Page. (Spring)
2. Review the process for using and evaluating Preceptors and Proctors. (Fall/Spring)
3. Review Student Support Services at BSC including (but not limited to Computer Assistance, Library Services, Learning Management System, Financial Assistance, Registration). (Fall/Spring)
4. Review Dress Code for Clinical Assignments. (Fall)
5. Review the “Survey For Entering Students” content prior to distribution as well as results. (Fall)
6. Review the “BSN Survey” content prior to distribution as well as results. (Spring)
7. Review the “BSN Student Handbook” for content and make suggestions for revision. (Fall)

CURRICULUM COMMITTEE

The purpose of this committee is to invite students to take an active role in shaping the BSC BSN curriculum. Faculty appreciate the students’ perspective to ensure students’ needs and interests are accurately considered.

The duties of the committee will be:

1. Review Plan of Study annually and provide feedback for revisions. (Fall)
2. Review “Fast Facts” annually and provide feedback for revisions. (Fall)
3. Review availability and relevance of support courses and submit recommendations to BSN Faculty. (Fall)
4. Review Mission and Goals and Outcomes of BSN Program and provide input. (Spring)
5. Review teaching methodologies in BSN Courses. (Spring)
6. Review relevance and appropriateness of clinical assignments in relation to Learning Objectives. (Spring)
7. Review Course Evaluation Forms prior to distributing to assess readability and relevance. (Fall/Spring)
8. Review Course Evaluation Summative Report to discuss revisions to the course. (Fall/Spring)

BLUEFIELD STATE COLLEGE
School of Nursing and Allied Health

AGREEMENT
STUDENT RESPONSIBILITIES

The following agreement is made between Bluefield State College School of Nursing and Allied Health and the students of said School.

As a student in the BSN Program at Bluefield State College I will:

1. Recognize that I am responsible for my own professional nursing role behavior and am expected to be able to perform all activities that I have been taught in the nursing courses.
2. Secure consultation and/or assistance of faculty in those nursing courses if I am unsure and/or inexperienced. I will make specific time arrangement with the instructor when indicated.
3. Recognize that practicums are a LEARNING experience rather than a work experience. I will be responsible to learn as much as possible from each practicum experience and document as required.
4. Evaluate my own learning experiences and progress. I will determine if I need special kinds of learning experiences, inform the faculty, and keep a record of experiences gained and needed.
5. Schedule any non-emergency appointments (doctor, dental, etc.) after practicum time.
6. Assume responsibility for transportation to and from clinical sites.
7. Notify the course instructor and/or BSN director if ill and unable to attend a practicum. I will notify these persons each day in the event of an extended illness. Notification will be prior to the scheduled time period not during or after the time period.
8. Be aware of the fact that any situation that indicates cheating or lying or that I have plagiarized for any purpose (tests, papers, etc.) will be reviewed by myself and all faculty members. I recognize that action will then be taken by the faculty which can result in an "F" for the course and dismissal from the program.

9. Recognize that if I am unable to access an on-line test or assignment that I am personally responsible for contacting faculty and/or Moodle staff.

10. Agree that I will not transport patients during any practicum course.

11. Attendance Policy

The BSN Program is an online program. Failure to log into an online nursing course for two weeks will result in dismissal (drop) from the course and possible dismissal from the BSN Program. Moodle LMS tracks all log-ons.

BSC Attendance Policy*

Students are expected to attend all classes for which they are enrolled and complete all assignments by the designated date.

BSC Absence Policy*

The College recognizes three kinds of absences: (1) an institutional absence resulting from participation in an activity in which the student is officially representing the College; (2) an unavoidable absence resulting from illness, death in the immediate family, or unnatural cause beyond the control of the student; (3) all other absences are considered willful.

It is the responsibility of the student to provide a proper explanation to the instructor for institutional or unavoidable absences. Failure to do so immediately upon return to class will automatically make the absence willful. The student should provide supporting documents for institutional and unavoidable absences. Make up work is the responsibility of the student and at the acceptance of the instructor.

If the student wishes to appeal the drop from a course decision, he/she must first contact the Dean of the School in which the course is taught within 3 days of the notification of the drop notice. Students will be permitted to attend class during the time required for this appeal. The school faculty under the leadership of the Dean will investigate, review, and hear any evidence presented within 5 days. The School faculty will then present their recommendation to the instructor. If the student is not satisfied or the instructor fails to act on the school's recommendation, the student may appeal the case to the Academics Committee.

To convene a meeting of the Academics Committee, the student must complete a request form available in the office of the Provost and Vice President for Academic Affairs within 7 calendar days of the School faculty decision. Students will be permitted to attend class until after the Academics Committee reaches a decision. The committee shall make its recommendation to the Provost and Vice President for Academic Affairs who

will notify the student, the Registrar, and the class instructor as to whether or not the student is to be reinstated.

If a student is not reinstated, he/she will be assigned the grade of “W” if the action was initiated prior to the deadline date for dropping courses as published within the academic calendar. Reinstatement means only that the student is readmitted to the class and does not imply that the instructor will be required to provide the opportunity for the student to make up time lost in lectures, laboratories, at hospitals, on field trips, and/or in other similar learning experiences

***BSC General Catalog** (Reviewed 3/23/18)

12. BSN Grading Scale

The BSN grading scale is as follows:

A = 92.5 – 100%

B = 84.5 – 92.4%

C = 78.5 – 84.4%

D = 71.5 – 78.4%

F = 0 – 71.4%

Students must earn a minimum grade of “C” in each nursing course to successfully complete the course and to remain in the BSN program.

13. Name Change

If your name changes while enrolled in the BSN program, you must notify the BSN director via BSC email, notify the Registrar, and submit a new driver’s license on Castlebranch.

14. Drug Screen

Your drug screen will not be scheduled until you have paid your Fall semester tuition and fees. After Susan Shrader schedules your drug screen, she will send you an email with the test date to your BSC email address. Check your BSC Junk mail for the “Authorization to Screen” form which you must take with you.

Statement on Academic Honesty and Academic Dishonesty Procedure

The value of a Bluefield State College education is only as good as the integrity of its students' work. Therefore, academic honesty is a key pillar upon which Bluefield State College rests. Bluefield State College believes academic dishonesty includes but is not limited to cheating, falsifying records, plagiarism, giving or receiving aid during an exam, misrepresenting academic work, submitting the same work to more than one class with a willful intent to mislead. All new students at Bluefield State College will be required to complete an Academic Honesty education session and sign the College's Honor Code statement at that session.

