Bethesda College of Health Sciences

BAPTIST HEALTH SOUTH FLORIDA

NURSING STUDENT HANDBOOK

2020 - 2021

Bethesda College of Health Sciences
BAPTIST HEALTH SOUTH FLORIDA

NURSING PROGRAM STUDENT HANDBOOK

PROVIDES THE POLICIES AND PROCEDURES SPECIFIC TO THE NURSING PROGRAM

Bethesda College of Health Sciences
BAPTIST HEALTH SOUTH FLORIDA

TABLE OF CONTENTS

Introduction	5
Vision, Mission, Philosophy	6
Conceptual framework	8
Conceptual framework visual	9
Curriculum definitions	10
Program Objectives	11
Admission Criteria	12
Admission Point System	12
A.D.A. Policy	13
Progression	13
Medication Administration Calculation Test	14
ATI Assessment & Remediation Policy	15
Criteria for Graduation	15
Re-admission and Progression Policy	16
Course sequencing	16
Required Pre-requisite Courses	17
Nursing Core Courses	18
Grading System	19
Attendance/withdrawal	19
Health Screening & Annual Physical Exam	21
CPR	22
Criminal background and drug screening policies:	
Criminal	22
Drug Screening	23
Dress code	25
Working Prior to Clinical	27
Computer, Internet & Email Policy	27
Cell Phones & Personal Electronic policy	27
Parking	28
Make-Up Examinations	28
Cheating	28
Grievances	28
Pregnancy	29
Illness/accidents	29
Tutoring	29
Disciplinary Policy	29
Social Media Policy	30
BCHS Organization Chart	32

Original: 11/2011
Revised: 8/2012, 10/2012, 8/2013, 9/2013, 3/2014, 7/2014, 2/2015, 8/2015, 5/2016, 12/2016, 8/2017, 12/2017, 1/2018, 5/2018, 8/2018, 8/2019, 11/2019, 8/2020

Bethesda College of Health Sciences
BAPTIST HEALTH SOUTH FLORIDA

CONTINUATION OF TABLE OF CONTENTS

Appendix:	33
Blood borne pathogens – exposure control plan	34
Post-Exposure Evaluation and Follow-up	36
Blood borne student acknowledgment signature form	37
Ethical agreement	38
Ethical agreement signature page	41
Student Oath & Affirmation signature page	42
Student Enrollment Agreement Form	43
Request to Waive a College Regulation Form	46
Acknowledgement Form	47
ATI Policy	48
ATI Acknowledgment signature page	49
Nursing Program Disclosure	50

Original: 11/2011
Revised: 8/2012, 10/2012, 8/2013, 9/2013, 3/2014, 7/2014, 2/2015, 8/2015, 5/2016, 12/2016, 8/2017, 12/2017, 1/2018, 5/2018, 8/2018, 8/2019, 11/2019, 8/2020

INTRODUCTION

The Nursing Program Student Handbook and Policy Manual are designed to give an overview of the Program's structure, philosophies, and policies. Students should familiarize themselves with its contents and use it as a reference during enrollment in the program.

PURPOSE:

Bethesda Hospital, Inc. started with a not-for-profit hospital established in 1959 to serve the community. Both facilities provide a wide range of services to a diverse patient population. Both facilities have a team of dedicated people committed to quality health services in a caring manner. As a student in the Bethesda College of Health Sciences Nursing Program you will help represent Bethesda Health to the community and uphold its mission statement and values. Bethesda Hospital East has approximately 401 beds and Bethesda Hospital West has approximately 80 beds.

Hospital Mission Statement:

OUR MISSON IS TO PROVIDE QUALITY HEALTH SERVICES IN A CARING MANNER

Values:

QUALITY – consistently meets or exceeds standards of excellence

CARING – consistently practices hospitality

SERVICE – consistently exceeds customer expectation

Bethesda College of Health Sciences
BAPTIST HEALTH SOUTH FLORIDA

Associate Degree Nursing Program

Vision

The nurse, as a highly respected collaborative member of an expanded interdisciplinary team, will integrate and coordinate care for the transition of individuals, families and the community towards wellness-oriented choices and positive outcomes for the health improvement of society.

Mission

With a commitment to caring excellence, educate a safe, confident, compassionate, and caring nursing graduate who brings into professional practice the body-mind-spirit transpersonal caring-healing principles and technical skills required for competent care of individuals, families and communities.

Philosophy

The philosophical framework of the Nursing Program at the Bethesda College of Health Sciences reflect the influence of the founder of modern nursing, Florence Nightingale[1] and her contemporaries of the holistic and caring traditions,[2,3] combined with the primary nursing theory of Jean Watson[4]. These provide a foundation for understanding the relationships, interactions and influences that exist within the current nursing environment, the modern interdisciplinary focuses, and, the health professions core competencies.

The Nature of Person:
Individuals are holistic beings with unique physical, psychological, social, cultural and spiritual needs. The achievement of one's optimal potential evolves, across the lifespan, according to individual life choices. These choices are predisposed by one's innate capabilities, value system and environment. A person therefore interacts through body, mind and spirit with others in relation to the environment. The resulting inseparable human connections among and between individuals are ever fluctuating and affect one's ability to achieve and maintain relationships and personal wellness.

The Nature of Society:
With the influence of slowly changing pervasive and fundamental values that lead to organizational changes, society is constantly evolving. These variations in basic social and economic forces are the result of individual interactions within and between groups of multicultural persons who share, on many levels, life experiences. Thus society structures the environment through rules, laws, policies and regulations.

Health (Wellness):
Health is a dynamic state of wellness that fluctuates according to one's immediate circumstances – individually, within relationships of family, others, communities and the world. It implies the continuous use of one's resources to adjust body, mind and spirit to the changing internal/external environment. Health can be promoted, maintained and restored through partnerships among individuals, families, groups, communities and healthcare providers. However, the state of health is never exactly the same as at a previous time. And, when continuation of life is impossible, the adjustment of body, mind and spirit to an acceptable and peaceful death is indeed healthy. Both individuals and society share rights and responsibilities for health.

Nature of Nursing:
Nursing is a caring and humanistic discipline that combines nursing theory with scientific knowledge and inquiry. It encourages individuals and society to achieve a level of caring and healing that promotes an individual's optimal wellness. The nursing process defines nursing practice within the concepts of human functioning and the transpersonal caring-healing perspectives. From these concepts, the nurse uses the presence of "self" for monitoring patient status; providing physiological therapies, emotional support and education; assisting in the compensation for loss of functioning; and, integrating and coordinating care.[5] These caring and holistic nursing perspectives are the basis for the acknowledgement of inseparable connections among and between persons, including the nurse. It is human care and caring that creates a sacred space for healing, preserving human dignity, restoring and preserving humanity for the attainment of optimal health.

Teaching/Learning:
The teaching/learning process requires the interaction of one or more individuals and/or environmental resources. This process facilitates the development of cognitive, psychological, and psychomotor skills essential for knowledge and, ultimately, competence. Learning is the attainment of knowledge and skills by instruction or study. The faculty facilitates learning by projecting a positive image, while considering the needs, capabilities and individual differences of students, and creating an environment conducive to academic excellence. Through planning and selecting of rich and varied experiences, meaningful learning environments are created. Nursing judgment is fostered by utilizing student self paced activities that progress from simple to complex. Active student participation in the learning process is necessary for confident learning and the establishment of lifelong learning patterns.

Nursing Education/Associate Degree Education:
Nursing education combines general education foundations and nursing core theory and recognizes competencies both particular to and overlapping with differentiated levels of "nursing" practice. These competencies vary by: level of practice, types of clients served, practice settings and the complexity of skill sets. Thus the educational components of a nursing program of study address the attainment of specific competencies within an identified level of nursing and an organizational framework for

thinking. Nursing theory and educational competency models provide a reliable and scientific basis for organizing nursing thought. Associate degree nursing education provides the foundation for beginning professional nursing practice in structured care settings. Both basic general and nursing education courses expose the student to requisites for providing safe, effective, patient-centered, timely, efficient and equitable[5] care for confident and competent professional nursing practice within a culturally sensitive environment.

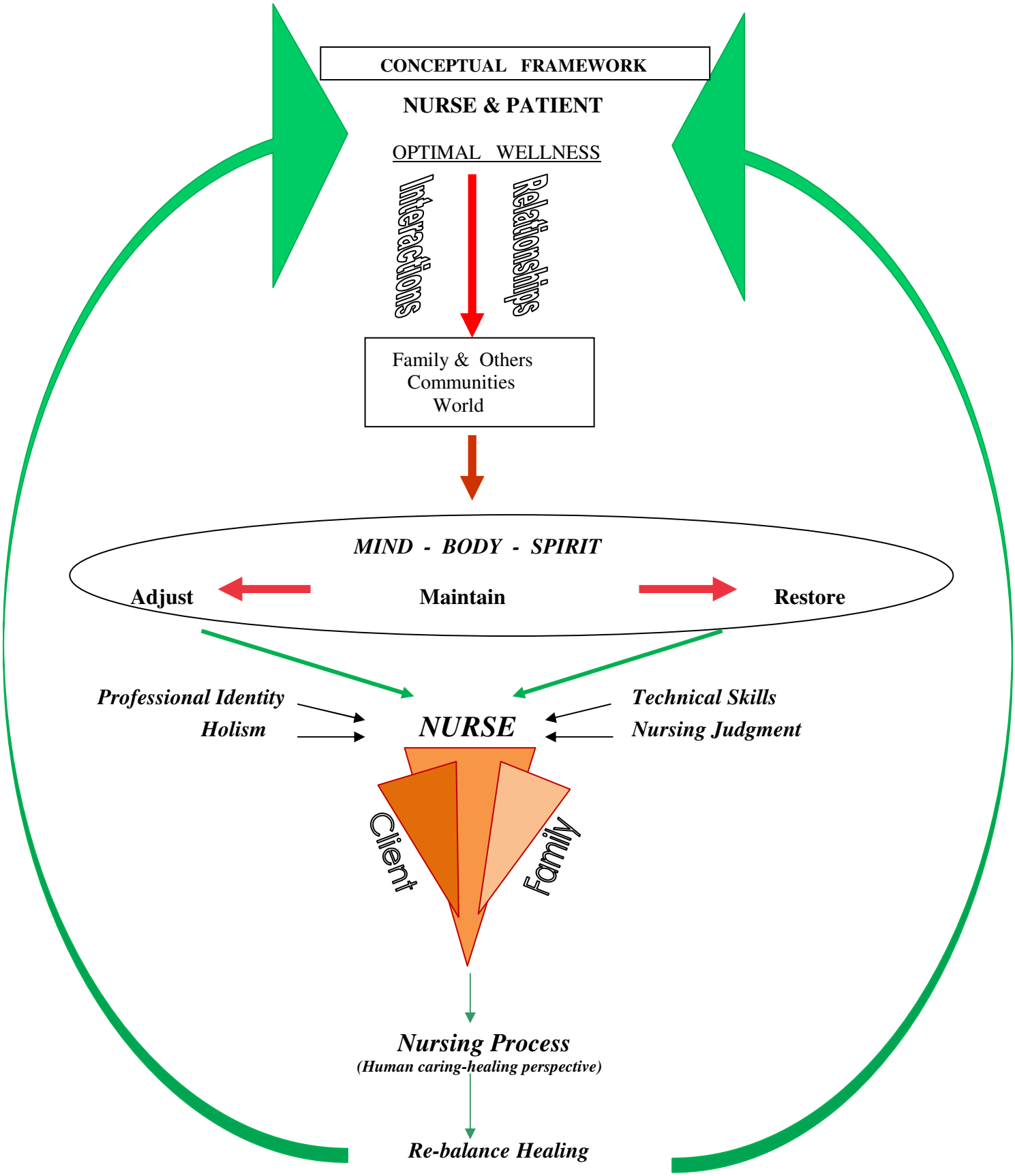
Practice of the Associate Degree Graduate:
The associate degree graduate is prepared for beginning professional nursing practice in both acute care and community settings. The graduate interacts and establishes relationships, honoring human diversity, with individuals, families and groups across the lifespan and utilizes the nursing process to create, implement and evaluate a mutually holistic plan for maximum healing. Within predetermined standards of care, the graduate functions independently and maintains interdependence, as a member of the expanding interdisciplinary team, to influence the attainment, maintenance and/or restoration of wellness in a multicultural society. By adhering to the American Nurses Association Code of Ethics,[6] the graduate demonstrates competence, continuing self-improvement and personal wellness.

