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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**
1000 SW Jackson Suite 520
Topeka, KS 66612-1368
(785)296-3421 | Fax (785)296-0983
www.kansasregents.org

_The Nursing Program is also accredited by the_

**Accreditation Commission for Education in Nursing (ACEN)**
3390 Peachtree Road NE Suite 1400
Atlanta, GA 30326
(404)975-5000 | Fax (404)975-5020
www.acenursing.org

Full ACEN continuing accreditation through Spring 2024. Next continuing accreditation is Spring 2024.

**Kansas State Board of Nursing**
900 SW Jackson St, Suite 1051
Topeka, KS 66612-1230
(785)296-4929
www.ksbn.org

Full continuing approval through Spring 2024. The next review for continuing approval is Spring 2024.
LETTER FROM THE ASSOCIATE 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.

Janet M. Schueller, MSN, RN, CNE
Associate Dean of Health, Education, & Public Services
<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Julio Guerrero, Division Dean</td>
<td>322-3146</td>
<td><a href="mailto:jguerrero6@butlercc.edu">jguerrero6@butlercc.edu</a></td>
<td>15-246</td>
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</tr>
</tbody>
</table>
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 Butler 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 everchanging 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 at Butler. 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**
(include personal management, interpersonal interaction)

**A = Analytical Thinking Skills**
(include critical thinking, problem solving)

**C = Communication Skills**
(include creation and delivery of messages, reception and interpretation of messages)

**T = Technological Skills**
(include 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 believe 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 provide 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 ongoing 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.
The nursing curricular framework was developed by nursing faculty using a concept-based approach (Ignatavicius, 2018), 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.

*Using the core organizers as a guide, faculty identified concepts that support these core organizers. Butler’s nursing faculty identified 18 Health/Illness concepts and 9 Professional concepts to facilitate a strong foundation of learning for students.*

**Health/Illness Concepts**
- Acid/Base Balance
- Clotting
- Cognition
- Comfort
- Coping
- Elimination
- Fluid and Electrolyte Balance
- Gas Exchange/Oxygenation
- Immunity
- Metabolism
- Mobility
- Mood & Affect
- Nutrition
- Perfusion
- Perioperative Period
- Reproduction/Sexuality
- Sensory Perception
- Tissue Integrity

**Professional Concepts**
- Evidence-based Practice (EBP)
- Health Care Delivery Organizations
- Information and Technology
- Legal/Ethical
- Clinical Judgment
- Patient Centered Care
- Professionalism and Leadership
- Safety and Quality
- Teamwork and Collaboration
PROGRAM LEARNING OUTCOMES

Department of Nursing Program Learning Outcomes/Kansas ADN Outcomes
The Department of Nursing’s terminal intended learning outcomes 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 and revision in 2015 (KBOR 2015). These outcomes are referred to as End-of-Program (EOP) Student Learning Outcomes (SLOs).

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

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. (Cronenwett, 2007).

The graduate will be able to demonstrate the knowledge, skills and attitudes related to (QSEN, 2022.):

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.
EDUCATIONAL MODEL FOR NURSING PROCESS

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 thru the doctoral level. Butler incorporates the essence of the competencies set for the associate degree nurse which includes (NLN, 2022):

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, 2016) 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 as outlined on the next page.
<table>
<thead>
<tr>
<th>CLIENT NEED</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safe and Effective Care Environment</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>This client need includes 2 subcategories:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Management of care</strong></td>
</tr>
<tr>
<td></td>
<td>Providing and directing nursing care that enhances the care delivery setting to protect clients, family/significant other and health care personnel.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Safety and infection control</strong></td>
</tr>
<tr>
<td></td>
<td>Protecting clients, family/significant other and health care personnel from health and environmental hazards.</td>
</tr>
<tr>
<td>Health Promotion and Maintenance</td>
<td>The nurse provides and directs nursing care of the client and family/significant other that incorporates the knowledge of expected growth and development principles; prevention and/or early detection of health problems; and strategies to achieve optimal health.</td>
</tr>
<tr>
<td>Psychosocial Integrity</td>
<td>The nurse provides and directs nursing care that promotes and supports the emotional, mental and social well-being of the client and family/significant other experiencing stressful events, as well as clients with acute or chronic mental illness.</td>
</tr>
<tr>
<td>Physiological Integrity</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Basic care and comfort</strong></td>
</tr>
<tr>
<td></td>
<td>Providing comfort and assistance in the performance of activities of daily living.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Pharmacological and parenteral therapies</strong></td>
</tr>
<tr>
<td></td>
<td>Providing care related to the administration of medications and parenteral therapies.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Reduction of risk potential</strong></td>
</tr>
<tr>
<td></td>
<td>Reducing the likelihood that clients will develop complications or health problems related to existing conditions, treatments or procedures.</td>
</tr>
<tr>
<td></td>
<td>• <strong>Physiological adaptation</strong></td>
</tr>
<tr>
<td></td>
<td>Managing and providing care to clients with acute, chronic or life-threatening physical health conditions.</td>
</tr>
</tbody>
</table>