All Bluefield State students are subject to serious disciplinary measures if they are caught engaging in such behavior. All students found guilty of violating the academic honesty procedures will be reported to the Dean of their School and the Provost who will maintain records of all incidents. Your career at Bluefield State is cumulative. The penalty for the first offense will be decided upon by the instructor and can include such penalties as a reduced grade on the assignment or a grade of "F" for the course. A second offense of the statement in a student's career at Bluefield State will result in a mandatory grade of "F" for the course and academic probation for one semester. A third offense of the statement in a student's career at Bluefield State will result in mandatory grade of "F" for the course and expulsion from the Institution. Some programs may have additional penalties for violating the academic honesty procedures. All "F" grades given to students caught violating the academic honesty procedures may have a "*NR" designation on their transcript. The "*NR" designation means that grade may not be changed by repeating the course unless the student receives approval from the Provost.

Instructors must complete and submit an Academic Honesty Violation Report form for all incidents to the Provost and appropriate line Deans and Directors with the penalty assessed. Instructors should make every effort to meet with the student to discuss the incident and explain the instructor's findings. Instructors must provide official notice to the student, the appropriate line Dean, the Director of the student's program, and the Provost within three school days. Students have the right to appeal the instructor's finding, and must be informed of this right in the official notice. Students must indicate their desire to appeal the instructor's finding within 3 school days of receiving the official notice. All appeals will be heard by the Academic Appeals Committee. The full committee need not be present to hold an appeals hearing. An appeals hearing must consist of at least three people (two faculty members and one student representative).

Plagiarism and Cheating

In all courses in college, the student is expected to maintain intellectual honesty. The student must do original work, including any paper written for grades or credit, both in and out of class. Plagiarism means presenting, as one's own, the words, ideas, or opinions of someone else. When, in writing a paper or giving a report, the student turns for information or ideas to source materials, credit must be given for the words, the pattern of thought or the arrangement of material which belongs to another person.

Whether the student quotes directly or paraphrases another's words, the student must acknowledge the borrowing with the appropriate documentation.

To avoid plagiarism, the student must be honest and careful. Intentional plagiarism is the equivalent of theft. Unintentional plagiarism must be scrupulously avoided. Detailed instruction on guarding against plagiarism will be given in the required English courses. In any case in which a student feels unsure about a question of plagiarism, the student is obligated to consult the instructor on the matter before submitting the work.

Plagiarism includes but is not limited to:

1. Presenting someone else's ideas as your own without attribution.
2. Copying someone's words without providing quotation marks and citation.
3. Paraphrasing someone's words without providing a citation.
4. Submitting the same paper for more than one class without instructor permission.

Cheating includes but is not limited to:

1. Purchasing a term paper or assignment and presenting it as your own.
2. Selling or giving any term paper, assignment, or aid so that a student may present that material as his or her own.
3. Receiving aid or providing aid to another student during an exam or on a non-cooperative assignment.
4. Stealing a copy of a test or receiving a copy of a test before taking it.
5. Using books, notes, or any other aid during an exam or assignment unless permitted by the instructor.
6. Using a mobile device, computer, or cell phone to give or receive aid on an exam or assignment or in any way not permitted by the instructor.

***BSC Student Handbook** Reviewed 3/9/17

Academic Integrity

All electronic communications equipment is to be turned to the "off" position and placed in a purse, backpack, or other storage compartment prior to entering laboratory or classroom settings, unless individual exceptions are made by the instructor. Students should be aware that the handling of such equipment in a laboratory or classroom could make them vulnerable to charges of violation of standards of academic honesty. Students should make note of the fact that any form of "tampering" (marking or altering in any way other than instructed) with materials distributed in connection with classroom or laboratory tests or evaluations shall be considered a form of academic dishonesty. Students committing such actions are subject to penalties ranging from assignment of a failing grade to dismissal from the course. Other statements regarding standards of academic integrity are contained in the Student Handbook/Planner, in instructors' course syllabi, and under the "Academic Dishonesty" section of this catalog.

Academic Dishonesty (Plagiarism, cheating, falsifying records, etc.)

Charges of academic dishonesty on the part of a student may be filed by any member of the academic community. Such charges shall be reviewed first at the departmental and/or School level by the Dean, faculty member, and student involved with a maximum penalty of a grade of "F" in the course. If the penalty is "F", then the student does not have the option to withdraw from the course. The faculty member must notify the Registrar so the "F" grade can be placed on the student's academic record.

If the student denies guilt, or the Dean feels the penalties at this step are insufficient for a specific act, the case shall be forwarded in writing to the Provost and Vice President for Academic Affairs. The case may be resolved at this level, or if considered by the Provost and Vice President for Academic Affairs or requested in writing by the student, the case shall be forwarded to the Academics Committee.

The Academics Committee shall present to the accused student, and the person making the accusation, written notification of the charges, which shall include:

A statement that a hearing will be held before the Academics Committee, together with the notice of the date, time, and place of the hearing.

A clear statement of the facts and evidence to be presented in support of the charges made.

A recommendation by the Academics Committee for imposition of sanctions in a case of academic dishonesty is final. The Academics Committee may also recommend that the imposition of sanctions be held in abeyance where appropriate

Student Honor Code

Each student should read and adhere to the Honor Code Statement, shown below, as instructed, for each course in which he/she is enrolled:

I affirm that I have read and understand the Bluefield State College General Catalog statements on academic integrity and academic dishonesty, and the Student Handbook/Planner statements on plagiarism and records. I am responsible for the work that I submit herewith. I am also ethically responsible for maintaining the academic integrity statement by reporting any instances of academic dishonesty to the appropriate faculty member or administrator.

Any student not signing the Honor Code statement will be asked to meet with the director to discuss the reason(s) why he/she refuses to sign. It is the student's responsibility to read the BSC General Catalog, the Student Handbook/Planner and the BSN Student Handbook.

Academic Appeals

Appeals of a final course grade assigned by an instructor: student rights and responsibilities, with regard to these appeals, are addressed here and in the Bluefield State College Board of Governors Policy 15: Students Academic Rights.

