Bachelor of Science in Nursing (BSN) Degree Program

Nursing Student Handbook 2023-2024

"Caring for humanity through effective Christian life, service, and leadership."

Barclay College
607 N Kingman
Haviland, KS 67059
Phone: 620-862-5252
Toll Free: 800-862-0226
Fax: 620-862-5403
www.barclaycollege.edu

Table of Contents

Nursing Student Handbook Purpose

The Nursing Student Handbook supplements the Barclay College Student Handbook and the Barclay College Academic Catalog. This handbook guides nursing students in general policies, procedures, and services available. Information contained in this handbook is subject to change. Notification of changes made to the Nursing Student Handbook will be communicated through the student's official Barclay College email address.

Students are responsible for reading this handbook in its entirety. The Nursing Student Handbook is available to students on the official college website.

Notice of Nondiscrimination

Barclay College admits students based on academic record and abilities, Christian commitment, and agreement with the established purposes of the College. Admission and attendance at Barclay College are a privilege and not a right of any student. Barclay College does not discriminate on the basis of sex, race, color, national or ethnic origin, age, or physical disability in the administration of any of its programs or policies. Regular admission to the College will be granted to students who meet all of the College's admissions standards, have completed high school or achieved a General Education Development (GED) credential, have a cumulative high school grade point average of 2.3 or better, and who have scores of at least 430 on the Writing section of the Scholastic Assessment Test (SAT) or 18 on the English section of the American College Testing (ACT) tests. Certain programs of the College may have additional admission requirements, and admission to the College does not guarantee admission to a particular course of study.

Students who do not meet the requirements for regular admission may be permitted to attend the College under conditional admissions standards. These include a limit on number of hours per semester, required study halls, remedial courses, or additional requirements designed to help the student make the transition to college life and succeed in college studies.

Accreditation

Association for Biblical Higher Education
Barclay College is accredited by the Association for Biblical Higher Education (ABHE), a national accrediting agency recognized by the United States (US) Department of Education and the Council for Higher Education Accreditation (CHEA). ABHE may be contacted by writing to Association for Biblical Higher Education; 5850 T.G. Lee Blvd., Ste. 130; Orlando, FL 32822; by calling (407) 207-0808; or through their website at www.abhe.org.

Higher Learning Commission
Barclay College is accredited by the Higher Learning Commission (HLC), a regional accrediting agency recognized by the US Department of Education and the Council for Higher Education Accreditation (CHEA). HLC may be contacted by writing to HLC; 230 S. La Salle St., Ste. 7-500; Chicago, IL 60604; by calling (800) 621-7440; by email at info@hlcommision.org; or through their website at www.hlccommsion.org.

Kansas State Board of Nursing
The Barclay College School of Nursing (SON) BSN program is not approved at this time; however, the SON is in the process of seeking approval through the Kansas State Board of Nursing (KSBN). KSBN may be contacted by writing to Kansas State Board of Nursing; Landon State Office Building; 900 SW Jackson Street, Suite 1051; Topeka, Kansas 66612-1230; by calling 785-296-4929; or through their website at https://ksbn.kansas.gov/.

Welcome

Dear Barclay College Nursing Students,

As the first BSN nursing cohort, it is my great privilege to welcome you to the Barclay College School of Nursing. I am honored that you have chosen to become a member of our family and am excited to share in your journey. My prayer for you is that you will grow spiritually, personally, and professionally throughout this journey.

The following words of Jesus Christ are at the heart of the School of Nursing:

> *For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in, I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me.*
>
> *The righteous will answer him, 'Lord, when did we see you hungry and feed you, or thirsty and give you something to drink? When did we see you a stranger and invite you in, or needing clothes and clothe you? When did we see you sick or in prison and go to visit you?'*
>
> *The King will reply, 'Truly I tell you, whatever you did for one of the least of these brothers and sisters of mine, you did for me.' Matthew 25: 35-40*

As I reflect on these scriptures, I am humbled at the opportunity to work with you throughout your educational journey. Although this journey will prove challenging at times, I know you are ready to succeed based on your faith, strong academic standing, and character.

