

2015-2016 Nursing Student Handbook



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Accreditation

Butler Community College is accredited by the Higher Learning Commission and by the Kansas State Board of Regents.

The Higher Learning Commission

30 North LaSalle Street, Suite 2400

Chicago, IL 60602

(800)621-7440

www.ncahigherlearningcommission.org

Kansas Board of Regents

1000SW Jackson Suite 520

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(785)296-3421 | Fax (785)296-0983

www.kansasregents.org

The Nursing Program is accredited by the

Accreditation Commission for Education in Nursing (ACEN)

3343 Peachtree Road NE

Suite 850

Atlanta, GA 30326

(404)975-5000 | Fax (404)975-5020

www.acenursing.org

Fully accredited through Spring 2016. Re-accreditation approval scheduled Spring of 2016

Kansas State Board of Nursing

900 SW Jackson St, Suite 1051

Topeka, KS 66612-1230

(785)296-4929

www.ksbn.org

Fully approved through Fall of 2015. Program re-approval site visit scheduled for Spring of 2016

Letter from the Dean



Welcome! I am very pleased to welcome you to Butler Community College's nursing program. Butler's nursing program is steeped in rich tradition and well respected in the community, region and state. Well known for the quality education provided, Butler has consistently prepared the Associate Degree level graduate for successful licensure and entry into professional practice.

Our innovative and progressive faculty is committed to providing a learning environment that promotes critical thinking and clinical reasoning skills. Multiple educational learning strategies are embraced, recognizing that the greatest form of learning comes from the student becoming engaged with the learning environment.

Our state of the art Learning Studios and Clinical Learning Center provide an incredible environment for your learning. The Clinical Learning Center offers a simulation lab that provides a wide range of clinical experiences for you, providing a natural bridge between nursing content and the actual clinical setting.

The world of nursing is rapidly changing; the level of expertise and expectations for the professional nurse continue to increase. Butler's nursing program consistently responds with agility to the changes occurring in the practice setting.

The future of nursing holds exciting opportunities. The possibilities are as diverse as the practice settings available for professional nursing. The privilege to make a difference in a patient's life is amazing and humbling. I welcome you to join the Butler nursing community as we work to improve the health of the communities we serve.

Anita Mills, MSN RN
Dean of Health, Early Childhood and Public Safety

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College Mission, Vision and Learning College Principles

Vision: Butler will be the Learning College of Choice for the region, engaging students and other stakeholders in exceptional instructional programs and services that directly relate to their needs and prepare them for success.

Mission: Butler Community College exists to develop responsible, involved lifelong learners and to contribute to the vitality of the communities it serves.

Learning PACT

The nationally recognized Learning PACT is the instructional approach which Butler, as a Learning College, uses to facilitate the preparation of students to function as principled, productive individuals who are responsible, involved lifelong learners. The Learning PACT promotes a group of skills and knowledge that learners develop during their Butler experience. These Learning PACT skills and knowledge are vital for any adult to function successfully in the ever changing world of the 21st century. A learning outcome is a body of knowledge or a set of skills which a student masters through doing coursework. If the student masters that learning outcome through the coursework then he/she is equipped to make use of that body of knowledge or set of skills in the future. The Learning PACT is the list of the college wide learning outcomes which are the foundation for General Education. A faculty-driven process which used input from all segments of Butler stakeholders and a wide array of other American community college personnel and members of the regional and national business world formulated the list of Learning PACT skills. The Learning PACT is integrated throughout all of the college's academic and student life programs in coursework, co-curricular activities, and all other learning opportunities.

The Learning PACT skills fall into four categories:

P = Personal Development Skills

(including personal management, interpersonal interaction)

A = Analytical Thinking Skills

(including critical thinking, problem solving)

C = Communication Skills

(including creation and delivery of messages, reception and interpretation of messages)

T = Technological Skills

(including general computer use, discipline-specific technology)

Curricular Framework of the Butler Department of Nursing

Our Mission

Butler Community College Department of Nursing educates lifelong learners with the knowledge, skills and attitudes necessary to fully qualify to be licensed as professional nurses who contribute to meeting the health care needs of the communities they serve.

Our Philosophy

This statement is the collective philosophy of the Department of Nursing Faculty and supports the Mission, Timeless Institutional Values, and Learning PACT of Butler Community College, as well as a deep commitment to health promotion. This philosophy encompasses the established professional standards for nursing education based on the National League for Nursing (NLN) competencies for Associate Degree graduates and the Quality and Safety Education for Nurses (QSEN) competencies which guide the curriculum. These core competencies have been incorporated into the Kansas State Board of Nursing (KSBN) Core Outcomes for the Associate Degree Nurse (ADN), which are mandated for all Kansas ADN programs.

The Butler Associate Degree Nursing graduate is prepared as a generalist and is committed to patient-centered care in advocating for the optimal health of the individual and family. As a leader possessing professional knowledge, skills and attitudes, the nursing graduate acknowledges the diversity, dignity, worth and right of each individual. The nursing graduate uses best current evidence within a critical thinking framework to guide nursing judgment and clinical decision making to provide safe and quality nursing care. The nursing graduate collaborates with other health care professionals to promote quality health outcomes, and utilizes current information and technology to support decision making.

The faculty believes that adult learners have preferred learning styles, have unique life experiences that influence learning, and possess the desire to be actively involved in the learning process. Based on Knowles' and Kolb's experiential theories of learning, faculty believe that the student assumes primary responsibility for learning while faculty provides educational opportunities in a variety of learning environments that are designed to advance the student's application of nursing concepts, develop the students' professional nursing role, and foster lifelong learning.

The Department of Nursing actively collaborates with both internal and external stakeholders in the on-going development of mutually beneficial learning opportunities. Faculty participates within the learning environments serving as initiators, facilitators, role models and resource persons.

The faculty supports the Kansas Articulation Plan, which promotes advanced standing for licensed practical nurses into Butler's nursing program. Through partnerships, Butler's nursing program provides educational mobility for students and graduates who desire to continue formal education.

Curricular Framework

The nursing curricular framework was developed by nursing faculty, using QSEN Core Competencies (2011) and NLN ADN Competencies for graduates of Associate Degree and Diploma programs (2010) as a guide to organize the curriculum. After review of the competencies, faculty adopted the following Core Organizers:

1. **Evidence Based Practice:** Evidence Based Practice incorporates best available evidence for nursing care to question assumptions, and advocate for the improvement in the quality of care for patients, families and communities.
2. **Patient Centered Care:** Nurses advocate for the engagement of patients and families as full partners in their health care. Patient Centered Care requires compassion and respect for the patients' and families' preferences, values and needs.
3. **Teamwork and Collaboration:** Teamwork and Collaboration fosters open communication, mutual respect, and shared decision making to achieve quality patient care within nursing and inter-professional health care teams.
4. **Safety and Quality:** Safety and Quality initiatives minimize the risk of harm to patients, families, communities, and providers by using continuous quality improvement data to evaluate and revise care processes.
5. **Professionalism and Leadership:** Professionalism and Leadership in nursing involves delegation, accountability, integrity, confidentiality, legal-ethical standards and knowledge of current political processes.
6. **Information and Technology:** Information and Technology are utilized to communicate, manage knowledge, mitigate error, and support decision making throughout the program.
7. **Nursing Judgment:** Nursing Judgment utilizes nursing science and evidence in developing, planning and evaluating care in order to provide quality and safe nursing care to patients, families and communities.

Intended Program Learning Outcomes

Department of Nursing Educational Outcomes/Kansas ADN Outcomes

The Department of Nursing intended learning outcomes for its terminal students are the Kansas ADN Outcomes. These outcomes are the same for all Associate Degree programs in Kansas and were developed as part of the ADN Nursing Program Alignment by the Kansas Board of Regents with required implementation fall 2012. (KSBN, 2010) The graduate will be able to:

1. Adapt through the use of the nursing process the ability to think critically and make safe effective clinical judgments incorporating evidenced-based practice.

2. Integrate caring behaviors in practicing the art and science of nursing within a diverse population.
3. Demonstrate effective communication methods to manage client needs and to interact with other health care team members.
4. Collaborate with clients and members of the interdisciplinary health care team to optimize client outcomes.
5. Implement professional standards and scope of practice within the legal, ethical and regulatory frameworks.
6. Manage care and provide leadership to meet client needs using available resources and current technology.
7. Generate teaching and learning processes to promote and maintain health and to reduce risks for a variety of clients.

Quality and Safety Education for Nurses (QSEN) Competencies

Nursing educators have always valued quality and safety, yet changes in nursing practice are requiring new approaches for preparing students to provide safe, quality care. Embedding QSEN competencies across nursing curricula, beginning with early clinical courses, is essential. The knowledge, skills and attitudes for each competency provide the environment for how Client Needs are taught. Butler Nursing Department maps the QSEN competencies into the course and learning outcomes for the program. (Cronewett, 2007).The graduate will be able to demonstrate the knowledge, skills and attitudes related to (QSEN.org, n.d.):

1. **Patient Centered Care-** Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.
2. **Teamwork and Collaboration-** Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
3. **Evidence-based Practice-** Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.
4. **Quality Improvement-** Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
5. **Safety-** Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.
6. **Informatics-** Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

National League for Nursing (NLN) ADN- Competencies

National League for Nursing is a national organization dedicated to promoting excellence in nursing education that sets standards for nursing programs, beginning at the practical level through the doctoral level. Butler incorporates the essence of the competencies set for the associate degree nurse which includes (NLN, n.d.):

1. **Human Flourishing-** Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.

2. **Nursing Judgment-** Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context.
3. **Professional Identity-** Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.
4. **Spirit of Inquiry-** Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.