*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/planning, implementation and evaluation. “Nurses use theoretical and evidence-based knowledge of human experiences and responses to collaborate with healthcare consumers to assess, diagnose, identify outcomes, plan, implement, and evaluate care that has been individualized to achieve the best outcomes.” (ANA 2022, page 8)

Concept-Based curriculum

Beginning fall 2019, the Butler Nursing program implemented a Concept-based Curriculum (CBC). A concept-based curriculum (CBC) is a paradigm shift in nursing education. The focus of the CBC is to identify the most important concepts for the new nurse to know; then to facilitate the learning of that concept at the deepest level possible in order to facilitate critical thinking and in order to improve clinical judgment. Our desire is the student will have a deeper understanding of the concepts that will enable them to transfer knowledge to various clinical situations. This strategy is learning-centered and is supported in the evidence from multiple different disciplines such as neuroscience, psychology and the study of learning.

The organizing framework moves the curriculum from the simple to complex and acute to chronic altered health states of clients. Concepts will be taught across the lifespan, which means that all populations of clients, from newborns to geriatric, will be explored within each concept for relevant differences within that population.
INFLUENCING FACTORS

General Education Courses
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 well 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 approved 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 has received approval for continuing accreditation for 8 years. “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, 2017)

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 and reflects the ANA Standards of Practice, the QSEN knowledge, skills and attitudes and NCSBN Client Needs. Nursing courses are designed for the student to ultimately achieve end-of-program student learning outcomes which demonstrate achievement of the outcomes set forth by KSBN and KBOR Core Alignment for ADN nursing programs, which we refer to as End-of- Program student learning outcomes (SLO). These outcomes reflect QSEN competencies for pre-licensure nursing students and NLN core competencies for the ADN student, as well as reflect specific Butler Learning PACT skills. Butler’s Nursing Program is committed to helping students competently demonstrate the End-of-Program SLOs.
REFERENCES


## CURRICULUM SEQUENCE

### Health, Education and Public Services Division: Nursing Department

#### FIRST SEMESTER

<table>
<thead>
<tr>
<th>Course Title (CRN)</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>English Composition I (EG 101)</td>
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</tr>
<tr>
<td>General Psychology (BS 160)</td>
<td>3</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology (BI 240*)</td>
<td>5</td>
</tr>
<tr>
<td>College Algebra (MA 135/equivalent)</td>
<td>3</td>
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</table>

*Anatomy and Physiology must have been completed in last five years.

#### SECOND SEMESTER (FIRST 8 WEEKS) CONCEPT-BASED CURRICULUM (CBC)

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<thead>
<tr>
<th>Course Title (CRN)</th>
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<tbody>
<tr>
<td>Pathophysiology (BI 231) 16 weeks</td>
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<tr>
<td>Professional Nursing (NR 116)</td>
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<tr>
<td>Health Assessment for the Practice of Nursing (NR 101)</td>
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</table>

Second 8 weeks:
- Foundations of Patient Centered Care (NR 102)        | 4     |
- Pharmacology for Nursing (NR 161)                     | 1     |

#### THIRD SEMESTER

<table>
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<tr>
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<tbody>
<tr>
<td>Patient Centered Care Common Acute and Chronic Health Problems PCC 2 (NR 122)</td>
<td>7</td>
</tr>
<tr>
<td>Developmental Psychology (BS 260)</td>
<td>3</td>
</tr>
<tr>
<td>Therapeutic Nutrition (AH 111)</td>
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</tbody>
</table>

First 8 weeks/ Second 8 weeks in CBC
- Pharmacology for Nursing 2 (NR 262) /                   | 2     |
  Professional Nursing 2 (NR 117)                         | 1     |

#### FOURTH SEMESTER

<table>
<thead>
<tr>
<th>Course Title (CRN)</th>
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<tbody>
<tr>
<td>Patient Centered Care: Complex Physical and Mental Health Problems (PCC 3) (NR 243)</td>
<td>7</td>
</tr>
<tr>
<td>Microbiology (BI 250***)</td>
<td>5</td>
</tr>
</tbody>
</table>

First 8 weeks/ Second 8 weeks in CBC
- Pharmacology for Nursing (NR 263) /                     | 1     |
  Professional Nursing (NR 218)                           | 1     |