Blessings and best wishes from the entire faculty and staff,

Kim

Kim Hansen, M.S.N./Ed., R.N.
Director/Chair of Nursing Education

History

Nursing care of patients is more complex today than ever before. Nurses must make critical decisions related to much sicker patients, often requiring life-saving skills. Understanding the increasing complexity of nursing, in 2010, The Institute of Medicine (IOM) emphasized the need for change in nursing education to meet these ever-evolving healthcare needs in their report entitled, *The Future of Nursing: Leading Change, Advancing Health* (IOM, 2010). Within this report, the IOM recommended an increase in the number of registered nurses with a BSN degree to 80% by the year 2020. Although not met, great strides have been taken to reach this goal. As of 2018, the percentage of nurses with a BSN degree or higher has grown to approximately 57% (Campaign for Action, 2020).

In 2017, the internal and external stakeholders of Barclay College, located in Haviland, Kansas, recognized this need for a traditional BSN program and an online RN-BSN completion program in southwest Kansas and began the process of program development.

References:
Campaign for Action (2020). *Transforming nursing education: Goal and impact.* Retrieved from
        https://campaignforaction.org/issue/transforming-nursing-education/.
Institute of Medicine (2010). *The future of nursing: Leading change, advancing health.* Retrieved from
        https://pubmed.ncbi.nlm.nih.gov/24983041/.

Mission

Compelled by the life and teachings of Jesus Christ, the mission of the Barclay College SON is to graduate highly competent, ministry-minded, professional nurse generalists who contribute to a diverse global community through effective Christian life, service, and leadership.

This mission is grounded in an evangelical Friends tradition that advances a deeper understanding of human dignity and commitment to the sanctity of life.

Vision

The Barclay College SON vision is to be recognized as a center of excellence and innovation, enhancing global communities while caring for humanity and sharing the love and teachings of Jesus Christ.

Philosophy

The SON embraces Barclay College's belief that education begins directly with God and His revelation to humanity through the Holy Scriptures. Education is a process directed by God in which a person acquires knowledge and skills that contribute toward a greater understanding of and ability to accomplish the purposes of God for each person and humanity in general.

The faculty's role is to provide a safe and effective learning environment and facilitate the transitioning of knowledge from a liberal education foundation into nursing practice, nurturing the development of a professional nurse who contributes to humanity's well-being.

The learner's role is to organize and develop understanding through a deliberate and active engagement in the learning process, including the construction, linking, evaluation, and revision of concepts and applying this knowledge as appropriate to professional nursing practice.

The SON's philosophy integrates the following four concepts throughout the curriculum:

Humanity
God created *humanity* in His own image. Humanity comprises autonomous agents, including individuals, families, groups, communities, and populations that uniquely encompass psychological, biological, spiritual, cultural, and social characteristics.

Environment
Environment encompasses the actual or perceived internal and external conditions or settings by which an individual or population is surrounded.

Health
Health encompasses the holistic condition or state of an individual's or population's mind, body, spirit, and emotions.

Nursing
Nursing is a science and art built on professional nursing knowledge, theory, and research, and knowledge from a wide array of other fields and professions. The gift of nursing is given to certain persons whom God has chosen for leadership and service.

God and His creation of *humanity* are the same yesterday, today, and forever. The concepts of *environment*, *health*, and *nursing* are continually changing and have the potential to change each other.

Organizing Framework
The organizing framework consists of interrelated concepts derived from the Commission on Collegiate Nursing Education Standards and Procedures (CCNE, 2018), The Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2008), Quality and Safety Education for Nurses Competencies (QSEN, 2020), and American Nurses Association Scope and Standards of Practice (ANA, 2021). The following professional concepts are incorporated throughout the curriculum:

1. Patient-Centered Care: Nursing care provided for humanity's well-being from a diverse global community to ensure holistic, compassionate, developmentally appropriate, inclusive, and individualized care.