CONCEPTUAL FRAMEWORK

The philosophy can be conceptually expressed as a free flowing circle that re-defines one's optimal level of wellness. As visualized in the diagram, found on the next page, the nurse and patient begins in an optimal state of wellness. Each person defines for themselves their state of "optimal wellness." As interactions and relationship with family, others, the community and world change, the individual's state of mind, body and spirit is affected. Thus the individual must attempt to maintain their state of holism (mind, body and spirit).

References:
[1]Nightingale, F. (1992). *Notes on Nursing.* (Commemorative Edition). Philadelphia: J. B. Lippincott.
[2]Dossey, B. (1997) *Core Curriculum for Holistic Nursing.* Boston: Jones and Bartlett (Aspen).
[3]Dossey, B. Keegan, L. Guzzetta, C. (2000). *Holistic Nursing: A Handbook for Practice.* (3rd ed.). Boston: Jones and Bartlett.
[4]Watson, J. (1985) *Nursing: The Philosophy and Science of Caring.* Boulder, CO: Colorado Associated University Press.
[5]Finkelman,A., Kenner,C. (2009). *Teaching IOM.* (2nd ed.). Silver Springs, MD: American Nurses Association.
[6] Fowler, M. (2010). *Guide to the Code of Ethics for Nurse: Interpretation and Application.* Silver Springs, MD: American Nurses Association

Bethesda College of Health Sciences
BAPTIST HEALTH SOUTH FLORIDA



CURRICULUM DEFINITIONS

Curriculum Concepts:

Holism – A way of being in which the integrated whole has a reality independent of and greater than the sum of its parts.

Professional Identity – The experience of being part of a profession - in this case nursing. The nursing profession has a unique and expanding body of knowledge, is responsible for service to society, and, adheres to a code of ethics that is incorporated into its' practice.

Nursing Judgment –encompasses critical thinking, clinical judgment, and integration of best evidence into practice.

Wellness – defined by the individual according to their perception of a positive and unified feeling of body-mind and spirit.

Stressors – any pressure (biological, psychological, social, environmental, etc.) exerted upon an individual that creates negative responses.

Family – any person related biologically or socially, perceived by another as a member of their group or "family."

Patient – one who receives services and care

Nurse – one who provides care or service to another person -may be either non-professional as in a nurse assistant or practical nurse or professional as in a registered nurse. Education determines the type of nurse.

Nursing Process – A systematic method, consisting of five steps (assessment, diagnosis, outcome identification/planning, implementation and evaluation), for providing care to individuals.

Healing – the restoration to an acceptable state of wellness or peace, not necessarily curing

Human Caring - promoting health, healing and hope in response to a human condition

Curriculum Terms:

Critical Thinking – A search for meaning that uses a variety of strategies in a disciplined, deliberate thought process.

Communication – The process of transmitting (verbal, non-verbal, written, electronic or telepathic) thoughts, feelings, facts and other information.

Human relations diversity – The individual differences of people that result from ethnic, racial, cultural, biological and gender variables.

Legal/Ethical - Distinguishing right from wrong as defined in practice acts and standards of care.

Teaching/Learning – Teaching is an active process of sharing information between individuals for the purpose of changing behavior. Learning is the process of assimilating information with a resultant change in behavior.

Community – Anywhere people are: individually or in groups.

Lifespan –Encompassing any developmental stage between conception, life and death.

Technical Skills – The practice of psychomotor skill sets from a theoretical understanding.

Critical Thinking Model:

Foundational concepts for normal human functioning that are use to organize nursing thought includes:

1. Mobility
2. Oxygenation
3. Regulation
4. Cellular integrity
5. Cognitive sensing

NURSING

PROGRAM OBJECTIVES

Upon completion of the nursing program, the graduate will be able to do the following, which mirror the competencies promoted by the National League of Nursing:

1. Advocate for patients and their families, promoting self-determination, integrity, and continuous growth as human beings;

2. Evaluate processes for maintenance of good health and risk reduction for self and others;

3. Use critical thinking and the nursing process to provide holistic and caring strategies for all patients to regain wellness, taking into account each patient's individuality and cultural diversity;

4. Practice professional nursing, legally and ethically, in a variety of health care settings;

5. Communicate effectively, whether verbally, non-verbally, in writing or electronically, with the patient and their family and with the interdisciplinary health team to achieve intended, managed care outcomes for the patient

6. Integrate research findings to make informed judgments regarding quality nursing care and patient health promotion;

Bethesda College of Health Sciences
BAPTIST HEALTH SOUTH FLORIDA

ADMISSION CRITERIA

See Academic College Catalog for admission criteria.

Once the admission criteria have been met, the individual will qualify for an interview.

After all admission criteria have been met, a point system is utilized for selection.

ADMISSION POINT SYSTEM

Criteria:	Points Allotted:
Cumulative GPA ……	2.5 – 4.0 (x 2)
College Education – earned from a regionally accredited institution (one only)	
Up to 30 credits	1
31 credits and including AS or AA degree	2
Bachelor's degree	3
Master's degree or higher	4
Pre-Admissions Examination Composite Score	
90 and above	10
79 - 89	8
68 - 78	6
58 - 67	4
48 - 57	0
Residency	
Palm Beach County	1
Florida	1
Healthcare Employment Experience - provide employer document with dates of employment (if not Bethesda) (circle maximum of two categories)	
Employee of Bethesda Health Inc./BHSF for more than 1 year	2
LPN/Paramedic/Respiratory Therapist	3
CNA/EMT/Surgical Tech	2
Coding/Billing/Medical Records/ Central Supply/Clerical	1
Interview (grid available upon request)	0-10
Essay (grid available upon request)	0-5
Maximum Points Possible	**44**

Tie breaker: In the event of a maximum point tie, the following, in order of priority, will be used:

1. Pre-admission examination composite score
2. Science GPA (Anatomy/Physiology with Lab I & II AND Microbiology with lab)

PROGRESSION, RETENTION, GRADUATION

A.D.A. Policy:

Bethesda College of Health Sciences follows, for the nursing program, the policy statement of the Florida Council of Nursing Education Administrators that states:

> For progression and completion in a nursing program, the academic unit will evaluate the following areas of competency: emotional, perceptual, cognitive, functional, and physical. Reasonable accommodation will be made on an individual basis in accordance with the adaptations set forth in the "Essential Competency Study: of the National Council of State Board of Nursing, Inc. (Chornick, 1994).

This statement is in accordance with the "Core Performance Standards for Admission and Progression" that were developed by the Southern Council on Collegiate Education for Nursing (SCCEN). They are as follows:

Issue	Standard	Some Examples of Necessary Activities (Not all-inclusive)
Critical Thinking	Critical thinking ability for clinical judgment	Identify cause-effect relationships in clinical situations, develop nursing care plans.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport with clients and colleagues.
Communications	Communication abilities sufficient for interaction with others in verbal and written form	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and client responses.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces	Moves around in client's rooms, work spaces, and treatment areas, administer cardio-pulmonary procedures.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Calibrate and use equipment; position clients.
Hearing	Auditory ability sufficient to monitor and assess health needs	Hears monitor alarm, emergency signals, auscultatory sounds, cries for help.
Visual	Visual ability sufficient for observation and assessment necessary in nursing care.	Observes client responses.
Tactile	Tactile ability sufficient for physical assessment	Perform palpation, functions, of physical exam and/or those related to therapeutic intervention, *e.g. insertions of a catheter.*

All Nursing Students:

1. Nursing courses have both pre and co-requisites that are listed in the College Academic Catalog in the "Course Description" section. All students are responsible for this information.
2. All pre-requisite nursing courses must be completed prior to registering for the next nursing course in the sequence.
3. A passing grade on tests and projects equals 80%. In order to pass the course a cumulative grade of 80% must be achieved.
4. Students who have successfully completed a course in a trilogy that includes didactic, skills lab, and clinical, for which they have failed a nursing co-requisite whether didactic, nursing skills lab or clinical; the student must repeat all components of the trilogy courses. All tuition and fees apply.
5. Students must satisfy the Schools graduation requirements as listed in the College Academic Catalog under which they entered the Nursing Program.

Generic Students:

1. Students who possess two (2) "W"* from any combination of nursing courses can not continue in the nursing program.
2. Generic students who have departed from the nursing program at Bethesda College of Health Sciences due to lack of academic achievement may apply for re-admission (see re-admission below).

MEDICATION ADMINISTRATION CALCULATION TEST GRADING SCALE AND POLICIES FOR ACADEMIC PROGESS

All Nursing students will be required to pass a Medication Administration Calculation Test at specified times. Successful completion will be validated by a passing score.