The Kansas ADN Outcomes, the Butler Learning PACT skills and the QSEN competencies provide the **outcomes** of the Department of Nursing's organizing framework. Client needs from the National Council of State Boards of Nursing (NCSBN, 2010) organize the content within the framework, as does the ANA Standards of Practice and the QSEN Knowledge, Skills & Attitudes. There are 4 categories of client needs:

Client Need	Definition
Safe and Effective Care Environment	<p>The nurse promotes achievement of client outcomes by providing and directing nursing care that enhances the care delivery setting in order to protect clients, and health care professionals.</p> <p>This client need includes 2 subcategories:</p> <ul style="list-style-type: none"> • Management of care Providing and directing nursing care that enhances the care delivery setting to protect clients and health care personnel. • Safety and infection control Protecting clients and health care personnel from health and environmental hazards.
Health Promotion and Maintenance	<p>The nurse provides and directs nursing care of the client that incorporates the knowledge of expected growth and development principles; prevention and/or early detection of health problems; and strategies to achieve optimal health.</p>
Psychosocial Integrity	<p>The nurse provides and directs nursing care that promotes and supports the emotional, mental and social well-being of the client experiencing stressful events, as well as clients with acute or chronic mental illness.</p>
Physiological Integrity	<p>This client need includes 4 subcategories: The nurse promotes physical health and wellness by providing care and comfort, reducing client risk potential and managing health alterations.</p> <ul style="list-style-type: none"> • Basic care and comfort Providing comfort and assistance in the performance of activities of daily living. • Pharmacological and parenteral therapies Providing care related to the administration of medications and

	<p>parenteral therapies.</p> <ul style="list-style-type: none"> • Reduction of risk potential Reducing the likelihood that clients will develop complications or health problems related to existing conditions, treatments or procedures. • Physiological adaptation Managing and providing care for clients with acute, chronic or life threatening physical health conditions.
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Client needs are used to guide the exam content to prepare the students for the National Licensure Exam.

ANA Standards of Practice and Professional Behaviors

Integrated throughout the nursing courses are the American Nurses Association (ANA) Standards of Practice. "The Standards of Practice describe a competent level of nursing care as demonstrated by the critical thinking model known as the nursing process. The nursing process includes the components of assessment, diagnosis, outcomes identification, planning, implementation and evaluation. Accordingly, the nursing process encompasses all significant actions taken by registered nurses and forms the foundation of the nurse's decision-making." (ANA 2010, page 9)

Wellness – Illness Continuum

NR 104 and NR105 focus on the foundations of patient centered care as they relate to the concept of health promotion / health maintenance and simple altered health states across the life span. NR 106 focuses on similar concepts but the clients change to children, mothers, developing individuals and family as well as introduces perioperative concepts.

NR 202 moves patient centered care and health restoration for individuals in high acuity medical - surgical and mental health environments. NR 203 explores leadership and management in professional practice while caring for individuals with chronic or progressive irreversible altered health states.

The organizing framework moves the curriculum from the simple to complex altered health states of clients.

Influencing Factors

General Education Courses

These general education courses, also known as support courses, provide foundation content that is necessary for the success of the nursing student. Examples of these courses are English and Anatomy and Physiology.

Accreditation / Community / Stakeholders

The Kansas State Board of Nursing (KSBN) is the regulatory agency for nursing. In addition to granting licensure to practical as professional nurses, it also oversees the schools of nursing in the state of Kansas. The Kansas Nurse Practice Act states what the requirements are for accredited nursing programs including curriculum guidelines, faculty qualifications, clinical resources, educational resources and student policies. Changes in the Kansas Nurse Practice Act influence the curriculum of the school.

The Accreditation Commission for Education in Nursing (ACEN) is a national organization that is responsible for accrediting nursing education programs. Butler Community College is accredited by ACEN and will be going through its next reaccreditation process in spring 2016.

"Accreditation is a voluntary, self-regulatory process by which non-governmental associations recognize educational institutions or programs that have been found to meet or exceed standards and criteria for educational quality. Accreditation also assists in the further improvement of the institutions or programs as related to resources invested, processes followed, and results achieved." (ACEN, nd.)

Clinical agencies and community partners provide feedback through Advisory Council meetings about changing health care needs and the educational needs of professional nurses. This feedback assists the department of nursing to keep the curricular content current and to better prepare our graduates for the workplace.

The Department of Nursing makes a commitment to be aware of community health care needs.

Summary

The Butler Department of Nursing organizing framework terminology is evident in all nursing classes. The five core nursing courses implement the ANA Standards of Practice and the QSEN knowledge, skills and attitudes. Content is leveled using Client Needs. These nursing courses are designed for the student to achieve learning outcomes which demonstrate achievement of the Kansas ADN Outcomes, which reflect the QSEN and NLN core competencies for the ADN student, as well as document specific Butler Learning PACT skills.

Become familiar with these concepts to help you structure your learning in the program.

The New Graduate Outcomes are what the nursing department is committed to helping students achieve.

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Curriculum Sequence

Course Number	First Semester	Credit Hours
EG 101	English Composition I	3
BS 160	General Psychology	3
BI 240 *	Anatomy and Physiology	5
MA 135 or above	College Algebra**	3
Second Semester		
NR 105	Foundations of Patient Centered Care	6
NR 104	Physical Assessment for the Practice of Nursing	3
BI 231	Pathophysiology	4
Third Semester		
NR 106	Patient Centered Care of the Developing Individual and Family	9
BS 260	Developmental Psychology	3
AH 111	Therapeutic Nutrition	3
Fourth Semester		
NR 202	Patient Centered Care in Mental Health and High Acuity Medical-Surgical Environments	9
BI 250 *	Microbiology	5
Fifth Semester		
NR 203	Leadership and Management in Professional Nursing Practice	9
EG 102 or SP 100	English Composition II or Public Speaking	3

*Chemical Review for Biological Science (BI 105) is highly recommended prior to BI 240 and BI 250.

*Anatomy and Physiology / Microbiology must have been completed within the last 5 years at the semester of admission into the nursing program.

** Math131 (College Algebra with Review) will satisfy this requirement.

Statement of Professional Accountability

The nursing faculty at Butler Community College believes that nurse educators within a community college setting must assume responsibility for acting in an accountable manner in the following areas:

1. Accountability toward the patients, in order that:
 - Students under the educator's supervision will provide patient centered care
 - Patients' rights are protected and advocated for, in collaboration with other members of the healthcare team, by the students responsible for their nursing care
 - Patients will have reasonable assurance that the Butler nursing graduate will demonstrate the essential knowledge, skills, and attitudes of a professional nurse
 - Students will minimize the risk of harm to patients through both system effectiveness and individual performance
2. Accountability toward the profession of nursing, in that:
 - Faculty assumes responsibility for continued development within the knowledge and practice components of the nurse educator role.
 - Students will be provided a program of study that adequately supplies the nursing knowledge, attitudes, and skills that will stand them in good stead as competent members within the profession of nursing.
 - Faculty, charged with the responsibility for induction of new members into the profession of nursing, have reasonable assurance that graduates will fulfill the established standards of practice for the nursing profession.
 - Demonstrate an adequate base of nursing knowledge, skills and attitudes of a professional nurse
 - Demonstrate safe and effective evidenced based practices
 - Demonstrate patient centered care
 - Demonstrate effective collaborative behaviors in order to assure the provision of quality health care
 - Demonstrate adequate critical thinking abilities to effectively apply evidence-based practice to nursing care
 - Faculty, charged with the responsibility for induction of new members into the profession of nursing, when reasonable assurance is not possible in the performance of the student in the above areas, will not support the progression of the student within the program of study in nursing.
3. Accountability toward the students within our program of study in nursing, (Due Process) in that
 - Students will be provided a program of study in nursing that adequately supplies the nursing knowledge, attitudes, and skills that will stand them in good stead as competent members within the profession of nursing.
 - Students will be given adequate opportunities to perform nursing skills under the supervision of a qualified nurse educator who will give direction to learning experiences and provide an appropriate role model.
 - Students will receive appropriate feedback from the supervising nurse educator utilizing clinical evaluation tools in order to assist students in recognizing and evaluating their development toward becoming a member within the profession of nursing.
 - Students will receive appropriate feedback regarding any deficits in performance of nursing behaviors that might prevent successful completion of program outcomes

and whenever possible (or needed), will receive counseling regarding other career opportunities which more realistically fit the student's capabilities.

4. Accountability toward the college, in that:
 - The nurse educator will contribute in a responsible manner toward the planning and implementation of a program of study in nursing that is responsive to the needs of the community, the learning needs of the students, the parameters of the community college setting and the expectations of accrediting agencies
 - The nurse educator will not knowingly contribute to or support situations that impede, disrupt or jeopardize the learning experiences of the students within the program of study, and will not be reluctant to take appropriate action to prevent or alleviate such situations
 - Those students who have adequately demonstrated nursing behaviors that meet the educational outcomes of the program of study in nursing provided by the college, and who are capable of performing accountably within the parameters of the level of nursing practice for which the degree is to be granted, will progress in the nursing program.
5. Accountability toward the community, in order that:
 - Butler Community College will provide educational opportunities in the field of nursing for those individuals within the community who are qualified applicants.
 - Graduates of the program of study in nursing will be adequately able to meet the healthcare needs within the community in an accountable, competent manner.
 - Health care agencies within the community will have reasonable assurance that nursing employees who are graduates of the accredited program of study in nursing will be capable of possessing the professional knowledge, skills and attitudes of a professional nurse.
 - Health care agencies within the community will have reasonable assurance that the graduate nurse will partner with individuals, families, and communities and collaborate with other health care professionals to promote quality health outcomes and patient centered care.
6. Accountability from a personal perspective, in that:
 - The nurse educator will educate and prepare future nurses with the knowledge, skills, and attitudes necessary to fully qualify them to be licensed as professional nurses and to contribute to meeting the health care needs of the communities it serves. (Mission statement)

Developed by: Janiece Olson

Spring 1982

Revised 2/89; 2/90; 6/92; 5/00; 5/01, 3/11, 8/13, 9/14, 6/15

Admission Policies

Introduction

A nursing class is admitted each spring and fall semester. Applications are accepted throughout the year. Prospective nursing students are encouraged to complete the required information as early as possible. Students receive written notification of the decision from the Dean of the Division of Health, Early Childhood and Public Safety. Admission to the college is the first step in the process for the prospective nursing student. Admission to the college does not ensure admission into the nursing program. The admission policies of the Department of Nursing fall within the general guidelines of the college.

CLEP Test

Students wishing to CLEP nursing prerequisite courses should check the current college catalog for the college level examination program (CLEP) testing information. However, since credit hours are issued without grades for a CLEP exam, and since part of the entrance into the program is based on the combined earned grades of the three prerequisite courses, the CLEP course is considered equivalent to a grade of "C" which will be reflected in the earned grade points computation.