2. Teamwork/Collaboration: Communication that effectively promotes an exchange of information, develops therapeutic relationships, and shares in the decision-making process supporting interprofessional partnership.

3. Evidence-Based Practice/Clinical Judgement: Integration of current evidence and expertise to support innovative nursing practice and inform clinical judgment.

4. Informatics/Systems-Based Practice: Analysis of information and communication technologies to improve efficiencies, health equity, and care outcomes across healthcare systems.

5. Safety/Quality Improvement: Nursing care that minimizes the risk of harm and enhances quality for optimal patient outcomes.

6. Professionalism: Accountable and responsible behaviors that contribute to excellence in professional nursing practice that upholds established regulatory, legal, and ethical principles.
7. Leadership: Behaviors that foster personal health and well-being, a spirit of inquiry, and leadership characteristics.

School of Nursing Goals
Two primary goals guide the development and practices of the SON. These goals are to:

1. Educate baccalaureate nurse generalists with an integrated biblical perspective to prepare them to be highly competent in providing direct and indirect care, designing/managing/coordinating care, and participating as a member of a profession.

2. Meet the health needs of a diverse global community through effective Christian life, service, and leadership.

BSN Expected Program Outcomes
1. The BSN program completion rate is 70% or higher over the three most recent calendar years when excluding students who have identified factors such as family obligations, relocation, financial barriers, and decisions to change major or to transfer to another institution of higher education.

2. The NCLEX-RN® pass rate for the BSN program is 80% or higher for all first-time takers over the 3 most recent calendar years.

3. The employment rate for the BSN program is 70% or higher, within one year post-graduation. However, if the employment rate is less than 70%, the employment rate is 70% or higher when excluding graduates who have elected not to be employed.

4. The BSN faculty demonstrate 100% achievement of expected faculty outcomes.

5. Graduates of the BSN program will rate their satisfaction at a mean of 3 or higher on a 5-point Likert scale. The survey will be performed six months after graduation.

6. Employers will rate their satisfaction with the BSN graduate employees at a mean of 3 or higher on a 5-point Likert scale. The survey will be performed six months after graduation.

End of Program Student Learning Outcomes

The following End of Program Student Learning Outcomes (EPSLO) are derived from the interrelated concepts identified in the organizing framework. Successful completion of the competencies will validate that the student has successfully met the EPSLO.

1. Evaluate nursing care provided for humanity's well-being from a diverse global community to ensure holistic, compassionate, developmentally appropriate, inclusive, and individualized care.

   Competencies:

   a. Perform a comprehensive health assessment that is age-appropriate, including physiological, psychological, sociocultural, and spiritual needs of patients experiencing health alterations in a variety of settings.

   b. Develop a prioritized plan of care that is holistic, compassionate, empathetic, age and culturally appropriate based upon mutual health goals.

   c. Demonstrate accountability for care delivered to patients from diverse backgrounds that acknowledges their preferences, values, beliefs, cultural differences, and health literacy to promote self-care management.

   d. Evaluate the effectiveness of evidence-based teaching provided to identify additional individualized learning needs.

2. Model communication skills that promote an effective exchange of information, develop therapeutic relationships, and share decision-making to support interprofessional partnership.

   Competencies:

   a. Use verbal and nonverbal communication that promotes mutual respect, caring, therapeutic relationships with patients and healthcare team members.

   b. Determine methods to overcome barriers to effective communication in the care of patients, communities, and populations.

   c. Engage in effective interprofessional partnerships to assess the priorities for the communities or affected clinical population.
   d. Collaborate with the healthcare team to address shared patient information in an accurate, complete, and timely manner to address healthcare needs and support quality care delivery.