The required Medication Administration Calculation Test score for successful completion of each semester is as follows:
Semester I students must achieve an 85% to enter Semester 2.
Semester II students must achieve a 90% to enter Semester 3.
Semester III students must achieve a 95% to enter Semester 4.
Semester IV students must achieve a 100% to enter Semester 5

Medication Administration Calculation Test scores are valid for one semester, only. A student who is repeating a Nursing Clinical course must retake the appropriate medication administration calculation test to meet the passing criteria for that course. Students, who find themselves out of sequence, must see their advisor prior to registration.

Students **must** demonstrate mastery of Medication Administration Calculation as designated by the dates established for each of the first 4 Semesters. Each time the student fails the Medication Administration Calculation Test, the student will be verbally encouraged to seek remediation and perhaps seek the assistance of a tutor at his/her own expense. After a maximum of four attempts, the student will receive a written referral for medication administration calculation skills remediation, which must be satisfactorily completed prior to future Medication Administration Calculation Test attempts. Students will not be permitted to pass medications in clinical until successful completion of the respective Medication Administration Calculation Test.

ATI Assessment and Remediation Program Policy

See appendix

CRITERIA FOR GRADUATION

All course requirements must be completed with a minimum grade of "C" to be considered for graduation.

The ATI Comprehensive Predictor Exam will be administered the first day of NU 2939 - Nursing Seminar Course as a baseline assessment. The student will then be assigned a specific amount of time to complete a focused review based on ATI scores, (refer to predictor exam rubric). All students will continue to revisit previous course topics during the semester and take another two Comprehensive Predictor Exams during the final weeks of the NU 2939 Nursing Seminar Class. If the student does not score the minimum predictor level of 92% on both exams, he/she will receive an "Incomplete" for NU2939, Nursing Seminar.

The student must remediate and has an opportunity to retake the predictor exam a total of two (2) additional times. The student must meet with his/her advisor before taking any additional attempts. The student may be responsible to pay the cost for retesting of the exam and/or remediation.

All students may attend graduation upon successful completion of their course and clinical requirements. The student ***must*** achieve the minimum passing score (as published in the syllabus) on two of the four provided Comprehensive Predictor Exams in order to change the grade of "Incomplete" to the final grade. At that time, the student may apply to the Board of Nursing as a candidate for the NCLEX, which may require the individual student to submit an official transcript with their application.

If the student never achieves the minimum passing score on at least two exams after all four (4) attempts, then the grade of "Incomplete" will be changed to "Fail" and the student will have to repeat NU2939, Nursing Seminar. A personalized remediation plan will be developed for the student to remediate while waiting for the next NU 2939 Nursing Seminar Course to begin. The personalized remediation plan may include clinical preceptorship hours. Additional tuition and fees may apply.

The graduation criteria for the nursing program meet the requirements for awarding an Associate in Science Degree in Nursing, at Bethesda College of Health Sciences as licensed by the Commission of Independent Education of the State of Florida Department of Education and approved by the Florida Board of Nursing.

Davenport, N.C. (2007). A comprehensive approach to NCLEX-RNP(r) P success. Nursing Education Perspectives, 28(1), 30-33.

Re-Admission and Progression Policy:

1. Generic students who have been unsuccessful in the nursing program at BCHS may return, within 3 years, after completing the following:
   - A letter of intent to return outlining what factors led to the student's withdrawal and how he/she has or will overcome them, submitted by the deadline of admission applications. Followed by an interview with Program Director and Faculty.
2. Re-entry will be at the course level determined by the Admission Committee at the time of application.
3. After re-entry, progression and graduation is dependent upon completing and passing every nursing course attempted.
4. Any withdrawal for academic jeopardy or failure will constitute an administrative withdrawal from the program and no further re-admission.
5. Students re-admittance is subject to the Dean's approval.

COURSE SEQUENCING

Nursing courses are designed to be taken in a sequence as outlined below and in the College Catalog. This does have flexibility to meet individual student needs.

All non-nursing courses must be taken prior to entering the Nursing Program. Science courses must be completed with in 10 years of program admission. Program requirements for high school level completion (chemistry and introduction to health sciences) are acceptable regardless of completion date.

*** "W" stands for Withdrawal**

The curriculum is designed to create "learning environments" which increase student knowledge and responsibility. The faculty role will be one of facilitator and mentor. In response to national, state and local trends, the curriculum foci will be:

1. Professional responsibility and development
2. Holism in the application of the nursing process
3. Technical skill sets for beginning nursing practice
4. A spirit of inquiry through critical thinking pathways and evidence-based practice
5. Interdisciplinary teamwork
6. Quality and safety for healthcare improvement
7. Informatics

Required Courses

The following courses with a C grade or higher from another nationally or regionally accredited institution must be completed to be considered for the program. The program Prerequisite and General Education Courses include the course numbers and titles from the Florida College/University System for the student's ease in transfer.

General Education: (16 credits)

Course Name	Credits
MAC 1105 College Algebra	3
ENC 1101 English Composition	3
PSY 2012 General Psychology	3
BSC 2085 Anatomy & Physiology I	3
BSC 2085L Anatomy & Physiology I Lab	1
SYG 2000 Sociology	3

Note: **Science Courses more than 10 years old are not transferable.**

Pre-requisites: (14 credits)

Course Name	Credits
*HSC I000 *Introduction to Health Care	(3)*
MCB 2010 Microbiology	3
MCB 2010L Microbiology Lab	1
BSC 2086 Anatomy & Physiology II	3
BSC 2086L Anatomy & Physiology II Lab	1
DEP 2004 Developmental Psychology	3
HUN 1201 Nutrition	3

*This course may be taken in high school

Total General Education & Prerequisites Credits:.....30

Bethesda College of Health Sciences
BAPTIST HEALTH SOUTH FLORIDA

Nursing Core:

(College Lab= 3 hours/credit) (Clinic =3hours/credit)

Course # & Title	Credit Hours	Theory Clock Hours	College Lab Hours	Clinical Clock Hours
YEAR ONE: Fall Semester	***(9)***			
NU 1000 Nursing Concepts	1	15		
NU 1879 Nursing Informatics	1	15		
NU 1023 Fundamentals of Nursing	3	45		
NU 1023L Fundamentals Clinical	3			135
NU 1022L Fundamentals of Nursing Skills Lab	1		45	
YEAR ONE: Spring Semester	***(12)***			
NU 1144 Pharmacology	2	30		
NU 1215 Medical/Surgical Nursing 1	4	60		
NU 1215L Medical/Surgical Clinical 1	5			225
NU 1026L Medical/Surgical Nursing Skills Lab 1	1		45	
YEAR ONE: Summer Semester	**(8)**			
NU 2310 Pediatric Nursing	2	30		
NU 2310L Pediatric Clinical	1.5			67.5
NU 2350L Pediatric Nursing Skills Lab	0.5		22.5	
NU 2420 Maternity Nursing	2	30		
NU 2420L Maternity Clinical	1.5			67.5
NU 2423L Maternity Nursing Skills Lab	0.5		22.5	
YEAR TWO: Fall Semester	***(10)***			
NU 2216 Medical/Surgical Nursing 2	3	45		
NU 2216L Medical/Surgical Clinical 2	2			90
NU 2028L Medical/Surgical Nursing Skills Lab 2	1		45	
NU 2520 Psychiatric/Mental Health Nursing	2	30		
NU 2520L Psychiatric/Mental Health Clinical	1.5			67.5
NU 2521L Psychiatric/Mental Health Nursing Skills Lab	0.5		22.5	
YEAR TWO: Spring Semester	***(5)***			
NU 2939 Seminar	1	15		
NU 2940L Nursing Internship	4			180
Column Total	44	315	202.5	832.5
Total Credit Hours	**44**			

Total Nursing Core Credits:……..……...44

TOTAL CURRICULUM CREDITS:…… 74

NURSING PROGRAM GRADING SYSTEM

The nursing program follows the BCHS grading system as outlined in the College Catalog.

Theory courses are graded as:

A = 93 - 100
B = 88 - 92
C = 80 – 87
D = 75 - 79
F = 74 or below

Skills lab and Clinical labs are graded:

P = pass
F = fail

Only grades of **"C"** and above or **"P"** qualify as acceptable grades for progression.

NURSING COURSE ATTENDANCE AND WITHDRAWAL

Attendance
Students are required to attend all classes for which they are registered and may not attend classes for which they are not registered. Students are responsible for any and all coursework and may not use college-sponsored activities as pleas for extension of time to complete assignments or for permission to take makeup examinations or quizzes. A calculation of absences begins from the first class meeting for students whose names appear on the initial class roster.

Classroom, Lab and Clinical Courses:
Attendance is expected in all classroom, lab and clinical activities. In the event of an absence due to extenuating circumstances, the student is expected to notify the College Administrative Assistant **by phone (561-364-3064), or email (VivianLo@BaptistHealth.net), no later than 9:00 AM.**

The following is the attendance policy of the College:

Absence

- Maximum of two (2) absences per course/semester in didactic or lab courses.
- Maximum of one (1) absence in clinical courses per semester.
- Those who exceed the maximum number of absences must meet with the program director for counseling and/or dismissal from the program.
- Unexcused absences are not permitted and may be grounds for course dismissal. An unexcused absence is defined as non-notification by the student of the absence according to the policy.
- If students are found sleeping during classroom, clinical or lab, they will be asked to leave the classroom or clinical and the entire instructional time will be posted as an absence.

Tardiness

- Students are considered tardy when they arrive to class, lab or clinical after the scheduled start time.
- Tardiness is not accepted.
- For didactic or lab courses, two (2) instances of tardiness per course/semester equals one (1) absence.
- If you are tardy, you must notify the College Administrative Assistant *(by phone or email as above*) **ahead of time** to report your tardiness
- Tardiness is not permitted on clinical days. On-time attendance is expected at all clinical activities. ***Tardiness will count as an ABSENCE and the student will not be allowed in the clinical area.***

Illness/Accident

- For students who become ill or find themselves hospitalized or challenged due to an accident, course faculty will attempt to develop with the student a plan for course/clinical completion. In some situations the options may include an incomplete ("I"), or a course withdrawal.
- In all cases, physician's documentation will be required for the student's return to class or clinical, which must be presented to the Dean, or designee who will have it reviewed by the Employee/Student Health Nurse at Bethesda Health, Inc. for approval prior to admission to class, lab or clinical.