Technical Standards

Nursing at the Associate Degree level involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of nursing functions. Therefore, in order to be considered for admission or to be retained in the program after admission, all applicants should possess:

1. Sufficient visual acuity, such as needed in the accurate preparation and administration of medications, and for the observation necessary for patient assessment and nursing care.
2. Sufficient auditory perception to receive verbal communication from patients and members of the health team and to assess health needs of patients.
3. Sufficient gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of equipment required in meeting health needs.
4. Sufficient communication skills (speech, reading, writing) to interact with individuals and to communicate needs promptly and effectively as may be necessary in the individual's interest.
5. Sufficient intellectual and emotional functions to plan and implement care for individuals.

Affirmative Action

The Affirmative Action Officer for the college is the college Human Resources Director.

Students with Special Needs

The Disability and Services Department, in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990, is committed to improving access to

educational opportunities and providing reasonable accommodations for any individuals with disabilities which limit their life functioning.

Disability Coordinator, Teresa Eastman at: teastman@butlercc.edu or at 322-3166 or 733-3166 from the Wichita area

Admission Process for Generic Students

Step 1: Admission to the College

Butler Community College is an open Admission Institution, offering classes to individuals representing a full spectrum of academic ability. A free Application for Admission is required.

The following applicants may be admitted:

- Graduates of accredited high schools.
- Individuals who have completed the General Educational Development (GED) test.
- Any person who can benefit by a course or program of instruction, providing his/her high school class has graduated. We recommend checking with an academic advisor.

Submit official high school transcript, GED scores or official transcripts from other colleges, universities or schools attended to the Registrar's office.

College admission does not automatically mean admission to the nursing program.

Step 2: Admission to Associate Degree of Applied Science Nursing Program

Students seeking admission to the nursing program must be admitted to Butler and must also apply for admission to the Associate Degree nursing program.

- Butler grants admission twice yearly with 56 qualified applicants admitted each fall and spring semester.
- The Kansas State Board of Nursing approves the number of applicants admitted each semester guided by student/faculty ratio and availability of clinical facilities.
- Completion of the application is the student's responsibility.
- Prospective students must understand the:
 - Qualifications for writing the state board licensure examinations.
<http://www.ksbn.org/npa/pages/65-1115.pdf>
 - Grounds for disciplinary action/denial of license.
<http://www.ksbn.org/npa/pages/65-1120.pdf>
 - Crimes against persons.
 - http://www.kslegislature.org/li_2012/b2011_12/statute/021_000_0000_chapter/021_054_0000_article
 - To meet this responsibility a prospective student must:

1. Complete program prerequisites:

Anatomy & Physiology (must be completed within the last 5 years)
English Composition I

General Psychology

College Algebra (MA 135 or above) MA 131 College algebra with review will also be accepted.

Note: For students currently enrolled in prerequisites at the time of application, official final grades are to be received in the Nursing Department office no later than May 20 for fall admissions, and September 20 for spring admissions. Applicants will not be considered if currently enrolled in a class at the time of the deadline

2. Complete the Admission Assessment Exam.

The Test for Essential Academic Skills will be offered at Butler El Dorado campus. Exam dates are available by visiting the [Nursing Homepage](#). Students must register to take the exam at least two weeks prior to the chosen exam date. It is a computerized exam and will be monitored in a campus computer lab. The applicant is responsible for the nonrefundable exam fee, which must be paid at the time of registration. The admission assessment exam may be repeated one time, with the best composite score used in the selective admission formula. It is the student's discretion as to when they choose to take the exam: before, during or following completion of prerequisite courses. The exam must be taken in time to document the score with the nursing office prior to the application cut off dates. *If the exam administrator is different than Butler, the applicant must request that the exam results be sent to the Butler Nursing Department by the testing company. Butler will not accept hand carried, faxed or mailed exam results from the applicant.*

3. Submit the application for the Nursing Program.

The Nursing Application is available on our website, or can be obtained by calling the Department of Nursing (316)322-3140 or (316)733-3140 from Wichita. Prospective students must understand the qualifications for applicants for licensure as a Professional Nurse in Kansas. These qualifications can be obtained from the Kansas State Board of Nursing:

Kansas State Board of Nursing
Landon State Office Building
900 SW Jackson Street
Suite 1051
Topeka, Kansas 66612-1230
Main: 785-296-4929
Fax: 785-296-3929
<http://www.ksbn.org/>

4. Submit official college transcripts to the registrar's office showing completed prerequisites.

5. Submit verification of the composite score on the admission assessment exam (TEAS) to the nursing office. (Must be TEAS Test V)
6. Submit documentation of patient care experience if applicable.
7. All application materials must be received in the Nursing Office on or before May 20, for the following fall semester, and on or before September 20 for the following spring semester to guarantee consideration for admission.
8. Address all application materials to:

Selective Admissions
 Department of Nursing
 Butler Community College
 901 S. Haverhill Road
 El Dorado, KS 67042-3280

Step 3: Ranking for Final Selection

- The nursing program has a selective admission process in which students are rank ordered by the sum of grades earned in the pre-requisite courses of Anatomy and Physiology, English Composition I, and General Psychology, and the composite TEAS score and the TEAS raw reading score. Additional points are considered for applicants with documented patient care experience. Applicants must have completed a certified program to earn the extra points. Examples of patient care experience include: Certified Nurse Aide, Patient Care Tech, Emergency Medical Service, Medical Assistant, and Physical Therapy Assistant.

Anatomy & Physiology	General Psychology	English Comp 1	TEAS Composite %	TEAS Raw Reading	Patient Care Experience	Total Points
20 pts Max 10 pts Min	12 pts Max 6 pts Min	12 pts Max 6 pts Min	99 pts Max *Nat'l mean	42 pts Max *Nat'l mean	5 pts Max	190 pts Max

*Applicants must score at the TEAS Exam National mean or higher on the adjusted individual total score and the reading score for admission consideration.

Points for grades earned are determined as follows:

A = 4 x number of credit hours, B=3, C=2.

- Students must have completed the math requirement, but it will not be included in the grade point calculation.
- Only official transcripts and verification of admission assessment exam scores will be used.
- Applicants not meeting the deadline cannot be guaranteed consideration for admission.

- In the event the final applicant score cannot discriminate a rank order between the 56th and 57th applicant, all application materials of the applicants with the same final applicant score will be reviewed with selection based on most highly qualified applicant.
- All selected and non-selected applicants will be notified in writing by Butler's nursing department.

Step 4: Acknowledging Acceptance

- Selected applicants are given a specified time period to accept their position in the class.
- If any of the first group do not accept or if any accept and then withdraw prior to the beginning of classes, the vacancy created will be offered to the next highest ranked applicant up to a maximum of 56 students.

Reapplication

- Applicants who are not selected for admission are asked to communicate in writing their desire to reapply for the next class to the Nursing Department prior to the May 20 and September 20 deadlines.
- Files of applicants who do not communicate a desire to reapply will be deleted.

Step Five: Selected Student Responsibilities

Admission to the program is contingent upon a satisfactory background check and negative drug urine test.

Background Checks

BCC contracts with clinical agencies which require that all students and instructors entering the agencies for clinical experience pass a background check. This check includes:

- Social Security Number Verification
- Criminal Search (7 years or up to 5 criminal searches)
- Violent Sexual Offender and Predator Registry Search
- HHS/OIG List of Excluded Individuals/Entities
- GSA list of Parties Excluded from Federal Programs
- U.S. Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN)
- Applicable State Exclusion List

Urine Drug Screen

BCC contracts with clinical agencies which require that all students entering the agencies for clinical experience pass a urine drug screen.

Information on how to get these screens done will be included in your acceptance letter. You will have 2 weeks to complete and pass the mandatory background check before you can be accepted to the program. If the student does not complete or pass the background check or the drug screen in the allowed time, they will lose their position and the next person in line will be called.

The following responsibilities are to be completed prior to the beginning of the clinical component of the nursing courses.

1. Physical examination report annually including documentation of immunizations forms available on the Nursing Website.
2. Required immunizations: Tdap in last 2 years, 2 MMR's, 2 Varicella or documentation of disease, and TB screening
3. An annual influenza vaccine prior to peak vaccine
4. Highly recommended: Hepatitis B immunization
5. Health care provider CPR verification. CPR course must include adult, child, infant and two-person instruction. The American Heart Association BLS Healthcare Provider Course or American Red Cross Basic Life Support for the Professional Rescuer are the two most commonly accepted courses.
6. Liability insurance (included in your fees)

Technical Standards

Nursing at the Associate Degree level involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of nursing functions. Therefore, in order to be considered for admission or to be retained in the program after admission, all applicants should possess:

- Sufficient visual acuity
- Sufficient auditory perception
- Sufficient gross and fine motor coordination
- Sufficient communication skills
- Sufficient intellectual and emotional functions

Admission Procedure for Advanced Standing of Licensed Practical Nurses

Articulation Plan

In support of the Nursing Education Articulation Plan for Kansas, Butler Community College Department of Nursing provides an opportunity for articulation of the licensed practical nurse (LPN) into the second year of the associate degree nursing curriculum. At the time of graduation, the student has earned an Associate in Applied Science Degree and is eligible to take the national licensure examination for registered nurses.

Butler Community College believes in the concept of educational and career mobility, encouraging each individual to continue to build on foundation of education and experience already achieved in reaching individual potential. The nursing faculty encourages the LPN to evaluate resources and personal abilities in order to establish realistic career goals.

Licensed Practical Nurses (LPNs) are provided the opportunity to apply for advanced standing within the nursing program. Specific requirements for advanced standing can be obtained by:

- Accessing the web site Admission Process for Advanced Standing for LPNs
- E-mailing your name and address to Department of Nursing at: sflora@butlercc.edu or khulse@butlercc.edu and requesting Advanced Standing Materials be sent to you.
- Calling the Department of Nursing 316-322-3140 or 316-733-3140 from Wichita

Admission Process for Advanced Standing of LPNs

Step 1: Admission to the College

Butler Community College is an open Admission Institution, offering classes to individuals representing a full spectrum of academic ability. A free Application for Admission is required.