3. Integrate current evidence and expertise to support innovative nursing practice and inform clinical judgment.

   Competencies:

   a. Analyze the implementation of evidence-based nursing care and scholarly activities to improve nursing care.

   b. Integrate a broad base of knowledge from nursing and other disciplines to inform clinical judgments in the delivery of inclusive, equitable care.

4. Analyze information and communication technologies to improve efficiencies, health equity, and care outcomes across healthcare systems.

   Competencies:

   a. Use knowledge of systems to work effectively across the continuum of care through cost-effective, innovative, and evidence-based practice.

   b. Utilize information and communication technologies to gather, interpret, and implement safe nursing care to diverse populations in a variety of healthcare settings.

5. Deliver nursing care to minimize risk of harm and enhance quality for optimal patient outcomes.

   Competencies:

   a. Anticipate safety risks to patients and healthcare providers to mitigate risk and prevent harm.

   b. Apply established national safety and quality standards to guide nursing practice while promoting a culture of safety.

   c. Analyze patient-care related data to achieve optimal patient outcomes.

6. Integrate accountable and responsible behaviors that contribute to excellence in professional nursing practice that upholds established regulatory, legal, and ethical principles.

   Competencies:

   a. Integrate professional standards, ethical comportment, legal principles, regulatory guidelines, and institutional policies into nursing practice.

   b. Demonstrate a professional identity of nursing through the integration of diversity, equity, and inclusion while caring for individuals, communities, and populations.

   c. Demonstrate professional accountability, responsibility, and advocacy in nursing practice to contribute to excellence.

7. Demonstrate behaviors that foster personal health and well-being, a spirit of inquiry, and leadership characteristics.

   Competencies:

   a. Engage in self-care behaviors that foster a commitment to personal health and well-being, a spirit of inquiry, and the development of professional maturity.

   b. Demonstrate Christian and professional leadership behaviors in the delivery of care that respects individual autonomy, wellness, and resilience.

BSN Degree Plan of Study

The traditional BSN program meets the needs of the student who desires licensure as a registered professional nurse at the baccalaureate level. This dual degree program offers a Bachelor in the Science of Nursing (BSN) and a Bachelor of Science in Biblical Studies (BBS). The program is intended to be completed in 10 semesters in a faith-based, face-to-face format. The program develops the nursing student's knowledge and skills, graduating a highly competent, ministry-minded, professional nurse.

Outlined below are the course sequencing and degree requirements. Students are encouraged to contact their advisor with questions regarding course progression.

Semester 1 (Fall; 16 credit hours)		
Course Number	Course Name	Credit Hours
OT101	Old Testament Survey	3
WA101	Introduction to Worship	2
CM104	Personal Evangelism Seminar	1
BC199	Orientation for Success at BC	1
EN100	College Writing	3
PY100	General Psychology	3
MA108	College Algebra	3

Semester 2 (Spring; 14 credit hours)		
Course Number	Course Name	Credit Hours
NT102	New Testament Survey	3
EN200	Research and Writing	3
*	General Chemistry with Lab	5
SP200	Fundamentals of Speech	3

Semester 3 (Fall; 16 credit hours)		
Course Number	Course Name	Credit Hours
TH205	Basic Beliefs	2
SL101	Spiritual Formation I	3
NS204	Microbiology w/Lab	5
PY224	Developmental Psychology	3
MA478	Statistics	3

Course Number	**Semester 4 (Spring; 17 credit hours)**	Credit Hours
	3 Hours chosen from: OT226, OT252, OT333, OT351	3
	3 Hours chosen from: NT211, NT241, NT346, NT362	3
IS208	Intercultural Ministry	3
NS206	Anatomy and Physiology w/Lab	5
NS299	Nutrition	3

Course Number	**Semester 5 (Fall; 16 credit hours)**	Credit Hours
TH300	Teachings of Friends	3
BI205	Bible Study Methods	3
NU201	Introduction to Baccalaureate Nursing Practice	2
NU202	Pathophysiology in Professional Nursing Practice	3
SO221	Introduction to Sociology	3
TH302	Doctrine of Holiness	2