If, after discussion with the instructor, a student wishes to establish that a recorded grade was reported arbitrarily, capriciously, or prejudicially, he/she must register, within 10 school days of the beginning of the next semester, the complaint with the Dean of the School within which the grade was received. For descriptions of the above terms and their relationship to final course grades please see below:

- An arbitrarily assigned grade is deemed to have been awarded solely by the instructor's discretion without comparison to an established course metric or calculation by a clearly defined standard as outlined by the course policy sheet or syllabus.
- A capriciously assigned grade is deemed to have been awarded impulsively by the instructor with no clear explanation as to the legitimacy of the grade.
- A prejudicially assigned grade is deemed to have been awarded by the instructor acting upon a preconceived opinion or feeling toward the student based on a student's age, race, color, national origin, religious affiliation, political affiliation, disability, sexual orientation, or gender.

The student must provide the Dean of the School with 1) a written statement including the reason for the appeal (computational error, arbitrary grading practices, discrimination, etc.); 2) copies of all relevant graded work (course assignments, tests, quizzes, lab reports, etc.); and/or 3) a list of relevant work not in the student's possession but maintained by the instructor of the course, that illustrate the student's success in the course. The Dean will return all documentation to the student after the appeal process is completed.

The Dean will attempt an informal reconciliation and may schedule a meeting of the School or a committee of the School to consider the complaint and present its recommendation in writing to the instructor and the student within 5 business days. If the student is not satisfied with, or if the instructor fails to act on the School recommendation, the student may appeal in writing to the Provost and Vice President for Academic Affairs requesting to convene a meeting of the Academics Committee. The student must complete the request form available in the office of the Provost/Vice President of Academic Affairs. Appeals hearings will occur within 5 days of the beginning of the semester. The faculty member and the student shall be informed of the decision of the Academics Committee in writing within 5 business days of the hearing on the appeal. In cases where the Academics Committee determines that a grade has been improperly assigned, the Committee will ask the Provost and Vice President for Academic Affairs to have the grade modified in accordance with the findings of the Committee. Grade appeals shall end at the institutional level. Under no circumstances will a grade appeal initiated by a student be considered after the lapse of one semester beyond the semester in which the grade was received.

***BSC 2020-2021 General Catalog** Reviewed 4/20/2021

SCHOOL OF NURSING AND ALLIED HEALTH

Criminal Background Check

A criminal background check is a requirement for entry into the Associate Degree programs of Nursing or Radiologic Technology at Bluefield State College (BSC) as well as for all students enrolled in the RN to BSN program and the BS Imaging Science Sonography Concentration. In recognition of the vulnerability of all of the clients with whom the student interacts and all of the clients for whom the student cares in an increasingly diverse health care environment, the BSC Associate Degree programs of Nursing and Radiologic Technology, RN to BSN and BS Imaging Science Sonography have instituted a policy requiring a criminal background check on all incoming students.

1. Each student admitted to the programs of Associate Degree Nursing, Associate Degree Radiologic Technology, Bachelor Degree Nursing, and BS Imaging Science Sonography Concentration at BSC will have a criminal background check completed by the deadline provided by each program upon enrollment. This will be conducted through Castle Branch.
2. The background check includes:
 - A. Going on line to register with Castle Branch
 - B. Paying the processing fee by credit card. Fees associated with the background check will be the responsibility of the student.
 - C. Results of the background check are confidential. The findings are reported only to the director of the program in which the student is enrolled.
 - D. Students who have questions about the policy or procedure are encouraged to discuss them with the program director.

Failure to disclose any criminal conviction, felony, misdemeanor, or act of academic dishonesty during the course of the nursing and radiologic technology program is grounds for immediate dismissal from the program. A copy of all documentation indicating conviction of a crime received from any law enforcement agency may be forwarded to the clinical education settings if required by the contract. Additionally, please note program specific requirements for documentation of convictions.

NURSING:

- A copy of all documentation indicating conviction of a crime received by the nursing programs at BSC from any law enforcement agency will be forwarded to the West Virginia State Board of Examiners for Registered Professional Nurses, or the student's respective Board of Registered Nurse Examiners for the state in which the student has or will be applying for licensure.

RADIOLOGIC TECHNOLOGY

- **Any student with a positive background check for a conviction of a misdemeanor or felony must complete the ARRT Ethics Review Pre-Application.** The Program Director will notify the student upon receipt of the positive background check and the ethic review must be started immediately. Once the ARRT completes the review and a letter is received by the student a copy of that letter must be given to the program director for inclusion in the student master file. If the ARRT states that the student will be unable to sit for the ARRT Certification Exam the student will be immediately dismissed from the program.

Student Signature

Date

Revised 3-05/4-08/5-09/8-09/5-12/4-18

**SCHOOL OF NURSING & ALLIED HEALTH
DRESS CODE**

Students must be aware that when they wear the BSC uniform or lab coat with BSC name tag that they should always reflect a positive and professional image of the individual

and the School of Nursing and Allied Health.

*Students need to remember that they are guests in the clinical agency, which may have more stringent requirements that **MUST** be followed.*

The following general regulations govern the Student Dress Code for clinical rotations as well as the classroom setting in the School of Nursing and Allied Health.

Clinical Dress Code: Acute Care Agencies/Clinical/Practicum Education Settings in which BSC approved uniforms are worn:

1. Students must maintain a professional appearance when representing Bluefield State College. A conservative appearance in grooming is mandatory.

The approved BSC uniform (AD Nursing, AS Radiologic Technology, and BS Imaging Science Sonography) must be worn in all acute/clinical/practicum care settings. The uniform should not be worn any place other than the clinical setting or the classroom. Students should not drink alcoholic beverages and/or smoke while in uniform in a public place.

2. All students **MUST** wear their Bluefield State College ID badge when in the clinical/practicum area.
3. Wearing one-half or part of the uniform in **any** situation is not permissible. (example: wearing a "hoodie" with the uniform pants) NO sweat shirts, sweaters or other bulky garments are permitted to be worn over and/or under the approved uniform. **ONLY** white t-shirts or turtlenecks that are plain with **no writing or design** may be worn **UNDER** the approved uniform top. Any shirt worn under the approved uniform **MUST** be tucked into the pants and not hang below the uniform top.
4. The uniform should be clean and pressed. Pants should be properly hemmed, as to not drag the ground. Low-rise scrub pants and rolling down the waist band of scrub pants is prohibited.
5. Undergarments (neutral non-visible under uniform **ONLY**), bare skin and/or cleavage should not show when leaning or bending over. Uniforms should be of proper size such that bare skin is not revealed during required clinical tasks.
6. White, non-porous, shoes must be clean and freshly polished. Open toed or heel

shoes; including clog, sandals, or flip flops are not acceptable. White socks with pants or white hose with dresses must be worn at all times.