Step 2: Admission to the Associate Degree Nursing Program

- LPNs seeking admission to the associate degree nursing program must be admitted to Butler and must also apply for admission to the Advanced Standing Associate Degree nursing program.
 - Completion of the Advanced Standing for LPNs application and direct submission of the application to the nursing department is the student's responsibility. The application is available on our [Nursing Website](#). If you print off the application, be sure to highlight "Application for Admission to Advanced Standing for LPNs".
- Butler grants admission each fall and each spring based on qualified applicants and space availability. All application materials must be received in the Nursing Department

before May 20th for the following fall semester and September 20th for the following spring semester to guarantee consideration for admission.

- Prospective students must understand the qualifications for applicants for licensure as a Professional Nurse in Kansas. These qualifications can be obtained from the Kansas State Board of Nursing:
 - Qualifications for writing the state board licensure examinations.
<http://www.ksbn.org/npa/pages/65-1115.pdf>
 - Grounds for disciplinary action/denial of license.
<http://www.ksbn.org/npa/pages/65-1120.pdf>
 - Crimes against persons.
http://www.kslegislature.org/li_2012/b2011_12/statute/021_000_0000_chapter/021_054_0000_article/
 - Kansas State Board of Nursing
Landon State Office Building
900 SW Jackson Street
Suite 1051
Topeka, Kansas 66612-1230
Main: 785-296-4929
Fax: 785-296-3929
<http://www.ksbn.org/>
- Applicants must have a current LPN license in the State of Kansas that will be verified by the nursing program.
- Applicants must submit proof of successful completion of a Kansas LPN IV certification course.
- Applicants must submit official college transcripts showing completed prerequisites and copy of transcript of practical nursing education.
- The following courses (24 college credit hours) must be completed successfully (with a grade of "C" or better; cumulative GPA of 2.8 or higher) to be eligible for advanced standing:

Anatomy & Physiology*	5 credits
Pathophysiology	4 credits
English Composition I	3 credits
General Psychology	3 credits
College Algebra (MA 131 or above)	3 credits
Developmental Psychology	3 credits

Therapeutic Nutrition	3 credits
Total	24 credits

Note: For students currently enrolled in prerequisites at the time of application, official final grades are to be received in the Nursing Department office no later than May 20 for fall admissions, and September 20 for spring admissions. Applicants will not be considered if currently enrolled in a class at the time of the deadline

Additional courses required for the Associate of Applied Science in Nursing degree:

Concurrent or before NR 202 Microbiology*	5 credits
Concurrent or before NR 203 English Comp II or Public Speaking	3 credits

*If already completed, must be within the last five years at the time of admission into the nursing program.

If more than five years old, Anatomy & Physiology must be repeated prior to being considered for admission. Microbiology has to be taken either before or concurrently with 3rd semester NR 202. If already taken, Mico has to be within last five years. Anatomy & Physiology, and Microbiology must be at least five credit hours each.

Courses taken at other institutions must be from an accredited community college or four-year school.

CLEP Testing

Students wishing to CLEP nursing prerequisite courses should check the current college catalogue for the college level examination program (CLEP) testing information. However, since credit hours are issued without grades for a CLEP exam, and since entrance into the program is based on the combined grades of the prerequisite courses, the CLEP course is considered equivalent to a grade of "C" which will be reflected in the final GPA computation.

- Based on the Nursing Education Articulation Plan for Kansas, there may be additional requirements:
 - 0-5 years after Graduation from LPN school the applicant must have:
 - a. Graduated from a Kansas LPN program (or an out of state accredited LPN program) within the last five years. Credit will be evaluated individually for out-of-state applicants not from an accredited program and
 - b. Successfully completed the seven prerequisite classes listed above.
 - 6 or more years after Graduation from LPN school

- a. Graduated from a Kansas LPN program (or an out of state accredited LPN program) within the last 6 -10 years. Credit will be evaluated individually for out-of-state applicants not from an accredited program and
- b. Successfully completed the seven prerequisite classes listed above and
- c. Provided documentation from employer that a minimum of 1000 hours of nursing work experience was completed in the last three years.

Step 3: Ranking for Final Selection

- The number of positions available in the second and third semester nursing classes varies with each class depending on the number of students progressing through the curriculum. A minimum sixteen third semester positions are dedicated to qualified advanced standing applicants each semester.
- Applicants will be ranked according to GPA of the required prerequisites in decreasing order.
- Only official transcripts and/or verification of final grades will be used.
- Applicants meeting the designated deadline will be given first consideration for admission.
- Applicants not meeting the deadline cannot be guaranteed consideration for admission.
- In the event the GPA cannot discriminate a rank order, the department will review all application materials for the applicants with the same GPA with selection based on most highly qualified applicant.
- All selected and non-selected applicants will be notified in writing by Butler's nursing department.

Step 4: Acknowledge Acceptance

- Selected applicants are given a specified time period to accept position in the class.
- If any of the first group do not accept or if any accept and then withdraw prior to the beginning of classes, the vacancy created will be offered to the next highest ranked applicant.
- Upon acceptance into the nursing program the student will enroll in NR 108 Nursing Concepts for Advanced Standing. This is a three credit hour course offered in a web facilitated format during the second eight weeks of the fall semester in preparation for the spring semester and during the eight weeks of summer classes in preparation for the fall semester. This course will introduce the philosophy and conceptual framework of the nursing curriculum and other content to prepare the student for upcoming nursing courses.
- After successful completion of NR 108 the student will receive credit for the appropriate first year course(s). No grade will be earned – only **credit** recorded **as follows**: NR 105 Foundations of Patient Centered Care, 6 hours credit NR 104 Physical Assessment for the Practice of Nursing 3 hours credit, NR 106 Patient Centered Care of the Developing Individual and Family, 9 hours credit.

Reapplication

- Applicants who are not selected for admission are asked to communicate in writing their desire to reapply for the next class to the Nursing Department prior to the May 20 and September 20 deadlines.
- Files of applicants who do not communicate a desire to reapply will be deleted.

Step Five: Selected Student Responsibilities

Admission to the program is contingent upon a satisfactory background check and a negative urine drug test.

Background Checks

BCC contracts with clinical agencies which require that all students and instructors entering the agencies for clinical experience pass a background check. This check includes:

- Social Security Number Verification
- Criminal Search (7 years or up to 5 criminal searches)
- Violent Sexual Offender and Predator Registry Search
- HHS/OIG List of Excluded Individuals/Entities
- GSA list of Parties Excluded from Federal Programs
- U.S. Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN)
- Applicable State Exclusion List

Urine Drug Screen

All students must complete a negative urine drug screen prior to being accepted into the program.

Information on how to get these screens done will be included in your acceptance letter. You will have 2 weeks to complete and pass the mandatory background check before you can be accepted to the program. If the student does not complete or pass the background check in the allowed time, they will lose their position and the next person in line will be called.

The following responsibilities are to be completed prior to the beginning of the clinical component of the nursing courses.

1. Physical examination report annually including documentation of immunizations forms available on the Nursing Website.
2. Required immunizations: Tdap in last 2 years, 2 MMR's, 2 Varicella or documentation of disease, and TB screening
3. An annual influenza vaccine prior to peak vaccine
4. Highly recommended: Hepatitis B immunization

5. Health care provider CPR verification. CPR course must include adult, child, infant and two-person instruction. The American Heart Association BLS Healthcare Provider Course or American Red Cross Basic Life Support for the Professional Rescuer are the two most commonly accepted courses.
6. Liability insurance (included in your fees)

If interested in graduating from Butler with honors, at least 30 hours of classes (not counting the "Credit by Advanced Placement Examination" hours) must be taken at Butler

Complete a degree check in the Registrar's Office to ensure you will meet the graduation requirements

Technical Standards

Nursing at the Associate Degree level involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of nursing functions. Therefore, in order to be considered for admission or to be retained in the program after admission, all applicants should possess:

1. Sufficient visual acuity
2. Sufficient auditory perception
3. Sufficient gross and fine motor coordination
4. Sufficient communication skills
5. Sufficient intellectual and emotional functions

For Information:

Address all application materials to:

Sarah Flora, MSN/Advanced Standing Coordinator
Department of Nursing
Butler Community College
901 S. Haverhill Road
El Dorado, KS 67042-3280

- E-mailing name and address to Department of Nursing at sflora2@butlercc.edu and requesting Advanced Standing materials be sent to the prospective student.
- Calling the Department of Nursing 316-322-3237 or 316-733-3237 from Wichita.

Admission Procedure for Students Requesting Transfer into the Program

Students wishing to transfer from another nursing program to complete the requirements for registered nurse licensure must send their nursing transcript and any other transfer hours to the Nursing Department. A letter of recommendation from the dean or director of the prior nursing program is required. This letter is to be sent to the Butler Dean of Health, Early Childhood and Public Safety. An evaluation will be completed on an individual basis to determine what semester or course level of the program the student may transfer.

A letter requesting the evaluation and a Department of Nursing application must accompany the transcripts and be mailed to:

Butler Community College, Selective Admissions
Department of Nursing
901 S. Haverhill Rd.
El Dorado, KS 67042

Pending space available, the student is selected on a competitive basis by the combined GPA of the prerequisite courses if there are more applicants than spaces. Prerequisite courses are the general education courses listed prior to the semester the student is eligible for being admitted. For example, a student eligible for admission to NR 106 would need to have English Comp. I, General Psychology, Anatomy and Physiology, College Algebra or above. MA 131 (College Algebra with review) will satisfy this requirement.), and Pathophysiology.

Progression Policies

Academic Progression

The Kansas State Board of Nursing requires evidence that the vocational and/or associate degree nursing graduate has successfully completed all curriculum requirements before they will accept the graduate's application to write the NCLEX-PN or NCLEX-RN licensure exams. Students must receive passing grades (C or above) in all required courses, which includes satisfactory completion of course clinical criteria, as well as receiving a "C" or better on the theory component of the course. GPA in required courses must be 2.0 or greater.

Students who withdraw or receive a D or F in any nursing course (NR 104, NR 105, NR 106, NR 108, NR 202, and NR 203) may repeat the course once utilizing the following process:

- The student must communicate with lead faculty to discuss the circumstances of their course failure/withdrawal.
- It is the student's responsibility to initiate a request for readmission to the program. The written request should be submitted to the Dean of the program. The Dean will solicit a

recommendation from course faculty and other appropriate sources to make a determination for readmission.