Please refer to each of the program handbooks for further information on attendance.

NOTE: PLEASE REFER TO THE COURSE SYLLABUS FOR SPECIFIC ATTENDANCE/TARDINESS POLICY SINCE IT MAY VARY BY COURSE.

Students who are progressing in the nursing skills lab faster than the scheduled content must always participate in the skill introduction/demonstration portion of the lab.

- Eating, drinking or use of pens is not allowed while in the Skills Lab or the Computer Lab.
- If a student fails his/her attempt at skills competency sign off, he/she cannot retest until the next testing day.
- Skills Lab allows three attempts for a skill, if unsuccessful after third attempt, it may result in failure.
- At final Integrated Skills Lab Competency Exam, if unsuccessful on first attempt, a second attempt is permitted. If unsuccessful on second attempt it may result in failure.

Nursing Clinical Laboratory:

Attendance is expected at all clinical activities. Nursing Clinical Laboratories are evaluated according to the achievement of competencies and not necessarily the time spent in clinical. Students must accomplish all course competencies by the last day of the course. Repeated practice of a competency assists the student in establishing confidence in their nursing practice. Nevertheless, if clinical absences occur, the nursing program uses the attendance policy established by the College as a standard for decision regarding course evaluation and continuation.

Remediation for missed clinical time:

If a student misses any amount of clinical time, whether it is for an approved time off or an unexpected absence or early dismissal, the student is required to make up ALL scheduled hours as deemed appropriate by the clinical faculty/instructor. Please note that additional clinical time may not be available on the unit or facility where clinical is conducted. Therefore, there is a possibility that the student will have to take an "Incomplete" for the course and register for the course as well as associated skills lab and didactic courses when it is offered next. All tuition and fees apply.

Course withdrawals follow the policies of the College Academic Catalog. For further .information on attendance and/or withdrawal, consult the current edition of the Bethesda College of Health Sciences Academic Catalog.

STUDENT HEALTH SCREENING & PHYSICAL EXAM

College Student Physical*:* All students attending Bethesda College of Health Sciences will receive a physical assessment, provided by the Department of Employee Health at Bethesda Hospital, Inc., as required by Florida law. There is no fee for the physical exam. **This is not a student health insurance program. Students are still required to provide their own health coverage during the program.**

College Students will have the following health records completed and available for inspection prior to the nursing program commencement:

1. Tuberculin skin test within the past 12 months or documentation as a previous positive reactor; and
2. Proof of Rubella and Rubeola immunity by positive antibody titers or 2 doses of MMR; and
3. Varicella immunity, by positive history of chickenpox and or proof of varicella immunization; and
4. Proof of Hepatitis B immunization or declination of vaccine, if patient contact is anticipated, and
5. One time dose of Tdap (for pertussis) following completion of primary 3-dose series of DPT (Diphtheria, Pertussis, Tetanus,)
6. Negative drug screen

The College and Hospital provide the Hepatitis B and Flu Vaccination at no charge to the student.

Students who do not meet the standards of good physical and mental health, as required by clinical facilities for safe patient care, may reapply and be considered for admission to or continuation in the nursing program after resolution of the health problem. An updated health record, verified by a licensed physician, ARNP or PA must be submitted.

CARDIOPULMONARY RESUSCITATION

American Heart Association CPR-BLS (Basic Life Support) for Health Care Providers is required prior to beginning the nursing program and must be actively maintained throughout the program of instruction.

CRIMINAL BACKGROUND AND DRUG SCREENING REQUIREMENT POLICIES

Criminal Background Checks:
Health professions are committed to providing excellence in patient care and services in a safe, productive and quality conscious environment. As such, BCHS and Bethesda Hospital, Inc. require students to meet standards, similar to employees, for criminal offenses and use of illegal substances.

Therefore, nursing students are required to be screened through the Florida Department of Law Enforcement (FDLE) or comparable checks from State(s) of prior residence and the Federal Bureau of Investigation (FBI). An independent drug screen is also required.

The BCHS and Bethesda Hospital, Inc. will conduct a background check on each student assigned to the program. The background check for students shall include, at a minimum, the following:

(i) Criminal Search (7years or up to 5 criminal searches);
(ii) Violent Sexual Offender and Predator Registry Search;
(iii) HHS/OIG (Department of Health and Human Services/Office of Inspector General Services) List of Excluded Individuals/Entities.

Criminal Offenses:
Most Florida Professional Boards under the Florida Department of Health and national registries perform computerized background checks on all applicants to determine eligibility for licensure. This background check may include the record for all arrests, not merely convictions. Therefore, students will be held to the same standard(s) as set forth for nursing homes in the Florida Statutes 400.211.

> **Judgments of guilty or pleas of *nolo contendere* to the following crimes will disqualify students from entering the nursing program: murder; manslaughter; vehicular homicide; killing of an unborn child by injury to the mother; assault, if battery; kidnapping; false imprisonment; sexual battery; prohibited acts of persons in familial or custodial authority; prostitution; lewd and lascivious behavior; lewdness and indecent exposure; arson; theft; robbery; and related crimes, if offense was a felony; fraudulent sale of controlled, substances, only if the offense is a felony; incest; abuse or neglect of a disabled adult or elderly person; exploitation of a disabled adult or elderly person; aggravated child abuse; child abuse; negligent treatment of children; procuring sexual performance by a child; sale, possession or use of obscene literature; violation of drug abuse prevention and control laws, only if offense was a felony or if any other person involved was a minor and**

has not been judicially determined to have committed abuse or neglect against a child as defined in F.S. 3901(2) and (47); does not have a confirmed report of abuse, neglect, or exploitation as defined in F.S. 415.102 (6), or abuse or neglect as defined in F.S. 415.503(6), which has been uncontested or upheld under F.S. 415.1075 or F.S. 415.504; does not have a proposed or confirmed report that remains unserved and is maintained in the central abuse registry and tracking system pursuant to F.S. 415.1065 (2)(c); and has not committed an act that constitutes domestic violence as defined in F.S. 741.128.

All records will be sent directly from the FDLE to the Nursing Program Director and will be kept in a confidential file. These files will not be part of the student's college record. No faculty or staff will have access to the record without the written permission of the student. These records will become the property of the College when submitted and will not be available for copying or for use to meet the requirements of outside employers.

The student is responsible for notifying the Nursing Program Director of any arrests, regardless of adjudication, that occur after beginning the program. Failure to promptly notify the program director shall be grounds for dismissal from the program. After acceptance into the program, the student must not be found guilty, regardless of adjudication, of an offense that would disqualify the student under the above stated standard(s). If this occurs, the student will be subject to dismissal from the program. (FS 400.211). The student will be required to sign an attestation to this effect, annually and have it notarized. See Appendix #3.

If a criminal offense deems a student ineligible for admission to or continuation in the nursing program, an appeal can be filed. The appeals process follows the College grievance process. The appeals committee will follow the industry standard for employment in the profession as the guide for considering the grievance.

Drug Screening:

Bethesda College of Health Sciences and Bethesda Hospital, Inc. are drug free environments. BCHS and Bethesda Hospital, Inc. will require a drug screening for all college students. The college follows the guidelines set by Bethesda Health, Inc. and can be found in the Human Resource Manual under Policy #bhsf-6150. Therefore, students will be provided with a drug screening test by the Department of Employee Health of Bethesda Hospital, Inc. These results are essential for clinical rotations, and subsequent completion of the program.

Only Laboratories licensed by the State of Florida Department of Health and Rehabilitation and approved by the National Institute of Drug Abuse will be utilized for testing. Such laboratories are required to and shall comply with Florida law and the rules established by the Department of Health and Rehabilitative Services. All levels equal to or exceeding the following levels shall be reported as positive. The drug screen will be conducted for at the least, the following drugs:

Alcohol…….…… 0.02 g/dl%
Amphetamines…….. 1,000 ng/ml
Cannabinoids…….....50 ng/ml
Cocaine……300 ng/ml
Phencyclidine…….....25 ng/ml
Methaqualone…….300 ng/ml
Opiates…….…….....2,000 ng/ml
Barbiturates…….....300 ng/ml
Benzodiazepines…….....300 ng/ml
Synthetic Narcotics:
Methadone.....……300 ng/ml
Proposyphene.....300 ng/ml
***ng/ml = Nanogram/milliliter**

The College will receive final report upon completion of the background check, the health screen, and drug screen findings before the first day of the nursing program.

All students enrolled in the nursing program are required to be drug and/or alcohol free when reporting to the College and while at the Hospital (including parking lots and grounds). Including but not limited to, when there is reasonable suspicion to believe a student may be impaired, or is using or has used illegal drugs and/or alcohol, the student may be tested in accordance with the BHS Human Resource policy #bhsf-6150.

If tested by the Employee Health Department, the student will notify all clinical faculty members with a copy of all test results. Failure to promptly do so shall be grounds for dismissal from the program. A positive drug or alcohol test or refusal to take the test shall be grounds for the student to withdraw from the program. Re-admission to the program can occur only after re-application which includes an advisement in writing by a professional counselor that the student is drug free and it is documented through testing. The student must continue to be monitored by the counseling service while completing the program or he/she will be dismissed from the program.

If a positive drug screening deems a student ineligible for admission to or continuation in the nursing program, an appeal can be filed. The appeal process follows the College grievance process. The appeals committee will follow the industry standard for employment in the profession as the guide for considering the grievance.

Bethesda College of Health Sciences
BAPTIST HEALTH SOUTH FLORIDA

DRESS CODE

The purpose of the dress code is to present a professional appearance to the patients. This is extremely important in gaining the confidence and respect of our patients/customers.

College ID: The approved College photo-ID badge is to be worn at all times on College and Hospital premises. It must be visible and worn with the photo side displayed with no object obscuring the photograph or name. Only College approved pins and/or stickers may be affixed to the badge.

Hygiene: Good personal hygiene habits must be maintained. Effective deodorants and breath fresheners should be used; hands and nails should be clean with nails trimmed; objectionable body odor, heavy perfume and cologne are not acceptable; makeup should be appropriate for daytime wear, regardless of the shift.

Facial Hair: Beards, sideburns and mustaches are permitted as long as they are neatly trimmed and well groomed and do not interfere with any isolation personal protective equipment (PPE) that is required to be worn for patient care; otherwise students must be clean shaven.

Cosmetics: Cologne/perfume/aftershave are not permissible. Strong scents may be offensive to patients, other students and faculty. Make-up is permissible in moderation. Application of dramatic colored eye shadows, rouges, blushes, nail polish, lipsticks, or artificial eyelashes is unacceptable. Tattoos will need to be covered up at all times.