7. All potentially visible **tattoos** must be COMPLETELY COVERED with appropriate clothing at all times during clinic rotations, class related activities, labs in the clinical setting, and during volunteer hours while representing Bluefield State College and the School of Nursing and Allied Health. Tattoos should not be visible underneath the uniform top or pants. If so, appropriate white undergarments should be worn for coverage.
8. **Good personal hygiene** is mandatory. Unclean, unkempt appearance, unpleasant body or breath odors, including smoke odors and strong scents are not allowed. Due to patients' possible sensitivity, the student must be free of strong odors such as those caused by perfume, aftershave, or smoking.
9. **Jewelry** should be kept to a minimum. Only small, post earrings (3-4mm in size and one earring in each ear lobe nearest the jaw line), and wedding band are allowed. No jewelry in the nose, eyebrow, tongue, tragus of the ear or cartilage of the ear will be allowed. Ear gauges are **STRONGLY** discouraged. A student having gauges **upon entering a program** in the School of Nursing and Allied Health must wear ONLY flesh colored plugs. Gauges in areas other than the ear will not be permitted. Medical alert jewelry must be approved by the clinical instructor and/or clinical coordinator (RADT). A wrist watch, with a second hand, is mandatory. The watch must be plain and small in size, without embellishments such as rhinestones, beads or other decorative items.
10. **Fingernails** should be neat and short in length. Polish must be clear and unchipped in color but no polish is preferred. NO ARTIFICIAL NAILS OF ANY KIND are to be worn in the clinical setting.
11. Chewing gum is **not** allowed during clinical rotations.
12. Students who have long hair must wear it all pulled back. If men have beards these must be kept neat and clean. Hair color must be conservative and no unusual colors and/or styles will be permitted.

Radiologic Technology Students Only: Dosimeters **MUST** be worn at all times when in the clinical setting. Lead Markers **MUST** be with the student in clinic at all times. All R/L lead markers that are utilized during the educational training must have first, middle, and last initials only (these markers must be blue/red in color and use only the approved program markers).

AD Nursing Lab Coat: Pre-Planning/Community Rotations:

Students should wear long-sleeved, mid-thigh white lab coats for any pre-planning and community clinical rotations. This lab coat should be cleaned and pressed. The lab coat should not be worn over inappropriate street clothes such as: jeans, sweat pants, shorts,

muscle shirts, or thin “see through” materials. Appropriate clothes to wear with the lab coat include: black, navy, or brown dress pants or a skirt that touches the knee. Pants should be properly hemmed and not drag the ground. The street clothes must be visible below the lab coat.

BSC name badge with picture must be worn with the lab coat.

Close-toed and heel shoes must be worn in all clinical settings: no high heels, flip flops, clogs or canvas shoes will be permitted.

Appearance relative to - hygiene, fingernails, tattoos, jewelry, smoking, and hair are the same as for the Clinical Dress Code above.

For AD Nursing Students: If a student does not adhere to the dress code, she/he will not be allowed in the clinical setting and will receive a zero for the day and an unexcused absence.

Polo (AD Nursing and AS RADT): All students must purchase, from the BSC Bookstore, a polo shirt for pre-planning, observational rotations and volunteering (nursing), volunteering (RADT) and/or activities that students are required to attend representing BSC. This shirt will be worn with khaki or black pants. As a representative of BSC you must be professional at all times.

ADDENDUM FOR: Bachelor of Science in Nursing Students

BSN students must wear formal clothing in the clinical/practicum environment. Formal clothing is defined as a nice dress/skirt (touching the knees), dark pants (brown, black, navy...NO JEANS), nice shirt/top with no cleavage visible. No faddish dressing such as leggings, cold shoulder tops or T-Shirts with writing of any kind is allowed.

1. A clean/pressed white lab coat must be worn over the formal clothing.
2. A BSC Name Tag must be worn on the lab coat.
3. Shoes must be clean and freshly polished. Open toed or heel shoes including clogs, sandals or flip flops are not acceptable.
4. Students observing in the hospital for Complex Health Problems Nursing 303 should check with faculty. Some agencies require a clean scrub suit with white lab coat.

Classroom Dress Code

All students should be dressed appropriately for classes. Students must wear clothing that protects against indecent exposure. Dress bodices or blouses may not be excessively bare as backless, strapless, spaghetti strap, midriff, or low-cut. Any clothing which exposes a bare midriff, back, chest or underwear is prohibited.

Shorts and skirts should be an appropriate length.

When wearing pants, no bare skin should be showing in the standing, sitting, or bending position.

Pants should be worn at the waist, not below. No undergarments may be visible.

Good personal hygiene is mandatory. Unclean, unkempt appearance, unpleasant body or breath odors, including smoke odors and strong scents are offensive to others.

I have received a copy of the School of Nursing and Allied Health dress code and agree to abide with the dress code.

Student Signature: _____

Student Printed Name: _____

Date: _____

Revised Spring 2013/SNAH/Apr.2014/Apr. 2015/March 2018/January 2019

Bluefield State College
School of Nursing and Allied Health

Drug and Alcohol Testing Policy

Objectives

- A. Bluefield State College (BSC), School of Nursing and Allied Health has a vital interest in maintaining safe and healthful conditions for its clients. Any student under the influence of any drug or alcohol during clinical/class may pose serious safety and health risks, not only to themselves, but to all those who work with them and to the patients for whom they provide care. The unlawful possession, use, or sale of drugs or alcohol in the clinical agencies or on campus will not be tolerated.
- B. Bluefield State College maintains a student counseling center which provides help to students who seek assistance for alcohol and drug abuse problems.