- Students will be readmitted pending determination and space available.
- Readmission is contingent upon successful completion of remediation assigned by lead faculty. This remediation is communicated to the student and monitored by the Course Lead Faculty.

Timely Enrollment

Students who have not enrolled and paid tuition and/or made arrangements with accounts receivable by one week before the first day of class will lose their nursing student position and it will be offered to the next appropriate candidate.

Delayed Return Policy

Students requesting to return to the nursing program after an absence must send a written request to the Dean and may be considered, pending space available. The Dean has the final decision regarding placement.

If absent from the program for:

1. Two semesters (one year) must
 - a. Repeat the criminal background check and urine drug screen
2. Four semesters (two years) must
 - a. Repeat the criminal background check and urine drug screen
 - b. Will not be readmitted to NR 106, must start with NR 104 and NR 105.
 - c. If seeking readmission into third or fourth semester, must be a licensed LPN.

Math Competency

In each nursing course, students will be required to demonstrate math competency at 90% in order to progress to the next course. Students will not be allowed to pass medications until the math competency is demonstrated.

Pharmacology Proficiency

Students are expected to apply the principles of pharmacology as they relate to specific course content. (Refer to course syllabi for specific course requirements.) Students will be given a dedicated Pharmacology Exam as well as content specific pharmacology on regular exams throughout the semester.

Student Code of Conduct

Butler Community College expects students to behave in a manner that supports a positive educational environment for all. Upon enrollment, each student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes and functions. The Butler Student Code of Conduct and Academic integrity policies have been

developed to achieve that aim and can be found in the Butler Catalog. In an effort to support safe patient care, and promote professional attitudes, the following infractions are considered grounds for immediate dismissal from the nursing program:

- Any form of abuse or harassment towards patients or others
- Stealing from patients or facilities
- Lying about patient care
- Violating HIPPA or hospital policy
- Intentional and willful negligence
- Demonstrating unsafe care
- Impairment of drugs or alcohol during classroom, clinical or lab experiences
- Incivility to faculty, staff, students, clinical staff and patients

Academic Integrity

Butler Community College defines academic integrity as learning that leads to the development of knowledge and/or skills without any form of cheating or plagiarism. This learning requires respect for Butler's institutional values of quality, service integrity, and caring as well as its Learning College Principles. All Butler students, faculty, staff, and administrators are responsible for upholding academic integrity.

Cheating is giving, receiving, or using unauthorized help on individual and group academic exercises such as papers, quizzes, tests, and presentations through any delivery system in any learning environment. This includes impersonating another student, sharing content without authorization, fabricating data, and altering academic documents, including records, with or without the use of personal and college electronic devices.

Plagiarism is representing or turning in someone else's work without proper citation of the source. This includes unacknowledged paraphrase, quotation, or complete use of someone else's work in any form. It also includes citing work that is not used and taking credit for a group project without contributing to it.

Faculty members have discretion in handling student violations of the academic integrity policy, but faculty members must consult with their deans or administrators. Faculty members must inform students of violations and their consequences in writing. Students who violate the academic integrity policy will sustain academic consequences set by faculty members, which may include, but are not limited to:

- A warning.
- A zero or failing grade on the academic exercise with repetition of the exercise allowed for reduced or the same amount of original credit.
- A zero or failing grade on the exercise with no repetition allowed.
- A failing grade in the course and removal from it.

Students who violate the academic integrity policy are also subject to administrative consequences, which may include, but are not limited to:

- Reprimand.
- Probation
- Being barred from the course and/or program.
- Reduction or cancellation of a college scholarship.
- Suspension from college activities.
- Suspension from the college for a set time.
- Expulsion from the college.
- Students will be informed of administrative consequences in writing.

Students who have been accused of academic integrity violations may follow the Academic Appeals process listed under Student Grievance Procedures. This process assures due process and procedure. Generally, if dissatisfied with the consequences set by faculty members, students may appeal in writing to appropriate deans or administrators. If dissatisfied with the dean's or administrator's decision, students may appeal to the Student Review and Appeals Committee, which consists of student and faculty representatives and the Vice President for Student Services. If dissatisfied with the Student Review and Appeals Committee's decision, students may appeal to the Vice President for Academic Affairs, whose decision is final. Students will be notified of appeal results in writing.

Social Media Policy

Butler Community College supports the use of technology inside and outside the classroom. This support includes the use of social media communication formats such as Facebook and Twitter. This support comes with the expectation that students in Butler programs will uphold the ethical standards of their prospective professions and the Butler Community College Student Code of Conduct. Federal regulations regarding privacy such as Health Insurance Portability and Accountability Act and Family Education Rights and Privacy Act (HIPAA and FERPA) apply to all personal and academic communication. Student use of photography and/or recording devices is prohibited in all clinical, laboratory, studio, and performance sites, unless formal permission of the instructor of record is granted before the fact.

It is the expectation that students have read and understand the Student Code of Conduct and Federal regulations related to privacy (HIPAA and FERPA). Noncompliance with this policy will result in disciplinary action which may include failure of a course, probation, suspension and/or dismissal from the program.

Cell Phone / Electronic Device Policy

Students whose cell phone or electronic device make an audible sound during exams will automatically have a reduction of points from the total course points.

Student Grievance Procedures

The Butler Community College academic appeals process is to be used for disagreements regarding grade assignments or violations of the academic integrity policy.

Additional information regarding the process utilized for appeals can be found in the current college catalog in the Enrollment and Academic Information section.

Student Records

The Department of Nursing maintains student nursing program related records for purposes of admission and progression in the nursing program according to the FERPA (Family Educational Rights and Privacy Act). FERPA grants four specific rights to the adult student:

- The right to see the information that the institution is keeping on the student
- The right to seek amendment to those records and in certain cases append a statement to record
- The right to consent to disclosure of his/her records
- The right to file a complaint with the FERPA office in Washington. Student records include any information provided by the student to the college for use in the educational process including: personal information, enrollment records, grades, and schedules.

Some information is considered public, or “Directory Information”. This information can be released without the student’s written permission. Directory Information includes: name, dates and place of birth, addresses (both local and permanent), e-mail addresses, phone, dates of attendance, year in school, awards and academic honors, degree received and dates awarded, major program, activity participation, and enrollment status (enrolled or not enrolled).

In compliance with FERPA, non-directory information will not be released for students by the college unless students give written permission. A student may have a confidentiality flag placed on their directory information as well by contacting the administrative assistant in the Nursing office, which would prevent any information from being released, even in the case of verification for employment or insurance purposes. The confidentiality flag remains until the student requests its removal. Release of Information permission forms are available in the Registrar’s office.

It is the responsibility of the student to keep their personal data up to date. Any changes in name, address, and phone should be submitted to the administrative assistant in the nursing department as soon as possible. Name changes must be accompanied by legal documentation, i.e. copy of driver’s license, social security card, or court order. All transcript requests are handled by the Registrar’s office and the request from is available online.

All medical records are directed to College Health.

Clinical Requirements and Policies

All nursing students of Butler Community College must satisfy clinical requirements before the first day of clinical. It is recommended that students submit the Immunization Record and the Health Record as soon as possible after admission. This provides time for the records to be evaluated for completeness.

Contracts between Butler and clinical agencies and recommendations by the [Centers for Disease Control Advisory Committee on Immunization Practices \(ACIP\)](#) and the [Hospital Infection Control Practices Advisory Committee \(HICPAC\)](#) guide these requirements. Students who do not meet clinical requirements will not be allowed to participate in clinical activities.

Immunization Requirements

All students are expected to meet specific immunization requirements. The Immunization Record must be complete. It is strongly recommended that the student retain a personal record of their immunizations for submission to future employers. Unless otherwise specified, actual proof of immunization is required. Proof includes 1) evidence of the vaccination on an official record such as the Kansas Immunization Record (pink card), school records, or the International Immunization Record (yellow card), 2) a statement from a physician confirming previous illness, or 3) positive titer results.

Vaccinations required are:

- Tdap – tetanus–diphtheria–pertussis (Tdap) booster is required every 10 years for health care providers.
- Two doses of MMR – If born before 1957 live measles (rubeola) vaccine on or after the first birthday and separated by greater than or equal to 28 days, at least one dose of live mumps vaccine, and at least one dose of live rubella (German measles) vaccine. Health Care Workers (HCW) born before 1957 are required to have proof of only one of each. These immunizations are no longer provided individually but in the combined MMR. If born after 1957 proof of two separate MMR vaccinations are required. *Caution: If the student needs to receive the MMR, please complete the two–step skin test before proceeding with the MMR. The MMR could be administered with the second step, but not the first step.* ([CDC, General Recommendations on Immunizations, p. 14](#)).
- Hepatitis B – The first of the three hepatitis B immunizations must be completed before the start of the clinical experience. All three injections should be completed within the year. This immunization is highly recommended but students may sign a refusal form.
- Varicella – The student must be immune to varicella (chickenpox) as evidenced by an official record, signed statement from a physician, or positive titer results. If the student has not had the disease a titer must be done that will indicate immune status. If immunity is not present, the two dose varicella immunization must be obtained. Varicella is given on the same dosing schedule as MMR, with at least 28 days between doses and the 2step TB skin test must be completed prior to the Varicella Vaccine or there is a 28 day waiting period. MMR and Varicella can be given on the same day or there is a 28 day waiting period.

- Pneumococcal – Pneumococcal vaccine is recommended for persons with a repeat history of pneumonia.
- Influenza – To reduce student illnesses and absenteeism during the influenza season and to reduce the spread of influenza to and from workers and patients, students are required to be vaccinated in the fall of each year. Students must follow specific clinical requirement. The student must sign a refusal form if not taking the vaccine and have physician documentation of egg allergy.
- Two step tuberculosis test – A tuberculosis two-step test must be documented followed by an annual one-step. The PPD Mantoux is the acceptable test. The TB Tine test is not acceptable. The date of the tests, who gave and read it and results in millimeters must be documented in millimeters. For positive reactors, a negative chest x-ray and negative symptoms must be documented. The two-step test is two of the single step skin tests done one to three weeks apart. It is recommended in many health care agencies because of the booster phenomenon. ([CDC, Diagnosis of TB Infection and Disease, p. 10](#)). Students with a positive TB skin test and negative Xray are highly encouraged to complete a 9 month course of treatment. This is available free of charge through the Kansas Department of Health and Environment and can be received through Butler College Health Services.