Hair: Hair must be neat and clean and not in a style or length that would interfere in the performance of job duties or create a safety hazard. No extreme styles or colors (e.g., Mohawks, Punk) are permitted. When providing direct patient care, hair that is shoulder length or longer, falls forward, or is so full that it does not present a professional appearance must be secured off the shoulders and away from the face. Mustache and/or beard are permissible providing it is well trimmed and groomed.

Headwear: Hats, caps, headbands across forehead, bandannas, visors and other headpieces are not authorized. For safety and sanitary reasons, protective hard-hats, caps and/or hairnets may be required for specific duties and areas.

Nails: Fingernails must be clean and neatly maintained. They must be trimmed to a length that will not interfere with performance of duties or create a safety hazard. Dark, dramatic nail polish is not acceptable nor any chipped nail polish. Nail ornaments are considered enhancements and may not be worn. **Artificial nails are not permitted.**

Underwear: Appropriate undergarments are to be worn under all clothing. No colored, patterned or thong underwear may be visible through outer clothing.

Uniform: Nursing students will wear a uniform with the college's logo on it. A **white** lab jacket may be worn over the uniform. No other outerwear is acceptable. A **white** long sleeve collarless shirt may be worn under the uniform. The uniform must be clean and wrinkle free. The uniform patches need to be worn on your uniforms at all times the college logo on your left armband and the student identification on the right armband.

Hose: Socks or hosiery must be worn at all times, by clinical students and must correspond to the white or black shoes color respectively. Hose must be flesh colored.

Shoes: Clean comfortable professional shoes or athletic-type shoes. Safety, comfort, and appearance are the main considerations. No clog or crocs. They must be white or all black and be fully laced with corresponding laces. "High-tops" may be worn only with long pants. Sandals, platforms, beach shoes and thongs are not permitted.

Jewelry: Jewelry should be worn conservatively and must not interfere with patient care. **Students providing direct patient care may not wear hand, wrist, or nail jewelry with the exception of a plain wedding band and a watch.** Earrings may not exceed 1 inch in length or diameter. Body jewelry such as nose rings or jewelry for tongues, lips or face as must be removed during school hours.

Piercing: No visible body piercing other than two earrings per ear is allowed. Tongue rings, nose rings and eyebrow rings are not permitted.

Tattoos: Tattoos must be covered. This is easily accomplished by wearing the approved College lab coat. If tattoos are on other exposed areas, they must be covered with bandages in the least conspicuous manner.

Medical Condition: Medical conditions, such as pregnancy, are not a reason for non-compliance of dress code.

Other required equipment:

- Sprague Stethoscope
- Black ball-point pen
- Red ball-point pen
- Personal Protective Equipment: goggles, micro shield
- Nursing skill lab kit (available through the College)

Students that fail to follow the appropriate dress code described above will be sent home and counted as absent for that day.

WORKING PRIOR TO CLINICAL

Students are HIGHLY ENCOURAGED NOT to work a shift during the hours preceding a clinical experience. The faculty believes that students must be rested and alert to perform at their optimum level.

COMPUTER, INTERNET, & EMAIL POLICY

This policy is established to ensure that BCHS and Bethesda Hospital, Inc. facilities are used for appropriate functions and that the Computers, Internet, E-mail usage is regulated in a consistent manner.

Internet use is an important professional and educational tool and is encouraged within the framework of medical care, education and scientific research. As the hardware, software and network environments are all of BCHS and Bethesda Hospital, Inc. origin, extreme care should be taken when utilizing the capabilities of the Internet for anything other than educational usage. Caution should be employed when using these information services to ensure that interaction with online entities is consistent with the goals and values of BCHS and Bethesda Hospital, Inc. Refer to the Bethesda Health, Inc. Human Resource Manual Policy #bhsf-6400 & #bhsf-6750. BCHS will follow the policy as stated with the exception that Students will be able to access the social web site for instructional and informative usage while in the College campus, when the Student is at Bethesda Hospital, Inc. facility there will be no social web site allowed on their computer.

STUDENT CELL PHONES & PERSONAL ELECTRONICS POLICY

Cell phones and all personal electronic equipment (including computers) must be on silent/vibrate at all times in the College or Hospital premises. There are NO PERSONAL CALLS, TEXTING, OR SOCIAL MEDIA ACCESS ALLOWED at any time during class, lab, and clinical. Students are encouraged when not in computer lab to access web sites such as: *Up-To-Date, Eprocrates*, Geriatric Assessment Guide, and other medical informative web sites from their cell or personal electronic equipment. Faculties are available through their designated phone number or e-mail noted in the course syllabi and/or the College Catalog.

The College faculty/instructors and staff use the students email and Orbund for official communication with students. Students must check their email and Orbund account frequently to ensure that they obtain critical information and assignments. If communicating by telephone, official communication is conducted utilizing the BCHS phone system for the College. A directory of College faculty and staff emails and phone numbers is included on pages 51-52 of the Academic Catalog.

PARKING

All students must park at the Bethesda College of Health Sciences in the designated Student parking area, located in the back of the campus. When students are at the Bethesda Hospital East doing clinical, the designated parking space is in the parking garage on the 4th level only and employee designated parking at Bethesda Hospital West. For off-site clinical please follow the parking directions for the specific site.

Parking Decal:

The student must hang the parking decal from their rear view mirror visible from the front of the vehicle. Failure to have the decal properly placed in the vehicle or parking in undesignated areas will result in:

1st Offense – verbal warning
2nd Offense – warning sticker placed on the vehicles' window
3rd Offense – disciplinary action including a $10.00 fine

If the student loses or needs to replace the parking decal there is a $5.00 replacement fee.

MAKE-UP EXAMINATIONS

Any student who misses a scheduled exam must contact the instructor regarding the possibility for make-up exams. The student must contact the instructor prior to the next scheduled class. Make-up examinations may be in a format other than the original exam.

POLICY REGARDING "CHEATING"

The Nursing Program adheres to the following policy that is discussed, in detail, in the Ethical Agreement found at the end of this handbook. The following apply to testing and "cheating":

1. Any student observed cheating will have the exam and/or document removed or computer turned off and will receive a failing grade for the course enrolled. In addition, the student must withdraw from any concurrent nursing course (s).
2. "Removal of test materials from the classroom constitutes cheating."
3. Leaving a testing environment results in completion of the test.
4. Talking is forbidden during testing. A faculty member can end the testing session, for students talking regardless of reason.
6. If the student withdraws from the failed course in an attempt to avoid receiving an "F" the instructor will override the withdrawal, and the student will, in fact, receive an "F".

GRIEVENCES

The Nursing Program adheres to the College policy concerning grievances, as stated in the Bethesda College of Health Sciences Academic Catalog on page 31. All grievances begin with the immediate course faculty member and progress according to the policy listed in the Academic Catalog.

PREGNANCY

Should a student become pregnant during enrollment in the program, it is the student's responsibility to:

- Advise the course Instructor and Program Director/Dean of the pregnancy in writing.
- Provide a statement from the physician as to:
    A. Advice regarding continuing in the Nursing Program and disclosure of any physical limitations.
    B. The expected date of delivery.
    C. Provide a statement from the physician regarding returning to the Nursing Program at the end of the puerperium with disclosure of any physical limitations.
    D. Please note that restricted activity may preclude the student from continuing or returning to the Nursing Program.
    E. All pregnant or returning students must be cleared by the Employee/Student Health Nurse.
- Comply with institutional policies of the health care agencies where student receives clinical experience. (No student will be permitted in a Mental Health facility, if she is in the last trimester of pregnancy).

ILLNESS/ACCIDENTS

For students who become ill, find themselves hospitalized or challenged due to an accident; course faculty will attempt to develop with the student a plan for course/clinical completion. In some situations the options may include an incomplete ("I") or a course withdrawal. In all cases, physician's documentation will be required for the student's return to class and/or clinical. This documentation must be presented to the course faculty no later than the first day the student returns to class. This Document will be reviewed and approved by the Department of Employee Health Nurse at Bethesda Hospital, Inc.

TUTORING SERVICES

A list of nursing tutors is available thru the College's Administrative Assistant's office.

DISCIPLINARY POLICY

Students are expected to exhibit professionalism, good judgment and responsibility during their training. Students are expected to adhere to the hospital policies and the policies mentioned in this handbook and the BCHS catalog. Unacceptable behavior will be dealt with in the following manner.

1. Verbal reprimand for the first offense
2. Written reprimand for the second offence
3. Suspension or dismissal from the program

Certain infractions are of such a serious nature that immediate dismissal from the program is indicated. However, most problems that arise are of a minor nature and are usually handled by just counseling the student.

Social Media Policy is guided by the American Nurse's Association's (ANA's) Principles for Social Networking and can be applied to all healthcare professionals and students.

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient — nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

6 Tips to Avoid Problems

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the nurse-patient relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, employers or co-workers, even if they are not identified.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

6 Tips for Nurses Using Social Media

Social networks and the Internet provide unparalleled opportunities for rapid knowledge exchange and dissemination among many people, but this exchange does not come without risk. Nurses and nursing students have an obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Online content and behavior has the potential to enhance or undermine not only the individual nurse's career, but also the nursing profession.

References:

American Nurses Association. (2011, September). Principles for social networking and the nurse. Silver Spring, MD: Author.
National Council of State Boards of Nursing. (2011, August). White Paper: A nurses's guide to the use of social media. Chicago, IL: Author.