General

- A. The use, possession, sale, distribution or being under the influence of alcohol, non-medically prescribed controlled substances, or misuse of prescribed medications and/or over-the-counter medications or herbs that may alter behavior will not be permitted in the clinical agency or school environment.
- B. All students have the responsibility for keeping themselves drug free at all times. This includes but is not limited to, environments such as clubs and private parties.
- C. Non-medically prescribed controlled substances and over the counter medications refers to any substance that is capable of altering the mood, perception, behavior, and judgment of the individual consuming it, and to any substance obtained with improper prescription or taken in a non-prescribed manner.
- D. "Clinical Agency" includes the agency's premises and situations where a student is representing the school in his/her capacity as a student of any Nursing and Allied Health program, or while operating any vehicle for a BSC School of Nursing and Allied Health event.
- E. "Under the influence" means the student is affected by drugs(s) (both prescription and/or over the counter), alcohol, or the combination, in any detectable manner.

- F. Any violation of these rules will result in immediate dismissal from their respective program.
- G. Any substance abuse which occurs outside of clinical hours and affects the student's clinical /classroom performance, will be subject to drug testing at the student's expense and potentially dismissed from their respective program if a positive screen is returned.
- H. Proven possession of illegal substances will be referred to and dealt with by the appropriate law enforcement agency.

Drug and Alcohol Testing

- A. Bluefield State College School of Nursing and Allied Health programs require drug testing as follows:
 - 1. A.S. Degree students: Randomly upon admission to the program and each semester while in the program. Student may be screened at any time if there is reasonable suspicion and or documentation of need.
 - 2. B.S. Nursing Degree Students: Upon enrollment to the program and screened randomly and if there is reasonable suspicion and or documentation of need.
 - 3. B.S. Imaging Science Sonography Concentration Students: Screened yearly and if there is reasonable suspicion and or documentation of need.
 - 4. Reasonable Suspicion: Any student who demonstrates unusual, unexplained behavior in the agency environment or during clinical hours. (See Reasonable Suspicion form pp. 6 – 8 of Drug and Alcohol Policy.) Observable signs might include, but are not limited to:
 - i. Speech (normal, incoherent, confused, change in speech, slurred, rambling, shouting, using profanity, slow)
 - ii. Any odor suspicious of alcohol or other illegal substances on breath or personal belongings
 - iii. Coordination (normal, swaying, staggering, unsteady gait, grasping for support, lack of coordination)
 - iv. Alertness (disoriented or confused behavior, sleepy, change in alertness)

- v. Performance (significant changes in work habits, unsafe practices, unsatisfactory work, unexplained accident or injury, missed deadlines, taking longer than customary to complete work, excessive sleeping in the classroom or clinical setting)
 - vi. Demeanor (change in personality, fighting, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic, physically assaultive, unduly talkative, exaggerated self-importance, making irrelevant or incoherent statements, hallucinations, lethargy)
 - vii. Eyes (bloodshot, dilated or pinpoint pupils)
 - viii. Other observations consistent with impairment
 - ix. Sloppy, inappropriate clothing and/or appearance
 - x. Excessive sick days, excessive tardiness, unexplained absences or tardiness
 - xi. Leaving the classroom or clinical area excessively without a previously documented medical reason for such.
5. Any student who has access and/or direct responsibility for controlled substances and known drugs of abuse that are missing or otherwise unaccounted for. The agency manager or administrator and the Dean of the School of Nursing and Allied Health and Program Director will make this determination on a case by case basis.
6. Random testing will be done as a part of the monitoring program at the individual student's expense.
- B. Informed consent will be obtained. Fees associated with routine testing will be taken from student fees collected each semester.
- C. The collection site will be in a standard collection area laboratory (currently Lab Corp).
- D. Unless otherwise instructed, a student will have a maximum of 24 hours to complete screening. If not done within 24 hours, the student must meet with the Dean and face dismissal from the program.
- E. Qualified medical personnel specifically trained in the collection procedure shall perform the collection. Collection procedures will adhere to the required

“chain of custody” protocol. This protocol may include observed collection, and/or search of personal belongings by the laboratory staff.

- F. The student’s confidentiality will be strictly maintained. These results will be communicated only to the student, the Program Director, and the physician (if necessary) reviewing the results with the student. The Dean of the School of Allied Health and Nursing may also be notified.
- G. Records will be maintained in a separate file by the Program Director in a secured area. Requests for information will require a court order, or may be released by the student via a signed written consent and liability waiver.
- H. A copy of screening documentation indicating positive drug or alcohol test results received by any School of Nursing and Allied Health program at BSC may have to be forwarded to the Clinical Education Settings for the program.
- I. If a drug screen comes back diluted or adulterated the student will be subject to a random repeat drug screen at the student’s expense.
- J. If a drug screen comes back positive on a student enrolled in the BSN or BS RADS program (who is a licensed RN or RT), the State Board governing over their respective license will be notified.
- K. If a drug screen comes back positive on a student enrolled in the A.S. degree program, who holds a LPN license, the LPN’s State Board of Nursing will be notified.
- L. The drugs/ items to be tested may include, but are not limited to:
 - 1. Cannabinoids (**Marijuana**)
 - 2. Barbiturates
 - 3. Alcohol
 - 4. Amphetamines
 - 5. Cocaine
 - 6. Propoxyphene
 - 7. Benzodiazepines
 - 8. Opiates
 - 9. Phencyclidine

10. Methaqualone

11. Ecstasy

12. Renal Function

School of Nursing and Allied Health Student Right and Responsibilities

- A. During enrollment, the student is required to provide written documentation of any and all new medications actively taking that were not included on the original health assessment form, including over the counter meds.
- B. It is the student's responsibility to keep medication reports up to date and accurate.
- C. Noncompliance with requests for drug and alcohol screening will be viewed as a violation. The student will be subject to discipline up to and including dismissal from their program of admission.

Admission/Readmission After a Positive Drug/ Alcohol Screening:

A student who has withdrawn or been dismissed from a program in the BSC School of Nursing and Allied Health due to a positive drug/ alcohol screen will be considered for re-admission under the following conditions:

- 1. Submit to an evaluation for substance abuse by a School of Nursing and Allied Health approved evaluation and/or treatment agency and complete the prescribed treatment program (USA students should call the USA Substance Education/Prevention Center for an evaluation: 251-460-7980)
- 2. Submission to a drug/alcohol screen test prior to admission/readmission. The drug/alcohol test will be at the student's expense. A positive drug test will result in ineligibility for admission/readmission.
- 3. Submission to random drug/alcohol testing as requested by the School of Nursing and Allied Health after re-admittance to the professional component at the Student's expense. A positive drug/alcohol screen will result in permanent dismissal from the program.
- 4. Regular documentation of treatment will be communicated to the Program Director while awaiting re-admission.
- 5. Continued treatment is mandatory and documentation of such is required throughout the entire course of the Program of admission until completion.