Health Record

The Health Record must be completed and submitted to Butler College Health Services before the first day of class according to the course syllabus. The Health Record must be completed no earlier than 3 months before the first day of class for the semester. The Butler Health Record form must be used, and signed by a MD, DO, APRN, or Physician Assistant.

All forms are available on the [Nursing Website](#).

Health Forms for First Time Students Entering the nursing program: First Semester, LPN or Transfer Students

Health record form for Butler Department of Nursing
Immunization Form – Includes Vaccine record and CPR record

Updated Health Forms for Students continuing into the second year of the program

Health record form for Butler Department of Nursing
Immunization Form – Level II

CPR (Cardiopulmonary Resuscitation) Certification

All students must have current CPR certification. Either the American Heart Association BLS Healthcare Provider or the American Red Cross CPR for the Professional Rescuer is acceptable. These certifications include adult, child, infant and two-person. A copy of the current CPR certification card (both sides) should be turned in to college health. Students without

current certification will not be allowed to participate in clinical. Butler Allied Health offers the American Heart Association CPR classes. The course is AH 130. See the Butler Interactive Schedule or contact Allied Health for those dates. Online CPR classes without the clinical check-off are NOT acceptable.

Malpractice Insurance

Malpractice Insurance is included annually in nursing student fees. This policy covers students only while in clinical experiences related to nursing courses.

Uniform Policy

The dress code for Butler nursing students is based on policies of health care institutions used for clinical experiences.

If working in a health care agency it is the student's responsibility to identify when working as an employee or in a nursing student role. Students may not wear a Butler Community College name pin, patch, lab coat or uniform when employed by a health care agency.

Purple scrub pants, purple top and purple lab coat (available in college bookstore) are worn while giving patient care except for designated clinical areas, such as mental health. If the uniform is purchased outside of the college bookstore the uniform color must match what is sold in the college bookstore which is grape purple. A plain white t-shirt (short sleeve or long sleeve) may be worn under nursing uniform. Colored shirts and other types of jackets, including sweatshirts and hooded jackets are not permitted while providing patient care.

The Butler Community College school identification patch must be purchased in the campus bookstore. The patch is to be worn on the left upper arm of the top and purple lab coat. The Butler picture ID (obtained in the Hubbard Center) must be worn with the uniform or lab coat any time the student is in the clinical setting. Clean, professional looking leather or synthetic closed toed shoes (not canvas) are to be worn.

Purple lab coats with school patch, uniform and name tag must be worn when getting clinical assignments. Student uniform includes appropriate equipment for the clinical site i.e. a watch with second hand, stethoscope, black ink pen, pen light, Butler Nursing picture ID tag. Students are expected to be responsible for maintaining a clean, neat appearance.

Hair, beards, and sideburns must be neatly groomed, clean and present a professional appearance. Excessive use of cosmetics, fragrances and other accessories will be avoided. Facial jewelry, such as eye, nose, lip or tongue jewelry is prohibited. Tattoos must be covered according to the agency policy. Ears may be pierced with a single small stud. Gauges must have flesh colored covers. Artificial nails in the clinical setting are prohibited as outlined in the Clinical affiliates policy. Fingernails must be clean natural nails, polish fresh and not chipped. Acrylic and acrylic overlays are prohibited. If the polish cannot be removed with non-acetone polish remover, the polish is prohibited.

Adjustments to the uniform policy may be made according to the clinical site.

Code of Conduct: Clinical Learning Center

1. All students must participate in an orientation to the Clinical Learning Center.
2. Use the sign-in sheet (on the shelves to the right when entering the lab) to sign in and out, designating whether student is there for open lab/ independent practice.
3. Students will be expected to participate in laboratory experiences as if they were in an actual health care setting. This includes but is not limited to:
 1. Appropriate infection control, hand washing/gloving
 2. Proper body mechanics
 3. Proper disposal of supplies/needles
 4. Proper identification of patient and allergies
 5. Safety issues for patient-side rails up, bed low, etc
 6. Psychosocial support-introduction, appropriate interaction with patient
 7. Documentation of care
 8. Professional behavior, dress and communication between faculty, peers, and patients
4. Do not remove the manikin from the bed, or any part of the manikin, unless supervised by an instructor or the lab facilitator.
5. Return the simulation bed to its original state, ready for the next student:
 1. Dispose of trash appropriately
 2. Replace used supplies
 3. Change linens as needed
 4. Return the bed to the original position
 5. Clean up spills
 6. Put away all supplies and equipment
6. Dispose of all needles and biohazard material in the sharps box.
7. Report any incidents or malfunctions to the Lab Facilitator or any nursing faculty.
8. Students are responsible for their personal belongings. Please use coat hangers and shelves as available.
9. No food or drinks are permitted in "patient" rooms.
10. Clinical uniforms with Butler ID badge must be worn in the lab for every activity. (Please bring a stethoscope, a watch with a second hand, and a pen if doing a scenario in the lab). The only exception to the above is if signing up to practice skills independently (without instructor assistance), at which time lab jackets (including Butler ID badge) must be worn. Note: No outerwear other than the Butler grape-colored uniform jacket may be worn in the lab. White undershirts under the BCC nursing uniform are permissible.
11. For the uniform requirement in the Clinical Learning Center, please refer to the Uniform Policy.
12. No offensive odors, including smell of smoke, are permitted on students, their clothing, or belongings when in the Clinical Learning Center.

Attendance

Students are expected to be on time for each session and/or log in regularly, have the required textbook and materials, and make satisfactory progress in the class. If students must be absent, they should make arrangements in advance with their instructors, if at all possible. Students are responsible for notifying instructors of any absence. Student success in college is dependent upon full participation in class activities. Classroom activities are intended to help students learn, therefore it is expected that students will attend all class meetings and activities.

College Attendance Policy

Students are expected to attend all scheduled class and examination meetings. Students are also expected to maintain satisfactory progress in each of the classes in which they are enrolled. Thus, whenever absences become excessive and, in the instructor's opinion, minimum course objectives cannot be met due to absences, the student may, at the discretion of the instructor, be withdrawn from the course. If a student is withdrawn by the instructor for excessive absences, a grade of "WT" (withdrawn by teacher) will be recorded on his/her permanent record. Instructors are responsible for clearly stating their attendance policy and administrative drop policy in the course syllabus, and it is the student's responsibility to be aware of those policies.

Procedural Clarifications

- All instructors will maintain attendance as required for reporting. Excessive unexcused absences may result in a student being withdrawn from the course by the instructor. Withdrawal from a course may affect a student's financial aid.
- For lecture/web-facilitated courses, excessive unexcused absences are defined as missing more than 20% of the courses scheduled meeting and are not passing will be dropped by the instructor.
- For an online student to make satisfactory progress in the course, the student must login regularly (at least twice per week) and participate in the assigned learning activities. Students who have not logged in regularly and who are not passing will be dropped by the instructor.
- If a student is withdrawn by the instructor a "WT" (withdrawn by teacher) will be recorded on his/her permanent record. An instructor cannot drop a student who is regularly attending for a below average performance. A faculty member cannot drop a student after the published last day to drop. Any exceptions to this policy must be approved by the Dean. Students who want to drop the course may do so before or on the published last day to drop.
- Student absences for approved college activities will not accrue as excessive unexcused absences. Students will be allowed to make up work before the absence or within one week after returning to class. Students will check with each of their instructors prior to

the absence to arrange for makeup times. Activity sponsors will publish a timely list of students who will be absent because of an approved college activity.

Student success in college is dependent upon full participation in class activities. Classroom activities are intended to help students learn, therefore it is expected that students will attend all class meetings and activities.

Confidentiality Statement

Any information, either written or oral, having any relevance to patient care is considered strictly confidential. Discussion regarding patients is restricted to the proper professional environment under supervision of appropriate health care professionals. Under no circumstances is it ever appropriate to discuss one patient with another patient, nor to discuss a patient case in a public area. In the psychiatric areas, if the student finds that the assigned patient is someone with whom acquainted, the student must immediately contact the instructor for another patient assignment. To do otherwise is a breach of confidentiality. A breach of confidentiality may be grounds for dismissal from the nursing program.

Miscellaneous Requirements

Individual agencies may have unique clinical requirements such as completion of modules related to restraints, blood glucose monitoring, and fingerprinting. The student's clinical instructor will inform students of these miscellaneous requirements.

Blood or Body Fluid Exposure Protocol

In the event there is a parenteral (i.e. needlestick or cut) or mucous membrane (e.g. splash to the eye or mouth) exposure to blood or other body fluids, the student is to follow this protocol:

- For sharps exposure wash the skin exposure site well with soap and water. Avoid using damaging substances such as bleach. Do not bleed tissue. Rinse well. For mucous membrane exposure (eye or mouth) flush with copious amounts of water.
- Inform the Faculty member, and the unit manager. Complete necessary incident or agency reports. Leave the clinical area immediately to obtain medical care and advice. Contact your own health care provider immediately (personal physician or the emergency room). The student may also contact Butler CC's College Health Department for assessment and recommended treatment.
- Depending on the nature of the parenteral exposure, it may be necessary to begin drug treatment within hours of the exposure. For this reason, the Department of Nursing recommends that students seek medical advice immediately after informing the faculty member and the unit manager.
- Neither the clinical agency nor the College is responsible for the cost of the care that is involved in the treatment, management or surveillance of exposure to blood or body fluids. For this reason, the Department of Nursing strongly recommends that all students have personal health insurance.

Agency No-Smoking Policies

All health care agencies have a no smoking policy which will be enforced for students in clinical settings. Failure to comply with the agencies' smoking policies may result in a monetary fine against the medical center or with Joint Commission on the Accreditation of Healthcare Organizations (JCAHO), a type I deficiency which could prevent accreditation. Butler students must adhere to agency smoking policies. Patients may be upset by the odor of smoke on caregivers' clothing, hair, etc. If faculty, staff, patients or family report concerns or problems due to odors on the student, the student will be sent home for the day.