***Microbiology must have been completed in last five years.

#### FIFTH SEMESTER

<table>
<thead>
<tr>
<th>Course Title (CRN)</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership &amp; Management in Professional Nursing Practice (PCC 4) (NR 244)</td>
<td>5</td>
</tr>
<tr>
<td>English Composition II or Public Speaking (EG 102 or SP 100)</td>
<td>3</td>
</tr>
<tr>
<td>Synthesis Course (NR 246)</td>
<td>4</td>
</tr>
</tbody>
</table>

*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.
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 and clinical judgment.
   - 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; 5/00; 5/01, 3/11, 8/13, 9/14, 6/15, 6/17, 9/19, 6/22*
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 Nurse Administrator for the Department of Nursing. 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:

- 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.
- Sufficient auditory perception to receive verbal communication from patients and members of the health team and to assess health needs of patients.
- Sufficient gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of equipment required in meeting health needs.
- 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.
- Sufficient intellectual and emotional functions to plan and implement care for individuals.

Additionally, any health condition that the student may have that would pose a safety concern to clients, faculty, students, clinical facility employees or to the student themselves will not be allowed to participate in the clinical setting.

Affirmative Action
The Affirmative Action Officer for the college is the college Associate Vice President of Human Resources.

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, Teressa 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 first be admitted to Butler and must also apply for admission to the Associate Degree nursing program.

• Completion of the application is the student’s responsibility.
• 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.
  • Grounds for disciplinary action/denial of license.
  • Crimes against persons.

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/equivalent)

   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 (7th edition) will be offered at Butler El Dorado campus. Exam dates are available by visiting the Butler Nursing Website. Students must register to take the exam 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 TEAS exam may be repeated three times per year and a max of 7 times total. The best composite score will be 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 the Butler Nursing website. Prospective students must understand the applicant qualifications 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 all original and official college transcripts from any college previously attended to the registrar's office showing completed prerequisites.

5. Submit documentation of patient care experience if applicable.

6. 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.

7. 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 science score. Students completing a PD course (prefer PD 123) with a letter grade “B” or better may earn 1 extra point toward admission points. 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.

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

<table>
<thead>
<tr>
<th>Anatomy &amp; Physiology</th>
<th>General Psychology</th>
<th>English Comp 1</th>
<th>TEAS Composite %</th>
<th>TEAS Raw Science</th>
<th>PD 123 or other “B” Grade</th>
<th>Patient Care Experience</th>
<th>TOTAL POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 pts Max</td>
<td>12 pts Max</td>
<td>12 pts Max</td>
<td>99 pts Max</td>
<td>47 pts Max</td>
<td>1 pts Max</td>
<td>5 pts Max</td>
<td>196 pts Max</td>
</tr>
<tr>
<td>10 pts Min</td>
<td>6 pts Min</td>
<td>6 pts Min</td>
<td>*Nat’l Mean</td>
<td>*Nat’l Mean</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Points for grades earned are determined as follows: $A = 4 \times$ number of credit hours, $B = 3$, $C = 2$.

- Students must have successfully completed the math requirement, but it will not be included in the grade point calculation for selection.
- Only official transcripts and verification of admission assessment exam scores will be used.
- Applicants not meeting the deadline will not be considered 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: SELECTED STUDENT RESPONSIBILITIES FOR ACCEPTANCE**

Admission to the program is contingent upon completing the following student responsibilities: a satisfactory background check, negative urine drug test, and completion of all clinical requirements and vaccinations.

- Selected applicants are given a specified time period to complete the required student responsibilities to accept their position in the class.
- If any selected applicants either do not accept, do not complete the required responsibilities on time, 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.
- See CLINICAL REQUIREMENTS AND POLICIES section of this handbook for complete listing of all clinical requirements.

**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.
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 Council Licensure Examination - Registered Nurses (NCLEX-RN).

Butler Community College believes in the concept of educational and career mobility, encouraging each individual to continue to build on the 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 Butler Nursing website for Admission Process for Advanced Standing for LPNs
- E-mailing your name and address to Department of Nursing at: mridder@butlercc.edu and requesting Advanced Standing Materials be sent to you.
- Calling the Department of Nursing 316-322-3140.