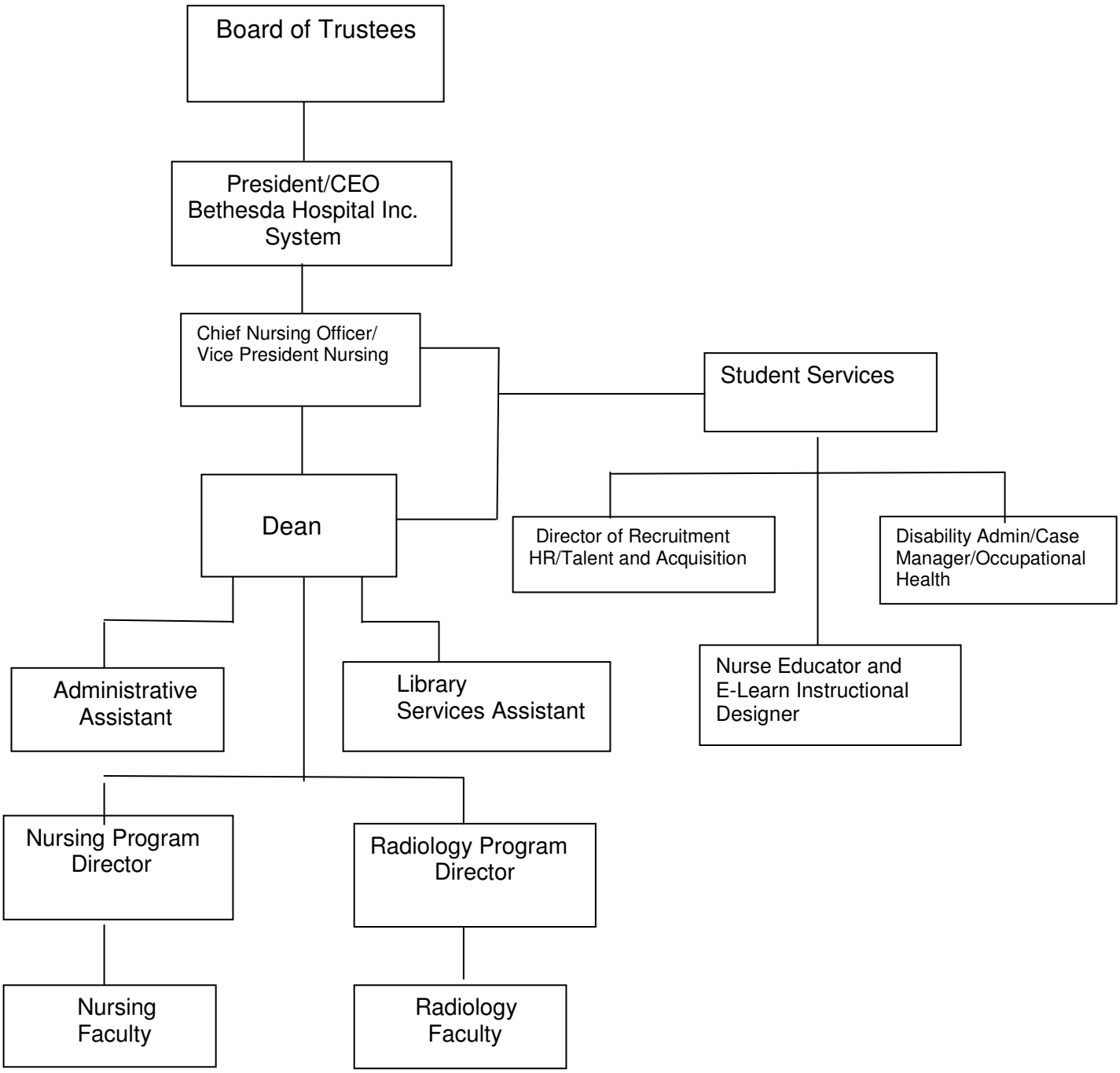
According to Operations Regulation, 1731, Internet and E-mail Use, Unacceptable use of Internet, e-mail services or social media include, but are not limited to , transmitting protected health information or confidential information without password protection beyond the internal organization, accessing any material of a sexual nature, online shopping, and online gaming. The following items require the Dean's approval before use occurs: video/audio streaming, downloading of programs, videoconferencing, and teleconferencing.

Bethesda Hospital, Inc.'s policies against sexual or other harassment apply fully to the Internet, e-mail systems and posting of messages on any Social Networking sites associated with Bethesda. Any violation of those policies may be grounds for discipline, up to and including dismissal from the College. Discipline for misuse of these services will be conducted in accordance with the disciplinary policy as set forth in the program handbook and the Academic Catalog policies and procedures

Therefore, no e-mail or social networking messages should be created sent or received if they contain defaming, intimidating, hostile or offensive material concerning sex, race, color, national origin, religion, sexual orientation, age, marital, disability or any other classification protected by law.

Bethesda College of Health Sciences
BAPTIST HEALTH SOUTH FLORIDA

Bethesda College of Health Sciences Organizational Chart



Revised 7/22/2020

APPENDIX

BLOOD BORNE PATHOGENS - EXPOSURE CONTROL PLAN……34

ETHICAL AGREEMENT……38

STUDENT OATH AND AFFIRMATION……...42

STUDENT ENROLLMENT AGREEMENT……..43

REQUEST TO WAIVE A COLLEGE REGULATION FORM……46

ACKNOWLEDGEMENT FORM……47

ATI POLICY……48

NURSING DISCLOSURE FORM……..50

Bethesda College of Health Sciences
BAPTIST HEALTH SOUTH FLORIDA

BLOOD BORNE PATHOGENS - EXPOSURE CONTROL PLAN

Purpose:
To fulfill the requirement that a health program have an Occupational Exposure to Blood Borne Pathogens plan. This plan includes, as a minimum; the elements defined in the Federal register 29C FR 1910.1030. Please refer to the complete detailed manual at Bethesda Intranet website under Policies Exposure Control Plan.

Objective:
The faculty of Bethesda College of Health Sciences is committed to limit occupational exposures to blood and other potential infectious materials to students and faculty.

Authority and Responsibility:
The Exposure Control Plan of the Bethesda College of Health Sciences is considered to be an extension if the Bethesda Hospital, Inc. Exposure Control Plan. The Program Director has the responsibility for the assurance of a comprehensive Exposure Control Plan. All faculty members are responsible for assuring compliance regarding OSHA requirements for blood borne pathogens.

Scope:
This plan covers all faculty and students who could, as the result of performing their job/educational requirements, be "reasonably anticipated" to have direct contact with blood and other potentially infectious material.

Definitions:

Blood borne Pathogens: Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

Contaminated: Indicates the presence or reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

Contaminated Sharp: Defined as any contaminated object with the potential ability to penetrate or lacerate the skin including, but not limited to needles, scalpels, broken or intact glass and broken or intact hard plastics.

Engineering Controls: A means to isolate or remove the blood borne pathogens from the work place, (e.g., sharps, disposal containers, self-sheathing needles).

Occupational exposure: Reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

Personal Protective Equipment: Specialized clothing or equipment worn by faculty and/or students for protection against a hazard. General work clothes, (e.g., uniforms, pants, shirts, lab coats, scrubs) not intended to function as protection against a hazard is not considered to be personal protective equipment.

Potentially Infectious Material:

1. The following fluids: semen, vaginal secretions, cerebrospinal fluids (CSF), synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, and any body fluids that are visibly contaminated with blood and in situations where it is difficult or impossible to differentiate between body fluids.
2. Any unfixed tissue or organ (other than intact skin) from human (living or dead).
3. HIV or HBV containing cell or tissue cultures, organ cultures, and culture medium or other solutions.

Regulated Waste: Liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps and pathological and micro biological waste containing blood or other potentially infectious materials.

Standard Precautions: An approach to infection control that treats all human blood and certain human body fluids as if known to be infectious for HIV, HBV or other blood borne pathogens.

***Work Practice Controls*:** Controls that reduce the likelihood of exposure by altering the Manner in which a task is performed (e.g., prohibiting recapping of needles by a two-handed technique).

Implementation Procedures:

1. Faculty and students will practice Standard Precautions to prevent or minimize contact with blood or other potentially infectious materials (i.e.: semen, vaginal secretions, cerebrospinal fluids (CSF) synovial fluids, amniotic fluids, pleural fluids, pericardial fluids, peritoneal fluids, any body fluids that are visibly contaminated with blood and in situations where it is difficult or impossible to differentiate between body fluids).
2. Students and faculty will have on hand the following supplies at all times during a clinical rotation: gloves, goggle, masks, gown and aprons.
    A. Aprons and goggles will be worn when potential for splash exists.
    B. Resuscitation equipment will be available and will be utilized in accordance with Bethesda Hospital, Inc. guidelines for clinical experience.
    C. In areas where blood spills bleach will be available (to be diluted to 1:9 at time of use) and gloves used for clean up will follow the guidelines for Bethesda Hospital, Inc. clinical experience.
3. After initial orientation, the Program Director is responsible for ensuring that each faculty member receives annual education regarding Blood Borne Pathogens.
4. All faculty members are responsible for ensuring the education is provided for each student during orientation and annually thereafter.
5. Faculty will routinely monitor student compliance with Standard Precautions while in the clinical area

Clinical Practices:

Specific practices *will* be adhered *to so that faculty/student exposure can be eliminated or minimized:*

1. Eating, drinking, and applying cosmetics or lip balm and handling contact lenses are prohibited where there is a reasonable likelihood of occupational exposure to blood or other potentially infectious materials.
2. Food or beverages will be consumed only in safe designated areas.
3. Students and faculty will wash hands immediately or as soon as feasible, after the removal of gloves or other personal protective equipment.
4. The mucous membranes (eyes, nose and mouth) will be protected when there is a likelihood of spatters or splashes from blood or body fluids. All procedures involving blood or other potentially infectious materials will be performed in a manner, which minimizes splashing, spraying, spattering and the generation of droplets of these substances.
5. Contaminated needles or other contaminated sharps will not be bent, recapped, sheared, broken or removed. Immediately, or as soon as possible after use, contaminated sharps will be placed in containers, which are puncture-resistant, leak-resistant and properly labeled, or color-coded.
6. In **the event that an exposure occurs,** faculty and/or student will wash exposed areas of the body with soap and water; or flush the mucous membranes with water immediately, or as soon as possible following contact with blood or other potentially infectious materials.

Faculty and students will follow the Bethesda College of Health Sciences OSHA - Blood Borne Pathogens Post-Exposure Evaluation and Follow-up Guidelines.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

Policy:

All students and faculty will appropriately report incidents, be treated and obtain follow-up care as necessary according to Bethesda College of Health Sciences along with Bethesda Hospital's Blood Borne Pathogen Exposure Control Plan Evaluation and Follow-up procedures.

Procedure:

The **student** will:

1. Report incident to instructor. If instructor is not available on site, report to nursing unit supervisor.
2. Receive emergency treatment, either at the Employee Health Department or Emergency Department of the Hospital.
3. Complete incident report.
4. Contact Employee/Student Health Nurse for any additional evaluation, testing, counseling, treatment, and follow-up for exposure incident.
5. Obtain and maintain any and all documents relating to health care services received.

The **instructor** will:

1. Direct student to emergency care in accordance with BCHS and Bethesda Hospital procedures.
2. Notify BCHS Administrative Assistant or Dean of exposure incident.
3. Review with student the BCHS and Bethesda Hospital procedures for post-exposure evaluation and testing.
4. Assist student to complete the BCHS and Bethesda Hospital incident reports.
5. If victim, her/himself, of exposure, the instructor will receive emergency treatment in accordance with BCHS and Bethesda Hospital Exposure Control Plan Procedures.