Tobacco Free Campus Policy

1. DEFINITIONS

For the purpose of this policy

- Smoking is defined as the lighting, burning, or use of tobacco or any other material in any type of smoking device or equipment.
- Tobacco includes but is not limited to smoking tobacco, chew snuf, snus, and dipping tobacco. The policy also prohibits the use of lit or unlit cigarettes, electronic cigarettes, clove cigarettes, cigars, pipes, hookahs, bidis, blunts, cigarillos, smokeless tobacco or any item that simulates any of the previously mentioned products.

With prior approval, theatre productions may be exempt from this policy when the use of simulated smoke or tobacco products is integral to a production or performance.

2. BACKGROUND AND RATIONALE

The background and rationale of this policy is because 1) Butler Community College supports the health, safety, and well-being of students, faculty, staff, and visitors and 2) the Surgeon General has determined that the use of tobacco and exposure to second hand smoke cause preventable disease, Butler campuses must be free of tobacco and second hand smoke. Each year, more than 440,000 people die prematurely of diseases caused by smoking, accounting for 1 out of every 5 deaths in the United States (CDC 2010). In addition to creating health hazards, tobacco and smoke increase institutional cost, including the costs of paying for fire damage, cleaning and maintenance, property and health insurance, and absenteeism.

3. POLICY

1. Effective August 1, 2013, Butler Community College prohibits the use of tobacco by students, faculty, staff and visitors on its campuses.
2. This policy applies to all previously mentioned tobacco products and all visitors, including vendors and contractors.
3. The use of tobacco products is prohibited: In all interior spaces on Butler Community College campuses; on all outside property or grounds of Butler Community College campuses including partially enclosed areas such as walkways and breezeways; in Butler Community College vehicles, including buses, vans, and all other College

vehicles; in all indoor and outdoor athletic facilities associated with Butler Community College.

4. Organizers and attendees at public events, are responsible for both communicating the policy to attendees and enforcing it.
5. The College prohibits the campus-controlled advertising, sale, or free sampling of tobacco products on campus.
6. Campus organizations are prohibited from accepting money or gifts from tobacco companies.

4. COMPLIANCE

Butler Community College expects all students, faculty, staff, and visitors to comply with this policy. Members of the campus community may respectfully inform others of the policy to increase awareness and compliance. An individual who notes a violation of this policy should.

1. Informally attempt to resolve the problem by requesting that the violator comply with the policy.
2. If the informal attempt fails, contact the Office of Human Resources or Office of the Vice President of Student Services for referral to the appropriate administrative official.

Repeat violations shall be dealt with according to established student, faculty, and staff codes of conduct, policy and procedures.

Safety

Personal safety is of great concern. When going to and from clinical sites, please keep the following in mind:

- Be aware of your surroundings. Evaluate threat. Be aware of who is around you how many, their affect, and how rapidly they may be approaching you.
- If available, carry a panic alarm.
- Always walk with others to and from parking. Do not walk by yourself.
- Do not park next to a van with the van doors opening on your driver's side.
- Do not appear to be vulnerable by burdening yourself with books and packages or walking slowly as if you were unsure of yourself.
- Keep your distance from other pedestrians. Be wary of those asking for direction or anything else of you.
- As you enter the parking area, have your car key in hand.
- Before you enter your car, look underneath and inside for potential attackers before you unlock your door.
- As soon as you enter your car, lock the doors and keep them locked as you drive. Move from the parking area immediately.
- If you must roll down your window, do not open it enough for someone to reach in and grab you.
- Do not hesitate to call hospital security for escort if you feel threatened.

- If you feel threatened; honk your horn, set off your alarm, scream, or do anything else to attract attention.
- If you are parking at night, park in the best-lighted area of the parking lot or garage.
- Be sure to note the location of your car in the parking area.
- Keep an escape route in mind, should an attacker surprise you.
- Maintain eye contact with a person who is threatening to you. Don't panic. Use your good judgment in these difficult situations. If you observe the above, you will reduce your vulnerability and your risk of attack.

Refusal to Care

Code of Ethics for Nurses with Interpretive Statements states:

"The nurse in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by consideration of social or economic status, personal attributes, or the nature of health problems." (ANA, p. 1)

During the nursing program, nursing students will spend time in the clinical setting. Nursing faculty will supervise students during their clinical rotations and ensure students are not functioning beyond their scope of practice or level of knowledge. Nursing faculty will assign (or assist in the selection of patients) that will reinforce and allow the student to relate theory to practice. As a result students will be exposed to many diverse patient situations. The student may be assigned, therefore, to a patient with whom he/she may have some moral or personal conflict. The student is responsible for communicating a conscientious objection to nursing faculty.

American Nurses Association (2010). Code for nurses with interpretive statements. Silver Springs, MD.

Learning Resources and Instructional Facilities

Nursing Department

The nursing faculty offices, learning studios, Connell Nursing Technology Lab and Clinical Learning Center are located in Building #1500 on the Butler of El Dorado campus.

Clinical Learning Center

The Clinical Learning Center is open for nursing students Monday through Friday from 8:00 a.m. – 4:00pm, or as posted on lab door. This center is used by students for practice and return demonstration / skill competency testing throughout the nursing program. Skills and technology labs, clinical simulation experiences and clinical performance exams are activities offered for students throughout the program.

Connell Nursing Technology Lab (Computer Lab)

The Connell Nursing Technology lab is open for nursing students to view course materials, nursing software, internet access, and testing.

L.W. Nixon Library

The [L.W. Nixon Library](#), located on the second floor of Building #600, houses the nursing holdings of books, journals, and reference materials. Students are encouraged to utilize the resources within the library and to consult with the professional librarian and staff. The library hours are listed on their web site. The library also has a number of health related databases. There are also libraries at the Butler of Andover and Butler of Rose Hill locations.

Required Nursing Courses:

Course Description

NR 104. Physical Assessment for the Practice of Nursing, 3 hours credit, Prerequisites: BI 240 or BI 226 and BI 227, BS 160, EG 101, MA 135, or above, all with a C or better, departmental acceptance to the nursing program, co-requisite: NR 105. This course will enable the nursing student to demonstrate competencies in assessment of the individual patient across the life span. The student will collect historical data and identify risk factors including genetic and environmental that affect the individual's health. The student will use interviewing techniques to conduct, review, and document health history and physical assessments while incorporating culture, age, and gender considerations. The student will develop the knowledge, skills, and attitudes necessary to complete a thorough physical assessment. The student will embrace the American Nurses Association (ANA) Code of Ethics for Nursing with all class actions and interactions, demonstrating professional accountability and responsibility for behavior. Classroom: 32 hours Clinical: 45 hours

NR 105. Foundations of Patient Centered Care. 6 hours credit. Prerequisites: BI 240 or BI 226 and BI 227, BS 160, EG 101, MA 135 or above, all with a C or better. Departmental acceptance to the nursing program. Concurrent enrollment in NR 104 and BI 231. This course will enable the student to care for the adult and aging adult who is seeking health promotion and/or experiencing common altered health states. The student will identify professional standards of practice for the professional nurse, use the nursing process, and demonstrate effective communication when providing patient centered care to the adult and aging adult patient. The student will identify risk factors and manifestations of altered health states using the nursing process and demonstrate safe nursing practice and basic psychomotor skills. The student will embrace the American Nurses Association (ANA) Code of Ethics for Nursing with all class actions and interactions, demonstrating professional accountability and responsibility for behavior. Classroom: 64 hours; Clinical: 90 hours

NR 106. Patient Centered Care of the Developing Individual and Family. 9 hours credit. Prerequisites: BI 231, NR 105 and NR 104 all with a C or better. Concurrent enrollment in AH 111 and BS 260. This course will enable the student to apply health promotion and common altered health state concepts associated with adult reproductive health, childbearing,

childrearing, child and family mental health issues and the perioperative environment to patient care. The student will utilize the nursing process in the provision of safe and culturally competent care for the individual and family. The student will demonstrate effective communication skills, caring behaviors, and incorporate evidence-based practice while caring for the newborn, child, adult and family. The student will complete a teaching/learning project that meets the needs of the individual, community and/or family from various cultures. The student will exhibit professional behaviors with all class actions and interactions by embracing the American Nurses Association (ANA) Code of Ethics for Nursing and demonstrating professional accountability and responsibility for behavior.

Classroom: 88 hours; Clinical hours: 157.5 hours.

For complete textbook information, refer to <http://www.butlercc.bkstr.com>

NR 108. Nursing Concepts for Advanced Standing. 3 hours credit. Prerequisites: Current LPN Kansas licensure, acceptance into the Nursing Program, BI 240 or BI 226 and BI 227, BI 231, BS 160, BS 260, EG 101, MA 135 or above, AH 111, all with a C or better. This course will enable the student to differentiate the role of the licensed practical nurse (LPN) from the registered nurse (RN). The student will demonstrate cognitive and psychomotor skills necessary to provide patient care across the lifespan. The student will apply concepts associated with Health Promotion (HP) and Altered Health States (AHS) of the newborn, child, adult, and family to the provision of safe, quality care. The student will embrace the American Nurses Association (ANA) Code of Ethics with all class actions and interactions, demonstrating professional accountability and responsibility.

For complete textbook information, refer to <http://www.butlercc.bkstr.com>

NR 115. IV Therapy for LPN. 3 hours credit. Prerequisite: LPN with a current Kansas license. This course will enable the student to perform safely and competently the intravenous fluid therapy activities as defined in the Kansas Nurse Practice Act. The course is based on the nursing process and current intravenous nursing standards of practice. The student must be prepared to complete all the pre-clinical requirements for the Department of Nursing. Butler Community College is approved as a provider of continuing education by the Kansas State Board of Nursing. This course may be taken for continuing education credit in lieu of college credit hours.