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 the Butler Nursing Website.
- Butler grants admission each fall and spring based on qualified applicants and space availability. All application materials must be received in the Nursing Department before September 20th for admission into 3rd semester the following fall semester and May 20th for admission into 3rd semester the following spring semester.
- 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.
  - Grounds for disciplinary action/denial of license.
  - Crimes against persons.
• 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 or evidence of previous PN curriculum that meets IV certification requirements.
• Applicants must submit all original and official college transcripts from any college previously attended to the registrar’s office showing completed prerequisites and a 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 3.0 or higher) to be eligible for advanced standing:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy &amp; Physiology*</td>
<td>5</td>
</tr>
<tr>
<td>Pathophysiology</td>
<td>4</td>
</tr>
<tr>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>College Algebra (MA 131 or above)</td>
<td>3</td>
</tr>
<tr>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Therapeutic Nutrition</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>24</strong></td>
</tr>
</tbody>
</table>

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 September 20th for admission to 3rd semester the following fall semester, and May 20 for admission to 3rd semester the following spring semester. 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 243: Microbiology* 5 credits
- Concurrent or before NR 244: 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 must be taken either before or concurrently with 3rd semester.
  * If already taken, Microbiology must 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 in order to transfer and be eligible for credit.
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:
  o 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.
  o 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 in descending order according to the following criteria:
  o GPA of the required prerequisites
  o 2 points for at least 1 year or more of work experience as an LPN
  o 2 points for “B” or higher in a Butler PDX course
- 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: SELECTED STUDENT RESPONSIBILITIES FOR ACCEPTANCE
Admission to the program is contingent upon completing the following student responsibilities: a satisfactory background check, negative urine drug test, and completion of all clinical requirements and vaccinations.
- Selected applicants are given a specified time period to complete the required student responsibilities to accept their position in the class. Information on how to complete the screenings will be included in the contingent acceptance letter.
- If any selected applicants either do not accept, do not complete the required responsibilities on time, 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.
- See CLINICAL REQUIREMENTS AND POLICIES section of this handbook for complete listing of all clinical requirements.
• Upon official acceptance into the nursing program the student will enroll in Health Assessment for the Practice of Nursing for Advanced Standing students (3 credits), and Nursing Concepts for Advanced Standing (3 credits) courses, prior to entering third semester. These courses 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 Health Assessment for the Practice of Nursing and Nursing Concepts for Advanced Standing, the requirement of the first-year nursing course(s) will be waived. No grade will be earned, however, successful completion of the first level of the nursing program is acknowledged.
• 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 20th and September 20th deadlines.
• Files of applicants who do not communicate a desire to reapply will be deleted.

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

Additionally, any health condition that the student may have that would pose a safety concern to clients, faculty, students, clinical facility employees or to the student themselves will not be allowed to participate in the clinical setting.

For Information:
Address all application materials to:
  Michele Ridder, APRN, FNP-BC, Advanced Standing
  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 mridder@butlercc.edu and requesting Advanced Standing materials be sent to the prospective student.
  • Calling the Department of Nursing 316-322-3140.
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 Nurse Administrator for the Butler Department of Nursing. Based on space availability, 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 official 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 2nd semester would need to have English Comp. I, General Psychology, Anatomy and Physiology, College Algebra or equivalent and Pathophysiology. Pending completion of the student’s responsibilities as referenced in the Clinical Requirements and Policies sections of this handbook, students may accept their position.
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.

All courses in a nursing semester must be successfully completed in order to progress to the next course or semester. Professional nursing and pharmacology for nursing are integral to the Patient Centered Care (PCC) courses; therefore, students who fail the nursing support courses (pharmacology or professional nursing) will be unable to meet the clinical requirements in the PCC courses, and will thus fail the PCC course and will need to repeat both. Students will not have to repeat nursing courses that they have successfully completed, as long as they are within the Delayed Return time frame.

Students who withdraw or receive a D or F in any nursing course (NR 101, NR 116, NR 102, NR 161, NR 122, NR 262, NR 117, NR 118, NR 218, NR 263, NR 243, NR 244 or NR 246 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 Nurse Administrator of the nursing program. The Nurse Administrator 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 any remediation assigned by lead faculty. This remediation is communicated to the student and monitored by the Course Lead Faculty.

General Education Support Courses
• It is the nursing student’s responsibility to enroll in the appropriate college general education 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 Nurse Administrator in order to discuss the impact of course repetition on curriculum sequence.

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

If absent from the program for:
1. One or more 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 2nd Semester and must restart the program.
   c. If seeking readmission into third or fourth semester, must be a licensed LPN.
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 expected to demonstrate knowledge of pharmacology content within the Patient Centered Care (PCC) courses in order to meet clinical requirements. Students will be required to demonstrate math competency at 90% in the Pharmacology courses. Students will not be allowed to pass medications until the math competency is met.

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 HIPAA 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
- Cheating and/or plagiarism- see descriptions in Academic Integrity section below
- Computer misuse - refer to the Student Code of Conduct from the Butler Catalog

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, exam questions 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.

Students will not post exam questions or any form of exam content to Social Media.