Bluefield State College

**School of Nursing and Allied Health
Faculty Report of Reasonable Suspicion of Drug/Alcohol Use**

Please use the space below to provide a detailed description of the student's behavior. All information is to be kept confidential. Please return the form in a sealed envelope to the Program Director's office as soon as possible. *Notify the Program Director's office by phone immediately to request a drug/alcohol test.

1. Name of Student: _____
2. Date of Incident: _____
3. Time of Incident: _____
4. Location of Incident: _____
5. Detailed description: Include any behavioral, visual, olfactory or auditory observations.
 - Speech (normal, incoherent, confused, change in speech, slurred, rambling, shouting, using profanity, slow)
 - Question of any suspicious odor of alcohol or other illegal substances on breath or personal belongings
 - Coordination (normal, swaying, staggering, unsteady gait, grasping for support, lack of coordination)
 - Alertness (disoriented or confused behavior, sleepy, change in alertness, excessive sleeping during class or clinic)
 - Performance (significant changes in work habits, unsafe practices, unsatisfactory work, unexplained accident or injury, missed deadlines, taking longer than customary to complete work)
 - Demeanor (change in personality, fighting, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic, physically assaultive, unduly talkative, exaggerated self-importance, making irrelevant or incoherent statements, hallucinations, lethargy)
 - Eyes (bloodshot, dilated or pinpoint pupils)
 - Other observations consistent with impairment
 - Sloppy, inappropriate clothing and/or appearance

8. List witnesses to student's behavior:

9. Was the student referred for drug/alcohol testing? _____no _____yes

If yes: What were your instructions including time frame?

Faculty signature

Date

Reviewed/Revised 4/17/15; 4/25/18

School of Nursing and Allied Health
Policy for Electronic Devices/Social Media in Classroom and Clinical settings

Due to the disruptive nature of electronic devices and the increased probability of academic dishonesty when electronic devices are available the BSC School of Nursing and Allied Health requires adherence of this policy for all students in programs of Imaging Science, Nursing and Radiologic Technology. Electronic devices include smart phones, track phones, E-readers, Apple or other Smart watches, MP3 players, programmable calculators, pagers, PDAs, Headsets, Video cameras or any other personal/portable device capable of internet access or transmitting/receiving phone calls, text messages, or other forms of social media.

CLASSROOM SETTING

Students **at no time** should have electronic devices of any type (including but not limited to cell phones, smart watches, blue tooth devices, tablets, etc.) that disrupt the classroom or clinical learning environment. Faculty members have the authority to restrict or prohibit the use of electronic devices in his or her classroom, laboratory, or any other instructional environment. Each instructor should include their statement in regard to the use of electronic devices on the syllabus. Please refer to the guidelines below for use of electronic devices within the classroom setting.

- Student must request instructor consent before video/audio taping activities of any form. Unauthorized video/audio taping or photographs of students, faculty or staff without their expressed consent is prohibited and could result in grade deductions for the course.
- Students must recognize that they have an ethical and moral responsibility to maintain patient privacy and confidentiality at all times including online media.
- Students should not text, e-mail, or receive telephone calls in the classroom or while in the patient care areas of clinical agencies.
- Students should check with their instructor/faculty about permissible devices that can be used in the classroom. Faculty members have the right to instruct students to turn off laptops and other devices, and to stow those devices in secure places, in any class.
- Electronic devices should be placed on silent mode and put away during class so that professional activities are not disrupted, unless other instructions are provided within the syllabus by the faculty member in regard to electronic devices in the class room.
- Text messaging is prohibited during class and clinical time.

CLINICAL SETTINGS

Cell phone usage in the clinical setting is strictly prohibited. Under NO CIRCUMSTANCES are any electronic device(s) to be carried by the student while in clinical rotations. Use of an electronic device for any purpose (conversation, text messaging, taking/sharing photos, and/or recording) is a violation of Nursing and Radiologic Technology/Imaging Science codes of ethics. Use of such devices while in the clinic setting is a willful disregard for the health, welfare, privacy and/or safety of the

patient. Please refer to the guidelines below for assurance of professional conduct while in the clinical setting. Failure to adhere to these guidelines will result in disciplinary action from the respective programs and that action is stated within the programmatic handbooks.

- The use of cell phones, smart phones, smart watches, recording devices, cameras, or other electronic device is strictly prohibited during clinical time.
- Students are not permitted to make or receive personal calls while in the clinical setting.
- Students are forbidden to share any information or photos via any electronic media that is obtained through the student-patient relationship.
- Use of any electronic devices to store/enter any type of client information is a violation of Health Insurance Portability and Accountability Act (HIPAA) and may result in disciplinary action, which may result in dismissal from the program.
- **While in clinic the use of electronic devices is NOT allowed. Personal electronic devices are to be turned off or placed on silent mode and placed in student lockers or student vehicles.**
- Students must abide by any clinical agency policies regarding use of any electronic devices while in the clinical agency.
- Students who fail to follow the directions of a faculty member or the clinical agency policy may incur disciplinary action, up to, and including suspension and dismissal. Disciplinary action is detailed with in the programmatic student handbook.

SOCIAL MEDIA

The use of social media as a communication tool may have a significant impact on organizational or professional reputations. This policy has been created in order to aid in the protection of personal and professional reputations when participating in social media. Examples of social media included, but are not limited to LinkedIn, Twitter, Facebook, Snapchat, YouTube, My Space, Instagram, and open source chat/blogs. Faculty and students are liable for anything they post on social media and may be subject to litigation. The same laws, professional standards, codes of conduct and ethics apply online as in the real world. In order to comply with this policy, the guidelines below are expected to be observed at all times.