For complete textbook information, refer to <http://www.butlercc.bkstr.com>

NR 202 Patient Centered Care in Mental Health and High Acuity Medical-Surgical Environments. 9 hours credit. Prerequisites: AH 111, BS 260 and NR 106 or NR 108, all with a C or better. Concurrent enrollment in BI 250. This course will enable the student to analyze advanced cardiovascular, respiratory, neurological, and mental health concepts and further develop skills for the high acuity adult medical-surgical and mental health environments. The student will evaluate patient teaching and analyze strategies for effective therapeutic communication in preparation for professional practice. The student will participate in collaboration with the healthcare team to enhance patient-centered care. The student will utilize patient care technologies, information systems, and communication devices that support safe

nursing practice. The student will embrace the American Nurses Association (ANA) Code of Ethics with all class actions and interactions, demonstrating professional accountability and responsibility. Classroom: 80 hours; Clinical hours: 180 hours.

For complete textbook information, refer to <http://www.butlercc.bkstr.com>

NR 203. Leadership and Management in Professional Nursing Practice. 9 hours credit.
Prerequisites: NR 202 and BI 250 with a C or better. Concurrent enrollment in EG 102 or SP 100. This course will enable the student to discriminate safe and effective clinical judgments utilizing critical thinking while caring for and managing groups of patients who are experiencing chronic and/or progressive alterations in health. The student will choose effective communication methods while managing patient needs. The student will manage care utilizing the dynamics of leadership and management concepts in clinical decision making. The student will value professional standards that support an appropriate scope of practice within legal, ethical and regulatory frameworks. The student will integrate caring behaviors appropriate to the novice practitioner while collaborating with the health care team to maximize patient care outcomes. The student will integrate teaching and learning plans to promote and maintain the patient health while supporting their safety. The student will embrace the American Nurses Association (ANA) Code of Ethics with all class actions and interactions, demonstrating professional accountability and responsibility. Classroom: 72 hours; Clinical: 202.5 hours.
For complete textbook information, refer to <http://www.butlercc.bkstr.com>

General Education Courses

These general education courses, also known as support courses, provide foundation content that is necessary for the success of the nursing student. Examples of these courses are English and Anatomy and Physiology.

It is the nursing student's responsibility to enroll in the appropriate college support courses to assure their progression through the nursing program in a manner consistent with the curriculum sequence. *Support courses must be mastered (course grade C or above before proceeding to the next nursing course within the sequence.)*

Students receiving a D or F in any of the college support courses must repeat the courses in order to raise their grades and continue in the program. However, the student must arrange a conference with the Dean in order to discuss the impact of course repetition on curriculum sequence.

Financial Information

The Office of Student Financial Aid will correspond electronically with students through their Pipeline e-mail account. Students who prefer to receive correspondence via the postal service, should contact the financial aid office to make this change. Students can do this by sending an e-mail to finaidmail@butlercc.edu that includes their name, student ID number or the first 5 digits of their Social Security Number (SSN). Students are encouraged to use e-mail as it is the quickest way to communicate.

Butler participates in four federal aid programs and provides institutional scholarships and employment. The receipt of federal funds is determined by a uniform analysis of the student's financial need. Students are required to complete the Free Application for Federal Student Aid (FAFSA), available on the web at www.fafsa.gov.

Butler Students can keep track of their student loans by signing up for SALT at www.saltmoney.org/butlercc. Butler has teamed up with SALT to bring this service to our students free of charge for life. All Butler students that borrow Federal Direct loans should sign up for SALT. SALT can also assist students with scholarship searches, job/internship searches, and financial literacy.

See full financial aid information in college catalog.

Nursing Scholarship Application Process

Each academic year, during the Spring semester, currently enrolled nursing students will receive an endowed nursing scholarship application form with notification of the deadline for its return. An application must be submitted each year.

Those students returning the application by the designated deadline and who meet the scholarship criteria established would be considered eligible for the awards. The Nursing Scholarship Committee makes recommendation to the Foundation General Scholarship Committee with input from nursing faculty.

Final scholarship awardees are determined by the foundation.

Many of the scholarships specify that the student have financial need. This need is determined through the Financial Aid Office and requires the student complete a [Financial Aid Application \(FAFSA\)](#), which are available in the [Financial Aid Office](#). This is only required once each academic year.

Policies Regarding the Selection of Nursing Scholarship Recipients

1. Scholarships designated specifically for Nursing will be awarded only to students admitted to the Nursing program.

2. Students indicating Nursing as a major, but not admitted to the program, will be considered for general academic scholarship awards.
3. Selected recipients will receive an award letter indicating the name and amount of the scholarship award.
4. Funds are made available through the Foundation and disbursed through the Financial Aid Office.
5. Most scholarship awards are renewable each semester as long as the recipient continues to meet the scholarship requirements. Recipients of Butler nursing scholarships do not have to enroll in and complete 12 credit hours each semester to maintain eligibility for endowed Butler awards. Other academic (non-nursing) scholarships may require the student to carry 12 hours.
6. Students selected for a Foundation scholarship will be required to complete a "thank you" note and a student profile form. These will be forwarded to the scholarship donor.
7. Each Foundation scholarship recipient will also be invited to the annual scholarship reception held each Fall.

Do not confuse Butler nursing Scholarship awards with the State of Kansas Nursing Scholarship, which does require the recipient to be enrolled in a minimum of 12 credit hours each semester.

Information for Students Preparing to Graduate

Degree Check

The student has the responsibility of completing a graduation degree check through the advising office during NR 202 and at the beginning of NR203 to ensure the student has met/is meeting the graduation requirements.

Student Honors

Graduating sophomores may earn an additional honor by qualifying for membership in the Order of the Purple or Order of the Gold. Order of the Purple candidacy is announced each spring by the Vice President of Academics. Candidacy for this honor is based on Butler grade point average figures and minimum of 30 resident Butler hours earned the semester before graduation.

Graduates with grade point averages of 3.75 and above are eligible for membership in Order of the Purple. To further qualify for Order of the Gold, graduates must have a combined 4.0 grade point average based on final grade point including any transfer hours, these hours are calculated to include the semester of graduation.

Both honors are based on the student's final Butler grade point average, including developmental hours, and a minimum of 30 resident Butler hours. Academic renewal disqualifies students from eligibility for Order of the Purple or Gold. Repeated courses are acceptable.

If eligibility occurs after final semester grades are included, honors are posted to student's transcript and the award sent at that time.

Qualifications for Writing State Board Licensure Examination

Prospective students must understand the qualifications for applicants for licensure as a Professional Nurse in Kansas. These qualifications can be obtained from the Kansas State Board of Nursing:

Kansas State Board of Nursing
Landon State Office Building
900 SW Jackson Street
Suite 1051
Topeka, Kansas 66612-1230
Main: 785-296-4929
Fax: 785-296-3929
<http://www.ksbn.org/>

- Qualifications for writing the state board licensure examinations.
<http://www.ksbn.org/npa/pages65-1115.pdf>
- Grounds for disciplinary action/denial of license. <http://www.ksbn.org/npa/pages/65-1120.pdf>.
- Crimes against persons.
http://www.kslegislature.org/li_2012/b2011_12/statute/021_000_0000_chapter/021_054_0000_article/

Election of Class Officers

Elections during 1st year of the Program

During NR 105, class officers are elected for the 1st year of the nursing program. Nominations are opened on the day scheduled for the election. The individual must be willing to accept nomination prior to submitting name. Nominees present a brief summary of their qualifications for the office. The elected offices are President and Vice-president. Election is by hand vote.

Responsibilities by Office:

1. President

- Serve as liaison at monthly faculty meetings (Schedule of meetings will be sent to Class Officers at the beginning of the semester).

2. Vice-president

- Serve as an alternate at monthly faculty meetings.

Elections during 2nd year of the Program

In NR 202, class officers are elected for the 2nd year of the nursing program. Nominations are opened on the day scheduled for the election. The individual must be willing to accept nomination prior to submitting name. Nominees present a brief summary of their qualifications for the office. The elected offices are: President, Vice-president.

Responsibilities by Office:

1. President

- Serve as class liaison at monthly faculty meetings (Schedule of meetings will be sent to Class Officers at the beginning of the semester).
- Pinning Ceremony Address to Classmates.

2. Vice-president

- Serve as an alternate in the event of the President's absence during faculty meetings.
- Lead class in either the "International Council of Nurse's Pledge" or the "Nightingale Pledge", at Pinning Ceremony.

Student Representation on Nursing Faculty Team

The Nursing Faculty Team has student representatives as a part of team membership. The bylaws of the teams specify the student's voting privileges. The student representatives to the nursing faculty meetings shall be the elected class President or Vice President from each nursing class currently within the program. Student representatives will be informed of team meeting dates and will receive team minutes to share with nursing classmates. Students' input into team activities is valued and students are highly encouraged to attend.

Notice of Nondiscrimination

Butler Community College is committed to nondiscrimination on the basis of gender, race, color, national origin, age, religion, mental or physical disability, marital or parental status, or status as a veteran. This includes, but is not limited to admissions, employment, financial assistance, placement, recruitment, and educational programs or activities, as required by applicable laws and regulations. Lack of English language skill is not a barrier to admission and participation in educational programs and activities. Any person having inquiries regarding special needs, support services, or Butler Community College's compliance with the regulations implementing Title VI, Title IX and the Americans with Disabilities Act of 1990 is directed to contact the coordinators who have been designated to coordinate the educational institution's efforts to comply with the regulations implementing these laws.

Coordinator For: Title IX Section 504

Title IX Coordinator
Kent Williams-VP, Finance
901 S Haverhill Rd
El Dorado, KS 67042
316-322-3103 (Local)
316-733-3103 (Wichita /Metro)
kwilliams@butlercc.edu

Disability Service Director
ADA Compliance Officer
Teresa Eastman
901 S Haverhill Rd
El Dorado, KS 67042
316-322-3321 (Local)
316-733-3321 (Wichita/Metro)
teastman@butlercc.edu

Butler Community College
Department of Nursing

Statement of Understanding

I have read the BCC Nursing Department Student Handbook and am aware of its policies relating to my enrollment and activities in the nursing program. I agree to abide by these policies. I am also aware that the policies within this handbook are subject to change and will be informed of such changes via email or written communication and/or within the course syllabus.

I understand that my failure to complete and turn in all required forms, including this page, will result in my being unable to attend the clinical component until all of my forms have been turned in to the nursing office.

Printed Name _____

Signature _____

Date _____

(This form will be provided the first day of class for you to sign.)