Unit exams are independent activities (NO discussion about the exams outside the classroom). Students who arrive late to exams will NOT be able to use a Crib Card and will NOT be given additional time to complete the exam. If the student desires the full time for the exam, they should not enter the testing room and will need to schedule the exam through the testing center. The student will be counted absent from that exam.

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.
- Suspension 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 by 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
Cell phones, smart watches and any other electronic device are not allowed in the classroom/computer lab during the testing process or any exam related activity unless directed by faculty for the purposes of remote proctoring.

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. 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.
All nursing students of Butler Community College must satisfy clinical requirements by date provided in acceptance letter. 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 or lab activities.

**Student Responsibilities**

**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. (Insert background checks and urine drug test)

**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)
   or
2. Positive titer results.

**Vaccinations required prior to entry into the nursing program:**

- **Tdap** – tetanus–diphtheria–pertussis (Tdap) booster is required every 10 years for health care providers and within 2yrs of nursing school admissions.
- **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). 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.
- **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 lab verified positive titer results or documentation of two (2) varicella immunizations. If immunity is not present, then two dose varicella immunization or a booster 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 during the flu season (after September 1). Students must follow specific clinical requirements.

• **Two step tuberculosis test** – A tuberculosis two-step test must be documented, followed by consecutive 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). 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. A negative QuantiFERON (QFT) annually is also accepted as proof of negative TB.

• **COVID-19** – Students must provide vaccination card to College Health Services (two injections of Pfizer or Moderna or Novavax, or one injection of the Johnson & Johnson/Janssen COVID-19 vaccine). Note: Fully vaccinated status is two weeks after last injection of COVID-19 vaccination.

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**Health Record (Annual Physical Exam)**

The Health Record must be completed and submitted to Butler College Health Services by the date provided in the acceptance letter and prior to the first day of class for returning students. 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 Butler Nursing Website.

- Entry level 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
- Annual health record form for Butler Department of Nursing. Submit to College Health Immunization Form – Level II

**CPR (Cardiopulmonary Resuscitation) Certification**

All students must have current CPR certification for Healthcare Workers. Either the American Heart Association BLS Healthcare Provider or the American Red Cross CPR for the Professional Rescuer is acceptable. These certifications must include adult, child, infant and two-person CPR. 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 Fire Science for those dates. Online CPR classes without the clinical check-off are NOT acceptable.
Malpractice (Liability) Insurance
Malpractice Insurance is included annually in nursing student fees. This policy covers students only while in clinical experiences related to nursing courses.

Health Insurance
Health Insurance must be maintained throughout the program.

Covid-19
Students will be expected to follow the college, department, and clinical requirements for Covid-19 precautions.

- **Self-assessment.** Individuals should stay home or self-isolate if they have COVID-19 type symptoms and/or run a fever. Contact College Health regarding questions on COVID-19.
- **Face coverings--recommended.** Faculty, staff, and students are encouraged to wear a cloth or disposable face mask in class and on campus. Masks are required within the Clinical Learning Center and clinical setting.

Dress Code/ 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, gray, or black t-shirt (short sleeve or long) 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. Facial hair will be close trimmed and must meet requirements of the clinical facility where the student is assigned.
  - Hair must be pulled back and off the shoulders.
  - Hair color should be limited to that which appears to be natural, not extreme or neon colored.
  - Excessive use of cosmetics, fragrances and other accessories will be avoided.
  - Facial jewelry, such as eye, nose, lip or tongue jewelry is prohibited. 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.
- In the clinical learning center and clinical settings, visible tattoos are discouraged. If present, visible...
tattoos should not portray nudity, vulgar language, or be viewed as offensive. Any student with visible tattoos of a questionable nature will be referred to the Nurse Administrator for further direction. The Nurse Administrator reserves the ability to require covering of any tattoo that is deemed offensive.

- Adjustments to the uniform policy may be required according to the clinical site. Students must abide by the dress code of their assigned clinical site, which may include the covering of all visible tattoos in the clinical setting. Students will be informed of the dress code policy of their clinical site by their clinical instructor, and students will be expected to follow their assigned clinical site dress code policy at all times. Students will not be reassigned to clinical sites to meet the dress code.

**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:
   - Appropriate infection control, hand washing/gloving
   - Proper body mechanics
   - Proper disposal of supplies/needles
   - Proper identification of patient and allergies
   - Safety issues for patient—side rails up, bed low, etc.
   - Psychosocial support—introduction, appropriate interaction with patient
   - Documentation of care
   - 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:
   - Dispose of trash appropriately
   - Replace used supplies
   - Change linens as needed
   - Return the bed to the original position
   - Clean up spills
   - Put away all supplies and equipment
   - Disinfect all equipment, manikins, furniture prior to leaving room per the institutions Covid-19 plan.
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. No offensive odors, including smell of smoke, are permitted on students, their clothing, or their belongings when in the Clinical Learning Center.
11. For the uniform requirement in the Clinical Learning Center, please refer to the Dress Code/Uniform Policy.