Bethesda College of Health Sciences
BAPTIST HEALTH SOUTH FLORIDA

THIS FORM IS FOR THE BETHESDA COLLEGE OF HEALTH SCIENCES. THE STUDENTS AND FACULTY WILL FOLLOW THE SAME POLICY AND PROCEDURES FOR EXPOSURE CONTROL PLAN. THIS PLAN WILL BE EXPLAINED IN DETAIL AT STUDENT ORIENTATION.

INFORMATION FOR STUDENT ACKNOWLEDGMENT

I have read and understand the ***INFORMATION FOR STUDENT EXPOSED TO BLOOD OR BODY FLUIDS***. I have been given the opportunity to ask any questions I may have and they have been answered to my satisfaction. I have been given a copy of this material for my future reference.

_____	_____
Student Signature	Witness Signature
_____	_____
Date	Date

ETHICAL AGREEMENT

Because the nursing & radiography programs at Bethesda College of Health Sciences are a part of Bethesda Hospital, Inc. expectations for behavior and attitude are significant and stringent. This agreement is both a ***contract*** and ***a code of conduct for the student*** while in the clinical setting, lecture, skills lab, and any other time the student is under the auspices of BCHS and Bethesda Hospital, Inc. Acceptance into these programs does not automatically guarantee that each student will be able to perform in a manner befitting of their respective profession. These rules are designed to benefit Bethesda College of Health Sciences Programs, its students and faculty, as well as patients, hospital staff, and other individuals who are exposed to students during the course of their enrollment.

By signing this contract, the student agrees to its conditions and restraints on the student's behavior. All students, while under the sponsorship of BCHS respective programs, will behave in such a manner so that no persons shall be embarrassed, harassed, endangered or upset by the student's behavior. In a question or conflict between an instructor or staff member and the student, regarding a student's behavior or attitude, the benefit of the doubt will initially always go to the instructor. All parties will be consulted in an effort to resolve the conflict. The appropriate communication channel for students always begins with the immediate faculty member, followed by the chain of command. If a resolution is not reached within the respective program, then the Student Grievance Policy, as stated in the *BCHS Academic Catalog,* will be initiated.

This Ethical Agreement is made in accordance with the “policies" as set forth in the *Bethesda College of Health Sciences Academic Catalog – Academic Honor Code and Bethesda Health, Inc. Human Resource Policy #bhsf-1250 & #bhsf-5100*. All such provisions of these policies are incorporated herein by reference and made a part of this agreement.

1. Sexual harassment. No student shall engage in sexual harassment, i.e., no flirtation, propositions, innuendos, or inappropriate comments shall occur.
2. Inappropriate language. No student shall use foul or vulgar language.
3. Illicit substances. No student shall have in their possession, or be under the influences of any controlled substance or alcohol, except for those substances prescribed by a physician. Students shall not consume intoxicants to the extent that evidence of such consumption is apparent. Students who appear intoxicated will be subjected to drug testing pursuant to Bethesda Health, Inc. Human Resource Policy #bhsf-6150.
4. Weapons. No student shall have in their possession any lethal weapons, which include firearms, but are not limited to guns, knives, explosives, ammunition or a weapon-like device, any knives, guns, or other lethal weapon. Personal protective devices, such as MACE is restricted from clinical units.
5. Leaving the clinical area. No student will leave his or her assigned area unless authorized by the instructor.
6. Patient Assessments. Students will assess patients of the opposite sex within the scope of the course and clinical objectives, and at the discretion of the clinical instructor. A third person may be included in the assessment process.
7. Inappropriate behavior. Students will not direct disrespectful or abusive behavior toward any College guest, faculty, BCHS and Bethesda Hospital, Inc. employee or student, patient or employee and/or patient of any hospital or other health care facility. Instructor and health care employees will be treated with the respect their positions deserve and the student will abide by any rules governing a Bethesda Hospital, Inc. staff.

8. Disputes. In the event of a dispute or observed incident between a student and a hospital employee, student shall contact the clinical instructor, who is the first link in the chain of command. The clinical instructor will attempt to resolve the problem. Students are not to become involved in or attempt to resolve such conflicts independently.
9. Plagiarism. Plagiarism is defined as "the conscious or unintentional use of words, phrasing, or ideas of another person without acknowledging the source, thereby attempting to receive undeserved credit. Conscious plagiarism is evidenced of intellectual dishonesty; unintentional plagiarism indicates intellectual laziness. One must put other's words in quotation marks and cite the source(s) and must give citations when using other's ideas, even if those ideas are paraphrased in your own words.
10. Practicing nursing. Florida Statutes 464.022(3) allows nursing students to practice nursing while enrolled in approved college of nursing. Nursing students may not practice nursing outside the College's approved clinical setting and without an instructor present. Observational experiences do not constitute nursing practice.
11. Confidentiality. The undersigned hereby acknowledges his or her responsibility under Florida law to keep confidential the identities and identifying information regarding any and all patients encountered in the clinical area. No student shall divulge the names of any patient orally, or in writing, during group discussions, presentations, seminar projects, or other activities related to clinical experiences. ***The undersigned further agrees not to reveal to any person or persons, except authorized clinical staff, and associated personnel, any identifying information regarding any such patient.***
12. Medical records. Bethesda College of Health Sciences combined with Bethesda Hospital, Inc. Confidentiality Agreement, as set forth in the preceding paragraph, extends to all patient records. In addition, photocopying of medical records, audio taping and/or removing medical records from any hospital department are strictly prohibited. I acknowledge the receipt of my user-id and password to the BHI network and clinical system (eCOS) and understand that:
    a. The user-id and password issued by BHI, via the Information Services security office, is equivalent to my signature.
    b. The user-id and password will not be provided to any other individual.
    c. All reasonable steps necessary will be taken to safeguard the user-id and password from disclosure to unauthorized individuals.
    d. The use of the user-id and password will be strictly limited to accessing patient information. I will not attempt to access any other unauthorized information.
    e. All medical information and data concerning specific patients (including, but not limited to, the identity of the patients), derived from or obtained during the course of accessing the clinical system, shall be treated as confidentiality of patient records, and shall not be released, disclosed, or published to any party other than as required or permitted under applicable laws.
    f. Reproducing any part of the patient record, in print or electronic form, will be treated with the same confidentiality as all other patient records.
    g. If for any reason the confidentiality of the user-id and/or password has been violated, you will contact the BHI Information Services Department's Help Desk at (561)737-7733, extension 84357 for reassignment of a new user-id and/or password.
    h. The use of information technology is a privilege extended by BHI, which may be revised, restricted or withdrawn at any time. These technologies are the property of BHI and are to be used solely for business purposes.
    i. As a safeguard to patient confidentiality, random audits of information access will be conducted to ensure the accountability for any and all access to patient information.

13. Violations of this Agreement. Any violation of the foregoing Ethical Agreement (including infractions to the Academic Honor Code as found in the BCHS Academic Catalog) will result in the student's dismissal from the clinical, lecture, or laboratory setting and referral to the appropriate person in accordance to the chain of command as set forth in the Nursing/Radiography Student Handbook. In addition, the student may receive a failing grade based on the clinical evaluation and a failure to meet course requirements.
14. Disciplinary Action by the College. If a student is suspended or otherwise formally disciplined by Bethesda College of Health Sciences, the student is subject to permanent dismissal from their respective programs. At the conclusion of the disciplinary period, the student may petition the respective Program for readmission. However, there is no guarantee of readmission.

If a student violates the "Ethical Agreement" of BCHS the situation in question will come before the Faculty Forum Committee. (Exception: A severe infraction that requires immediate attention).
The Faculty Forum will make recommendation for disciplinary action to the Dean. If the student wishes to appeal the decision, he/she must appeal to the Student Appeals Committee, in writing. Please see the Dean for instructions regarding filing the appeal.

Agreed this day of _____, 20___.
Month/day

_____
(Print) Student Name

_____
Student Signature

_____
Witness

Bethesda College of Health Sciences
BAPTIST HEALTH SOUTH FLORIDA

ETHICAL AGREEMENT

I have read the "***Ethical Agreement***" of Bethesda College of Health Sciences.

Agreed to this _____ day of _____, 20____
Day Month Year

_____
(Print) Student Name

_____
Student Signature

_____
Witness

Bethesda College of Health Sciences
BAPTIST HEALTH SOUTH FLORIDA

NOTARIZED STUDENT OATH AND AFFIRMATION
(THIS FORM MUST BE NOTARIZED)

I, _____ as a student of Bethesda College of Health Sciences, swear that I have not been arrested or charged with any crime since the date of my previous background check(s).

I understand that is my responsibility to disclose to Bethesda College of Health Sciences any arrest or criminal charges. Upon disclosure, I understand that I may be required to repeat a background check.

I understand that the disclosure of arrest and/or conviction information could affect my successful progression in the Nursing/ Radiography Program.

_____ _____
Printed or Typed Name of Applicant Signature of Applicant

State of Florida
County of _____

Sworn to (or affirmed) and subscribed before me this day and personally appeared _____Principal (i) I, have personal knowledge of the identity of the principal(s), or (ii) I, have seen satisfactory evidence of the principal(s) identity, by current state or federal identification with the principal(s) photograph in the form of a _____ or a (iii) credible witness has shown to the identity of the principal(s).

Witness my hand and official seal or stamp, the _____ day of _____, in the year_____

(seal or stamp)

_____
Notary Public Official Signature

My Commission Expires_____ _____
Notary Printed or Typed Name

Bethesda College of Health Sciences
3800 South Congress Avenue
Suite 9
Boynton Beach, FL 33426
561-364-3064

Bethesda College of Health Sciences
BAPTIST HEALTH SOUTH FLORIDA

STUDENT ENROLLMENT AGREEMENT

THIS AGREEMENT, TOGETHER WITH THE COLLEGE CATALOG, CONSTITUTES A BINDING CONTRACT BETWEEN THE STUDENT AND THE COLLEGE and WILL BE SIGNED BY BOTH PARTIES AFTER ACCEPTANCE BY THE COLLEGE AND BEFORE PROGRAM ACCEPTANCE.