Course Number	**Semester 6 (Spring; 13 credit hours)**	Credit Hours
NU205	Clinical Pharmacology	3
NU301	Fundamentals of Nursing Care	3
NU301c	Fundamentals of Nursing Care Clinical	2
NU303	Health Assessment in Baccalaureate Nursing Practice	2
NU303c	Health Assessment in Baccalaureate Nursing Practice Clinical	1
NU312	Nursing Care of the Older Adult	1
NU312c	Nursing Care of the Older Adult Clinical	1

Continued the next page.

	Semester 7 (Fall; 13 credit hours)	
Course Number	Course Name	Credit Hours
NU321	Evidence-Based Professional Nursing Practice	3
NU323	Nursing Care of the Adult	4
NU323c	Nursing Care of the Adult Clinical	3
NU325	Informatics and Healthcare Technologies in Professional Nursing Practice	3
	Semester 8 (Spring; 12 credit hours)	
Course Number	Course Name	Credit Hours
NU401	Complex Nursing Care of the Adult	4
NU401c	Complex Nursing Care of the Adult Clinical	3
NU403	Ethics in Professional Nursing Practice	2
NU408	Mental Health Nursing Care	2
NU408c	Mental Health Nursing Care Clinical	1
	Semester 9 (Summer; 5 credit hours)	
Course Number	Course Name	Credit Hours
NU410	Maternal-Child Nursing Care	3
NU410c	Maternal-Child Nursing Care Clinical	2
	Semester 10 (Fall; 12 credit hours)	
Course Number	Course Name	Credit Hours
NU416	Populations and Global Health in Professional Nursing Practice	3
NU416c	Populations and Global Health in Professional Nursing Practice Clinical	1
NU423	Healthcare Systems and Policy in Professional Nursing Practice	2
NU425	Quality Improvement and Safety in Professional Nursing Practice	2
NU419	Leadership and Management in Professional Nursing Practice	3
NU499	Professional Nursing Practice Capstone	1

* Course number pending

General Education/Nursing Prerequisites: 43 credit hours

Biblical Studies: 31 credit hours

Nursing: 60 credit hours

Overall Degree: 134 credit hours

Additional / Special Fees

The following table estimates the special fees associated with the traditional BSN degree program in addition to tuition/fees. Additional expenses and estimated costs are subject to change. Notification of changes to program fees will be communicated through the student's official Barclay College email.

Expense	Total Amount
Background Check	$100.00
Drug Screening	$110.00
Health Insurance	$1000.00
Liability Insurance	$70.00
Professional Organization	$120.00
Immunizations	$200.00
Physical Exam	$100.00
AHA CPR Certification	$50.00
Skills Packs	$250.00
Scrubs	$30.00
Lab Coat	$25.00
Shoes	$100.00
Watch w/Second Hand	$25.00
Stethoscope	$100.00
Textbooks	$1200.00
Graduation Group/Individual Pictures – optional	$50.00
School Pin – optional	$75.00
KSBN Single-state Licensure Application or KSBN Multi-state Licensure Application	$100.00 $125.00
KSBN Background Check	$48.00
Fingerprinting	$50.00
NCLEX Testing	$200.00
Travel (i.e., hotel, gas, meals)	Varies
Assessment Technologies Institute (ATI) – One-time fee	$2,650.00
Total Estimated Program Cost	**$6778.00**

Organizational Chart

The following is the Barclay College SON Organizational Chart. All nursing students are expected to follow this Organizational Chart as their chain of command for professional communication.