**Attendance**

Student success in college is dependent upon full participation in class activities. Because classroom activities are intended to help students learn, it is expected that students will attend all class meetings and activities. Students are expected to be on time for each session and/or log in regularly, have the required textbook, 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.

**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/blended courses, excessive unexcused absences are defined as missing more than 20% of the course’s scheduled meeting time. Students who have missed more than 20% of the scheduled meeting time and are not passing may be dropped by the instructor. Academic departments have the discretion to enact stricter attendance policies.
- For an online student to make satisfactory progress in the course, the student must submit an academic activity at least weekly and participate in the assigned learning activities. Students who have not logged in regularly and who are not passing may be dropped by the instructor.
- College policy requires that a student be dropped from a course if that student has not been active and participating in the course by Census Day, at the end of the first quarter of class. No opportunity for tuition refund is given. Online students must demonstrate participation by the submission of at least one gradable assignment. Assignments must be related to course subject content and exclude introductory discussions or syllabus quizzes.
- Students not actively participating in their online courses for 14 consecutive days may be required to repay part or all of their federal financial aid. Future eligibility may also be affected. Online participation consists of one of the following activities:
  - Submitting an assignment; or
  - Taking an academic test or quiz; or
  - Posting to an online discussion within your course; or
  - Posting to a blog or journal within your course.

Activities must be related to course subject content and excludes introductory discussions or syllabus quizzes.

- If a student is withdrawn by the instructor a – (withdrawn by teacher) will be recorded on his/her permanent record. An instructor cannot drop a student who is regularly attending for 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 missed as a result of college approved activities. Students will 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.

**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).
- 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 requires that all students have personal health insurance.

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 snuff, 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.
2) The Surgeon General has determined that the use of tobacco and exposure to secondhand smoke cause preventable disease, Butler campuses must be free of tobacco and secondhand 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, 2022). 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
A. Effective August 1, 2013, Butler Community College prohibits the use of tobacco by students, faculty, staff and visitors on its campuses.
B. This policy applies to all previously mentioned tobacco products and all visitors, including vendors and contractors.
C. The use of tobacco products is prohibited:
   a. In all interior spaces on Butler Community College campuses
   b. On all outside property or grounds of Butler Community College campuses including partially enclosed areas such as walkways and breezeways
   c. In Butler Community College vehicles, including buses, vans, and all other College vehicles
   d. In all indoor and outdoor athletic facilities associated with Butler Community College
D. Organizers and attendees at public events, are responsible for both communicating the policy to attendees and enforcing it.
E. The College prohibits the campus-controlled advertising, sale, or fee sampling of tobacco products on campus.
F. 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 you 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 practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.” (ANA, 2015 2nd Ed. 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.

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 2nd floor of 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. – 4:00 pm, 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 DESCRIPTIONS

First Eight Weeks

**NR 101 Health 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 MA 132, MA 133, and MA 134) or above, all with a C or better. Departmental acceptance to the nursing program. BI 231 with a C or better or concurrent enrollment in BI 231. Corequisite: NR 116. This course will enable the student to develop the knowledge, skills, and attitudes necessary to perform patient centered health assessments to identify current and potential health problems for patients across the lifespan. The student will use interviewing techniques to conduct, review, and document health histories and physical assessments while incorporating developmental, genetic, cultural, spiritual, and gender considerations. The student will perform a focused physical assessment based on presenting signs and symptoms.

**NR 116 Professional Nursing I.** 1 hour credit. Prerequisites: BI 240, (or BI 226 and BI 227), BS 160, EG 101, MA 135 (or MA132, MA133, and MA134) or above, all with a C or better. Departmental acceptance to the nursing program. Corequisite: NR 101. This course will enable the student to identify professional standards and scope of practice within the legal and ethical frameworks of the nursing profession. The student will describe the various use of nursing communication styles as they relate to the role of the nurse. The student will differentiate the steps of the nursing process to develop safe clinical reasoning, clinical judgment, and critical thinking.

All courses in a nursing semester must be successfully completed in order to progress to the next course or semester. Professional nursing and pharmacology for nursing are integral to the PCC courses; therefore, students who fail the nursing support courses (pharmacology or professional nursing) will be unable to meet the clinical requirements in the PCC courses, and will thus fail the PCC course and will need to repeat both. Students will not have to repeat nursing courses that they have successfully completed, as long as they are within the Delayed Return time frame.