READ APPLICATION THOROUGHLY BEFORE ANSWERING QUESTIONS

Student Information

Name: _____

Address: _____
STREET ADDRESS **CITY/STATE** **ZIP/POSTAL CODE**

Name of Parent/Guardian (if student is under 18): _____

Telephone: (Home) _____ (Business or Cellular): _____

Social Security Number: xxx-xx-_____ Date of Birth: _____ Circle One: Male Female

Program Information: Circle One: NURSING RADIOGRAPHY

Length (semesters): _____ *Credit Hours*: _____ *Degree*: Associates in Science

Class Schedule: (X) Full Time ( ) Part Time

All students may be required, due to clinical availability, to attend clinical classes at any time during a 24 hour period, including week-ends. Notification of class days/hours occurs at time of course registration.

Credits per Semester: 3 – 12 *Start Date*: ___/___/___ *Anticipated Ending Date*: ___/___/___

Costs:

Tuition	$ _____	(cost per total credits; cost per credit hour maybe subject to annual change)
Fee(s)	$ _____	(non-refundable Competency Testing & NCLEX/ARRT review, Skills Lab Kit, Skills Lab Fee, Admission Application, Pre-Admission exam, ASRTannual membership, and Graduation)
Books and Supplies	$ _____	(estimated cost of books, uniforms, equipment, supplies, etc.)
Other Costs	$ N/A	(estimated goods and services not included in the tuition or above BUT not including late fees, fines, personal expenses, etc.)

_____Student's Initial

METHODS OF PAYMENT:
All tuition and fees are due and payable at the time of registration each semester.

The College accepts credit card payments only through Authorize.net. The student makes payments through our Orbund/Einstein student information system. American Express, Discover, Visa, MasterCard, and automatic (ACH) checking are accepted. E-Check **will not** be accepted.

All costs and fees for programs are printed in the College Catalog. There are no carrying charges, interest charges, or service charges connected or charged with any of these programs. Contracts are not sold to a third party at any time.

CANCELLATION OF ENROLLMENT AGREEMENT:

Should a student can cancel this enrollment agreement for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.

2. All monies will be refunded if the student cancels within three (3) business days after signing the enrollment agreement.

3. Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration fee (not to exceed $150.00).

4. Refunds will be made within 30 days of termination of students' enrollment.

REFUND POLICY

To request a refund, a *Change/Withdrawal Refund Request Form* **must be submitted to the Dean's Office.**
1. *Partial Withdrawal (course)* – A student who officially *drops a course* during the drop/add period of the semester (first 7 days) will be refunded 100% of the tuition paid. After the drop/add period of the semester, no refunds are issued for partial withdrawals.

2. *Withdrawal from the College (Full semester)* – A student who officially withdraws before the first day of class from all courses will be refunded the total tuition, plus refundable fees. Students who officially withdraw from all courses during the drop/add period (first 7 days) of the semester will receive a 100% refund of tuition. Students who officially withdraw after the first 7 days of the semester and on or before the 10th day after the beginning of the semester will receive a 75% refund of tuition paid. Students who officially withdraw from the College after the 10th day of the semester and on or before the 15th day of the semester will receive a 50% refund of tuition paid. Thereafter, no refunds will be provided.

Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation.

 _____Student's Initial

Bethesda College of Health Sciences
BAPTIST HEALTH SOUTH FLORIDA

TRANSFERABILITY OF CREDIT
I agree that transferability of credit to other institutions and from other institutions is at the discretion of the accepting institution. It is my responsibility as the student to confirm whether or not another institution of my choice will accept Bethesda College of Health Science credits.

GROUNDS FOR TERMINATION
I agree to comply with the rules and policies as contained in the Catalog and/or respective Program Student Handbook and understand that the College shall have the right to terminate this contract and my enrollment at any time for violation of rules and policies. I understand that the College reserves the right to modify the rules and policies, and that I will be advised of any and all modifications.

GRADUATION REQUIREMENTS
I understand that in order to graduate from the program and to receive a degree, I must successfully complete the required number of credit hours as specified in the catalog and on the Student Enrollment Agreement, pass all written, practical and clinical examinations as described in the College Catalog and satisfy all financial obligations to the College.

EMPLOYMENT ASSISTANCE
I understand that the College has not made and will not make any guarantees of employment or salary upon my graduation. The College will provide me with placement assistance, which will consist of identifying employment opportunities and advising me on appropriate means of attempting to realize these opportunities.

ACKNOWLEDGEMENT
This contract contains the entire agreement between the College and myself, and no further modification or representation except as herein expressed in writing will be recognized.

I understand that the Nursing Program is accredited by Accreditation Commission for Education in Nursing (ACEN).

I understand that the Radiographic Program is accredited by Joint Review Committee on Education in Radiologic Technology (JRCERT).

NOTICE TO PROSPECTIVE STUDENTS: DO NOT SIGN THIS CONTRACT BEFORE YOU HAVE READ IT OR IF IT CONTAINS ANY BLANK SPACES. ALL SIGNERS HAVE RECEIVED AND READ A COPY OF THE BINDING DOCUMENT AND CATALOG AND RESPECTIVE PROGRAM STUDENT HANDBOOK.

Signature of Applicant Date

Signature of Parent/Guardian Date

Print Name of Applicant

Print Name of Parent/Guardian

Signature of College Official Date

Print Name of College Official

NOTE: If the student is under the age of 18, a parent's signature will be required.

Bethesda College of Health Sciences
BAPTIST HEALTH SOUTH FLORIDA

REQUEST TO WAIVE A COLLEGE REGULATION

The top portion of this form is to be completed by the applicant/student, and then taken to the appropriate individuals for recommendations, comments, and signatures. If any or all individuals recommend disapproval, this request will continue to the Dean of the College for final determination.

All Information Must Be Typed

Name: First_____MI____ Last_____

Attach a letter outlining the details of your request. The letter must include the regulation/policy/criteria you wish to have waived, the precise action to be taken, and the justification or reason for the request. In explaining the request, you may choose to describe the circumstances that led to this situation, explain why a regulation waiver is the best remedy, and state specific ways an approval would solve the problem.

I recommend the following action:

Approval Disapproval

Comments (Attach a letter if necessary):

_____
Chairperson, Academic Standards Committee (Print Name)

_____
Chairperson Academic Standards Committee (Signature) Date

I recommend the following action:

Approval Disapproval

Comments (Attach a letter if necessary):

_____
Dean, College of Health Sciences (Print Name)

_____
Dean, College of Health Sciences (Signature) Date

ACKNOWLEDGMENT FORM

I have read and have had the opportunity to ask questions regarding the following document(s*): (check all that apply)*

Bethesda College of Health Sciences Academic Catalog _____

Bethesda College of Health Sciences Nursing Student Handbook _____

Bethesda College of Health Sciences Radiography Student Handbook _____

Bethesda College of Health Sciences Faculty Handbook _____

Name: _____Status_____

Signature: _____Date:_____

Bethesda College of Health Sciences
BAPTIST HEALTH SOUTH FLORIDA

Bethesda College of Health Sciences

ATI Assessment and Review Policy

The comprehensive ATI review program offers the following to students:

- An assessment-driven comprehensive review program designed to enhance student NCLEX success.
- Multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Additionally, online tutorials, online practice tests, and proctored tests are provided and span major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare effectively, helping to increase their confidence and familiarity with nursing content.
- ATI Orientation resources, such as the ATI Plan that can be accessed from "My ATI" tab. **It is highly recommended that you spend time navigating through these orientation materials.**

REVIEW MODULES/EBOOKS:

ATI provides Review Modules in eBook formats that include written and video materials in key content areas. Students are encouraged to use these modules to supplement course work and readying. Instructors may assign chapter reading either during a given course and/or as part of active learning/remediation following assessments.

TUTORIALS:

ATI offers unique Tutorials that are designed to teach nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions. Nurse Logic is an excellent way to learn the basics of how nurses think and make decisions. Learning System offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features such as a Hint Button, a Talking Glossary, and a Critical Thinking Guide are embedded throughout the Learning System tests to help students gain an understanding of the content.

ASSESSMENTS:

There are practice assessments available for students as well as standardized proctored assessments that may be scheduled during courses. These assessments will help the student to identify what they know as well as areas requiring remediation called Topics to Review.

Updated: 7/20

FOCUSED REVIEWS/ACTIVE LEARNING/REMEDIATION:

Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood (as determined on an ATI assessment). Remediation tools are intended to help the student review important information to be successful in courses and on the NCLEX. The student's individual assessment report will contain a listing of the Topics to Review. It's highly recommended to remediate using the Focused Review after completion of any practice/proctored tests, which contains links to ATI eBooks, media clips, and active learning templates.

The instructor has online access to detailed information about the timing and duration of time spent in assessments, focused reviews, and tutorials by each student. Students can provide documentation that required ATI work was completed using the "My Transcript" feature under "My Results" of the ATI Student Home Page or by submitting written Remediation Templates as required.

GRADING RUBRIC:

The grading rubric for each course will be given with your course syllabi at the beginning of each class.

STUDENT ACKNOWLEDGEMENT

Initial all and sign below:

_____ I have received a copy of and have read and understand Bethesda College of Health Science's ATI Assessment and Review Policy.

_____ I understand that it is my responsibility to utilize all of the books, tutorials, and online resources available from ATI, as designated by Bethesda College of Health Sciences.

_____ _____

Student Printed Name Date

_____

Student Signature

Updated: 7/20

Bethesda College of Health Sciences
BAPTIST HEALTH SOUTH FLORIDA

COMMISSION FOR INDEPENDENT EDUCATION

PROFESSIONAL NURSING STUDENT DISCLOSURE

CIE Form 609a
Section 1005.04, Florida Statutes
Rule 6E-1.0032, Florida Administrative Code

Name of Institution and CIE ID No.: Bethesda College of Health Sciences #4597

NCLEX Code #: US70701600

Professional Nursing

You are considering enrollment in a program that offers education and experiential learning relating to a career as a Professional Nurse. To practice as a Professional Nurse in Florida, you are required to pass the National Council Licensure Examination for Registered Nurses (NCLEX-RN). This is a standardized exam taken by students nationally.

In 20__, the national passage rate for first time test takers for the NCLEX-RN is_____%.

In the same year, _____ students from this institution took the NCLEX-RN for the first time and the institutional passage rate for first time test takers is _____%.

Status with the Florida Board of Nursing: _____Not on probation

_____On probation

Additional information about passage rates can be found online at

http:// floridanursing.gov/education-and-training-programs/.

_____ _____
(Student Signature) (Institution Representative Signature)

_____ _____
(Print Name) (Print Name and Title)

_____ _____
(Date) (Date)