- Students must maintain professional boundaries with patients when using social media. Online contact with patients is NEVER acceptable.
- Students may not make any comments about patients, other students, faculty, the clinical agencies and/or their employees, or clinical assignments/learning activities even if they are not identified.
- NO posting of any confidential, disrespectful or unprofessional information regarding Bluefield State College, programs of nursing and allied health, clinical affiliates, patients, faculty, staff or students is acceptable.
- Students and faculty must follow federal requirements as contained within FERPA and HIPPA. Any violation in confidentiality may result in disciplinary action up to

dismissal from the respective program. You can also be held liable to respective licensure boards and subject to litigation.

Best practices when using social media are to think before you post, be respectful, and remember how large the audience can be when using social media.

Student Signature

Date

5/25/2016/January 2019

****Addendum for BSN Program:** BSN students may be required to record a physical examination, presentation, in-service, or teaching session but must follow these confidentiality guidelines:

- A. No names of patients, visitors, or staff may be recorded or used.
- B. No filming/recording of patients or visitors.
- C. No actual patient procedures may be recorded or discussed.
- D. Students must gain prior approval from the nursing faculty for ANY video/recording at any agency for any reason.

Student Signature

Date

2/24/17

SCHOOL OF NURSING AND ALLIED HEALTH HEALTH REQUIREMENTS

All students who enter programs of Nursing, Radiologic Technology and Imaging Science must have a physical examination and Two step PPD or T Spot test which is to be submitted by orientation in June of the year of acceptance into the radiologic technology program. The immunization for tetanus must be current. All health records, insurance cards, and CPR cards are to remain current and be submitted to Castle Branch and remain current. Information will be provided to the students at orientation or in the admission/welcome letter.

1. A complete physical examination by a licensed physician, physician assistant or nurse practitioner.
2. TB testing yearly (See health forms). If proof of TB testing expires, the student will not be allowed to enter clinical area until current. If clinical time is missed due to this, it will be taken from their absenteeism time.
3. Rubella vaccination and rubella serology showing positive titer. If titer is negative, the individual should receive rubella vaccination.* Students who received the MMR immunization prior to 1959 may need a booster. (See health forms)
4. Tetanus-diphtheria booster within last 10 years.
5. Hepatitis B vaccination with a follow up titer 2 months after completion of series. Students should begin the series upon notification of acceptance to the program. Students declining the vaccine must sign a waiver.** (See health forms)
6. Varicella Vaccine Series and titer. (See health forms)
7. **Yearly influenza vaccination by November 1st. If unable to take the flu vaccine you may request an exemption but MUST provide documentation as required on the exemption form. The clinical agencies may require you to use special precautions due to this exemption.**
8. Students must acquire and maintain CPR certification throughout the program. The course required is the BLS Provider Course through the American Heart Association, only this course will be accepted. If CPR certification expires, the student will not be allowed to enter clinical area until current. If clinical time is missed due to this, it will be taken from their absenteeism time.
9. Drug screen and criminal background check results.

*Males should **not** receive the combined antigen form which combines measles, mumps, and rubella. Rubella vaccination is **never** given to a woman who may be pregnant. A non-pregnant woman who receives rubella vaccination **must** be using effective contraceptive

and **continue** use for three months after vaccination if pregnancy is a possibility.
**Recommendation from the Centers for Disease Control and the American College Health Association.

Revised: 5/12;5/13; Spring 2014/Spring 2015/Spring 2016/Spring 2017/Spring 2018/Fall 2018

I have read and understand that #7 regarding the yearly influenza vaccination has been updated to include information regarding exemption. I also understand that I must request the exemption from the Program Director and submit all required documentation including the form to the Program Director PRIOR to November 1st each year in the program.

Student Printed Name: _____

Student Signature: _____

Date: _____

SCHOOL OF NURSING AND ALLIED HEALTH LAB POLICIES/PROCEDURES

Faculty/Student Lab Policy

- Individuals using the Allied Health and Nursing Lab(s) shall adhere to the rules of conduct in the lab. Violations may result in disciplinary action.
- All users both faculty/staff and students **must refrain from consuming food and drinking from non-sealable containers in the student labs.** These areas include computer laboratories, nursing and radiology labs.
- Alcohol and tobacco products are not allowed on campus, and this holds true in all the Student Labs.
- Users should refrain from talking on or use of electronic devices while in the lab as common courtesy to other users. Calls can be taken in the hallway. The School of Nursing and Allied Health cell phone usage policy applies when using all lab spaces. This policy can be found in the student handbook for the respective program.
- Students are required to sign in with the School of Nursing and Allied Health lab sign in sheet during times OTHER than specified class times. These times may be for practice, extra computer use, remediation, etc. however this extra lab time MUST be with instructor permission and supervision.
- Labs will remain closed and in order to utilize during a time other than that scheduled for integrated testing, or simulation and practice students must be under direct supervision of a faculty member. **At no time are students to be unattended in a laboratory area.**
- Users must never dismantle or attempt to troubleshoot any equipment within the Student Labs. Please inform faculty of any issues or malfunctions.
- Copying any software from the computer lab is illegal. Anyone attempting to copy software will face disciplinary action. Software piracy may also result in legal action from the Software Publishers Association.
- Instructors are responsible for the direct supervision of their students to any learning experience within the laboratory setting at all times assigned.
- **All individuals using the laboratories are expected to leave the laboratory in an orderly and clean condition, including disposing of trash, returning equipment to designated locations and organizing the laboratory after each use. After practicing or being evaluated, patient units are be left neat and tidy as one would in the hospital.**
- **Malfunctioning equipment and/or inadequate practice supplies shall be reported to the appropriate faculty member.**
- Installation of software on lab computers is NOT allowed. System configuration changes are also not allowed.
- Noise level shall be controlled to maintain an optimum work/study atmosphere.
- Displaying sexually explicit, graphically disturbing, or sexually harassing images or text is considered misuse of computers and will be reported to campus authorities. In addition the misuse of medical equipment pertaining to sexually related matters will be cause for dismissal from perspective programs.

- All equipment will be shut down and doors locked when student labs are not in use. It is the responsibility of the faculty and students to assure lab equipment is turned off, lights are off and doors locked upon leaving lab areas.
- All practice equipment and supplies are to be returned to the storage area in proper order. Lab equipment should never be removed from the lab area(s).
- Children are not allowed in the Allied Health and Nursing Laboratory

Laboratory/Linens Procedure

In order to keep the laboratory areas clean and mirroring hospital/clinic environments regular cleaning is necessary. The labs are cleaned daily on each campus via campus maintenance staff. On a monthly basis the faculty overseeing laboratory courses for a given semester will check bedding, mannequin maintenance/cleanliness, and overall organization of the lab and supplies.