Second 8 weeks:

**NR 102 Patient Centered Care (PCC) 1: Foundations.** 4 hours credit. Prerequisites: NR 101, NR 116, and BI 231, all with a C or better, or concurrent enrollment in BI 231. Corequisite: NR 161. This course will enable the student to demonstrate nursing professionalism in caring for patients with common health problems across the lifespan, with an emphasis on health promotion using the nursing process to integrate clinical judgment.

The student will perform safe, therapeutic, and fundamental nursing skills essential to providing effective patient centered care in a variety of healthcare settings. The student will demonstrate effective therapeutic communication and apply elements of teaching and learning to patient education.

**NR 161 Pharmacology for Nursing 1.** 1 hour credit. Prerequisite: NR 101 and NR 116, both with a C or better. Corequisite: NR 102. This course will enable the student to identify the basic concepts of pharmacology including pharmaceutics, pharmacokinetics, pharmacodynamics, selected drug classifications, adverse reactions, and legal and ethical issues. The student will discuss underlying concepts related to the nurse’s role in safe medication administration.

All courses in a nursing semester must be successfully completed in order to progress to the next course or semester. Professional nursing and pharmacology for nursing are integral to the PCC courses; therefore, students who fail the nursing support courses (pharmacology or professional nursing) will be unable to meet the clinical requirements in the PCC courses, and will thus fail the PCC course and will need to repeat both. Students will not have to repeat nursing courses that they have successfully completed.
NR 122. Patient Centered Care (PCC) 2: Common, Acute and Chronic Health Problems. 7 hours credit. Prerequisites: NR 101, NR 102, NR 116, NR 161, BI 231, BS 260, and AH 111, all with a C or better or concurrent enrollment in AH 111 and BS 260. Corequisite: NR 117 and NR 262. This course will enable the student to begin to prioritize care for patients with common, (acute and chronic), physical and mental health problems across the lifespan. The student will also provide evidence-based care for the childbearing and childrearing families. The student will apply developmental concepts to the care of the patient and family across the lifespan in diverse clinical settings. The student will demonstrate effective communication skills, professional behaviors, complex nursing skills, and care coordination while caring for patients across the lifespan. The student will integrate teaching and learning processes in the delivery of patient care across the lifespan.

NR 117. Professional Nursing 2. 1 hour credit. Prerequisite: NR101, NR 102, NR116, NR 161, and NR 262, all with a C or better. Corequisite: NR 122. This course will enable the student to explain the concepts of prioritization and safe delegation as they apply to the profession of nursing. The student will be introduced to the concepts of care coordination and collaboration with members of the healthcare team.

NR 262. Pharmacology for Nursing 2. 2 hours credit. Prerequisites: NR101, NR 102, NR116, and NR 161, all with a C or better. Corequisite: NR 122. This course will enable the student to develop an understanding of the concepts of pharmacology related to the classifications and prototypes for managing and preventing common and complex health problems. The student will apply these underlying concepts to the nurse’s role in medication administration, including pediatric weight-based dosing and intravenous medication calculations.

All courses in a nursing semester must be successfully completed in order to progress to the next course or semester. Professional nursing and pharmacology for nursing are integral to the PCC courses; therefore, students who fail the nursing support courses (pharmacology or professional nursing) will be unable to meet the clinical requirements in the PCC courses, and will thus fail the PCC course and will need to repeat both. Students will not have to repeat nursing courses that they have successfully completed, as long as they are within the Delayed Return time frame.

NR 118. Nursing Concepts for Advanced Standing. 3 hours credit. Prerequisites: Current LPN Kansas licensure, current IV Certification, acceptance into the Nursing Program, BI 240 (or BI 226 and BI 227), BI 231, BS 160, BS 260, EG 101, MA 135 (or MA132, MA133, and MA134) or above, and AH 111. Pre-requisite: NR 101. All courses with a C or better. This course will enable the student to transition from a Licensed Practical Nurse (LPN) into the Associate Degree nursing program. The student will be able to differentiate the role of the LPN from the RN. The student will apply effective communication skills, professional behaviors, and coordination of care for patients across the lifespan. The student will be able to prioritize care incorporating the concepts of evidence-based practice, safety, and appropriate assessment for patients with acute and chronic physical and mental health problems across the lifespan. The student will use specific study and test taking strategies to optimize learning.

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.