Laboratories in which linens are required will utilize laundry services as provided by a local agency and/or on campus facilities. The linens shall be removed **at minimum** at midterm and the final week of every semester for cleaning (or dependent on laboratory use). Linens needing laundered more frequently should be reported to the respective director for proper removal and change. Faculty utilizing the labs will be the responsible party of assuring linens are kept clean and that lab needs are met.

Guidelines for Ordering Supplies and Equipment

Faculty are encouraged to make their needs known to the SNAH senior administrative assistance as early as possible so that equipment, supplies and media can be ordered, received, and processed in a timely manner. This is important because, on occasion, items are not immediately available and may be placed on back order with an unknown delivery date. It is also necessary to allow staff sufficient time for set-up, assembly if necessary and stocking especially for large numbers of items.

Suggested dates for placing orders include:

Fall Semester: July 1

Spring Semester: November 1

Summer Session: April 1

If anyone is found to be breaking lab policies and procedures student lab faculty will inform them of the policy or procedure being broken. Repeat offenders of the above procedures can have their lab privileges revoked as well as receiving a failing grade for work needed to be completed in the lab during a time in which privileges are revoked. Faculty failing to follow lab procedures may receive evaluations to reflect non-compliance.

Originated Feb. 28, 2014/Revised March 12, 2014/January 2019

SAFE PRACTICES FOR LABORATORY SIMULATION

The clinical & laboratory learning environments provide a learning opportunity where the student is expected to utilize all resources to extend the learning experience. During the laboratory class, or at any other times, **students may not practice invasive procedures on other students or faculty**. Simulations and models are used for invasive procedure skills practice. The health and safety of patients, students, and faculty associated with the educational activities of the students must be adequately safeguarded. Due to safety standards and OSHA standards any procedure that has the potential to create exposure to blood or body fluids is prohibited in the laboratory learning environment.

Students shall not perform any invasive procedures within the clinic setting unless the instructor/lab assistant is available for direct supervision. Students will be expected to perform **invasive** procedures for clinical competency (on a person, not just a mannequin) before they graduate. Students **are not** required to participate in **invasive** procedures during lab experiences held on campus. For the purpose of grading in lab, the procedure(s) is to be performed on a mannequin.

Indirect supervision by the instructor/lab assistant is required for the practice of any invasive procedures on mannequins. Indirect supervision is defined as the instructor/lab assistant being present in the lab during the performance of the procedure, as well being available for questions, demonstration, and/or monitoring if necessary. Students shall not practice any invasive procedures on mannequins unless the instructor/lab assistant is available. As in clinical practice, Standard Precautions should be utilized at all times.

Practice involving student to student or student to faculty simulation is limited to practicing basic skills, including head-to-toe physical assessments, radiography positioning, vital sign assessment and learning how to listen to a heartbeat.

I have read and understand the policy regarding safe practice in the laboratory learning environment. I agree to uphold the standards of this policy.

Student signature

Date

Respective program director

Date

SIGNATURE PAGES (SIGN, DATE, SCAN AND RETURN)

STUDENT PRINTED NAME _____

RELEASE OF RECORDS FOR PURPOSES OF INSPECTION

I, the undersigned, will allow the members of the Commission on Collegiate Nursing Education (CCNE) to review my records, academic and clinical, for purposes of accreditation.

Student Signature

Date

BSN PROGRAM FORMAL COMPLAINT POLICY

I have read the BSN Formal Complaint Policy in the BSN Student Handbook and have had an explanation of any or all items that I did not understand. I understand the process for filing a formal complaint.

Student Signature

Date

STUDENT RESPONSIBILITIES

I have read the information in the BSN Student Handbook, including the Drug Policy and the BSC BSN Student Responsibilities and have had an explanation of any or all items that I did not understand. I understand and will abide by the responsibilities that have been given to me.

Student Signature

Date

STUDENT HONOR CODE

I affirm that I have read and understand the BSC General Catalog statements on academic integrity and academic dishonesty, and the Student Handbook/Planner statements on plagiarism and records. I am responsible for the work that I submit herewith. I am also ethically responsible for maintaining the academic integrity statement by reporting any instances of academic dishonesty to the appropriate faculty member or administrator.

Student Signature

Date

CRIMINAL BACKGROUND CHECK

Failure to disclose any criminal conviction, felony, misdemeanor, or act of academic dishonesty during the course of the nursing and radiologic technology program is grounds for immediate dismissal from the program. A copy of all documentation indicating conviction of a crime received from any law enforcement agency may be forwarded to the clinical education settings if required by the contract. Additionally, please note program specific requirements for documentation of convictions.

NURSING: A copy of all documentation indicating conviction of a crime received by the nursing programs at BSC from any law enforcement agency will be forwarded to the West Virginia State Board of Examiners for Registered Professional Nurses, or the student’s respective Board of Registered Nurse Examiners for the state in which the student has or will be applying for licensure.

Student Signature

Date

DRESS CODE

I have received a copy of the School of Nursing and Allied Health Dress Code and agree to abide with the dress code.

Student Signature

Date

DRUG and ALCOHOL TESTING POLICY

I have read the Drug and Alcohol Testing Policy in the BSN Student Handbook and have had an explanation of any or all items that I did not understand. I understand my responsibilities and consent to all required and requested testing.

Student Signature

Date

ELECTRONIC DEVICES/SOCIAL MEDIA POLICY

I have received a copy of the School of Nursing and Allied Health Electronic Devices/Social Media Policy and BSN Policy Addendum and agree to abide with this policy.

Student Signature

Date

HEALTH REQUIREMENTS

I have read and understand that #7 regarding the yearly influenza vaccination has been updated to include information regarding exemption. I also understand that I must request the exemption from the Program Director and submit all required documentation including the form to the Program Director PRIOR to November 1st each year in the program.

Student Signature: _____

Date: _____

SAFE PRACTICES FOR LABORATORY SIMULATION

I have read and understand the policy regarding safe practice in the laboratory learning environment. I agree to uphold the standards of this policy.

Student signature

Date

Respective program director

Date