NR 243. Patient Centered Care (PCC) 3: Complex Physical and Mental Health Problems. 7 hours credit. Prerequisites: NR 122, NR 117, NR 262, and BI 250, all with a C or better, or concurrent enrollment in BI 250. Corequisites: NR 218 and NR 263. This course will enable the student to care for a group of patients with complex physical and/or mental health problems with unpredictable outcomes. The student will utilize clinical judgment to prioritize evidence-based care to patients across the lifespan experiencing complex health problems. The student will incorporate patient care technologies, information systems, and
communication devices that support safe nursing practice for patients. The student will demonstrate previous
and new knowledge, skills, and attitudes to care for and communicate therapeutically with both patients
with complex health problems across the lifespan and the patients’ families. The student will collaborate with
the multidisciplinary healthcare team to enhance patient centered care and to evaluate the effectiveness of
teaching and learning for diverse patient populations.

**NR 218. Professional Nursing 3.** 1 hour credit. Prerequisite: NR 122, NR 117, NR 262, NR 263, all with a
C or better. Corequisite: NR 243. This course will enable the student to explore nursing concepts needed for
leadership, management of care, and continuous quality improvement within professional nursing. The student
will delineate the role and impact of regulatory bodies on the healthcare system. The student will identify the
role of the nurse during a catastrophic event.

**NR 263. Pharmacology for Nursing 3.** 1 hour credit. Prerequisites: NR 122, NR 117, NR 262, all with a
C or better. Corequisite: NR 243. This course will enable the student to apply concepts of pharmacology
related to the classifications and prototypes of drugs to manage complex, multisystem, and/or emergent
health problems with unpredictable outcomes. The student will apply these underlying concepts to the nurse’s
role in medication administration, including advanced intravenous medication calculations.

*All courses in a nursing semester must be successfully completed in order to progress to the next course
or semester. Professional nursing and pharmacology for nursing are integral to the PCC courses; therefore,
students who fail the nursing support courses (pharmacology or professional nursing) will be unable to meet
the clinical requirements in the PCC courses, and will thus fail the PCC course and will need to repeat both.
Students will not have to repeat nursing courses that they have successfully completed, as long as they are
within the Delayed Return time frame.*

**NR 244. Patient Centered Care (PCC) 4: Multisystem or Emergent Health Problems.** 5 hours
credit. Prerequisites: NR 243, NR 218, NR 263, and EG 102 or SP 100, all with a C or better or concurrent
enrollment in EG 102 or SP 100. This course will enable the student to manage patient centered care for a
group of diverse patients with multisystem or emergent health problems. The student will utilize principles of
leadership to meet patient needs using available resources and current technology. The student will integrate
evidence-based knowledge in prioritizing clinical decisions. The student will collaborate with the healthcare
team to promote optimal outcomes to ensure safety and quality of care for patients across the lifespan. The
student will incorporate professional standards and scope of practice within legal, ethical, and regulatory
frame works.

**NR 246. Concept Synthesis.** 4 hours credit. Prerequisite: NR 218, NR 244 and NR 263 with a C or better.
This course will enable the student to synthesize concepts in the delivery of patient care as they prepare for
licensure and will include both clinical and didactic components. The student will integrate the prioritization,
leadership, management, and professionalism competencies expected of a nurse generalist in providing
evidence-based care for patients across the lifespan. The student will manage patient care in an intensive
clinical immersion experience, working alongside a nurse mentor. The student will also complete in a clinical
setting approved by faculty and will include clinical simulation.

**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 Nurse
Administrator 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 finaid@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.

See full financial aid information in college catalog.

Nursing Scholarship Application Process

In order to be considered for an academic or Foundation Scholarship while in the nursing program, students must complete an online scholarship application each academic year according to posted due dates. To complete this application, you will need to log into Pipeline and click on “Apply for scholarships”. Complete the questionnaire and submit. Nursing students who return the application and who meet the scholarship criteria established will be considered eligible for the awards.

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

• Scholarships designated specifically for Nursing will be awarded only to students admitted to the Nursing program.
• Students indicating Nursing as a major, but not admitted to the program, will be considered for general academic scholarship awards.
• Selected recipients will receive an award letter indicating the name and amount of the scholarship award.
• Funds are made available through the Foundation and disbursed through the Financial Aid Office.
• 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.
• 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.
• 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 the second level of the nursing program 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 (for Advanced Standing Students, the “Credit by Advanced Placement Examination” hours do not count toward the minimum 30 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.

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

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.
• Grounds for disciplinary action/denial of license.
• Crimes against persons.
ELECTION OF CLASS OFFICERS

Elections during 1st year of the Program
In the 1st semester of the program, 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 the 3rd semester, 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 nominations 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 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 have access to team minutes to share with nursing classmates. Student input is highly valued and officers are highly encouraged to attend faculty team meetings.
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
Sherri Conard
Director of First Year Experience
715 E 13th St
Andover, KS 67002
316-218-6373
sconard@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 I 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.)