Barclay College Board of Trustees

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Dr. Royce Frazier
President

⬆

Dr. Derek Brown
Vice President of Academic Services

⬆

Kim Hansen, MSN/Ed., RN
Director/Chair of Nursing Education

⬆
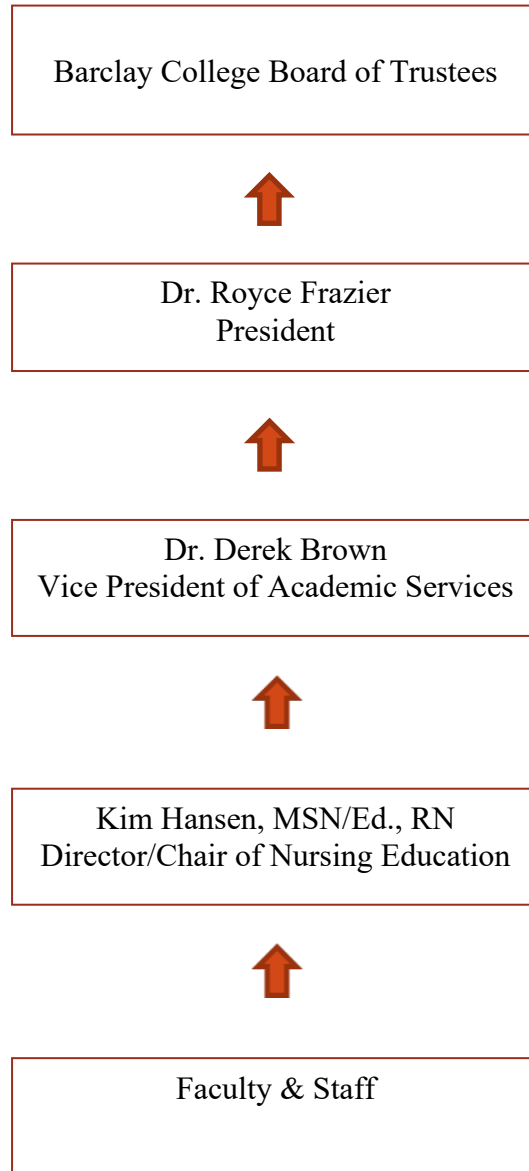
Faculty & Staff

Nursing Faculty and Staff Directory

Name / Title	Phone	Email
Kim Hansen, MSN/ED., RN, CNE Dean/Chair, School of Nursing	620-862-5252 ext. 133	kim.hansen@barclaycollege.edu
Sherry Ward, MSN, APRN-CNS Affiliate Professor of Nursing	620-862-5252	sherry.ward@barclaycollege.edu
Elyse Birdsong, BS Nursing Recruiter	620-862-5252 ext. 101	elyse.birdsong@barclaycollege.edu

Academic Policies

Admissions (Generic Students)

In addition to fulfilling the Barclay College Admissions and Registration requirements, admission requirements for consideration into the traditional BSN degree program include the following:

1. Submission of the Nursing Program Application

2. Submission of official transcript(s) demonstrating a cumulative grade point average (GPA) of 2.5 on all nursing and general education prerequisite coursework. Only the required prerequisite courses are considered in calculating the GPA for admission. All science prerequisite courses must have been completed within the last five years.

3. Documentation of an active Certified Nursing Assistant (CNA) certificate in the state of Kansas.

4. Completion of the Assessment Technologies Institute (ATI) Test of Essential Academic Skills (TEAS) with a minimum Total Score and each Content Area Score within the Proficient Range (58.7% - 77.3%).

   a. Each student will be allowed two attempts to successfully meet the TEAS requirement for the same nursing program application.

   b. Only results from the current TEAS assessment will be accepted.

Transfer Students

In addition to fulfilling the Barclay College Transfer Students requirements, students wishing to transfer from another nursing program into the traditional BSN degree program are required to:

1. Submit a Nursing Program Application

2. Submit an official transcript(s) demonstrating a cumulative GPA of 2.5 on all nursing and general education coursework from an accredited college or university located within the United States. Credits from non-accredited schools are accepted only on the basis of sound validation and will be considered on a case-by-case basis.

3. Submit course syllabi for all successfully completed nursing courses.

4. Submit documentation of an active CNA certificate in the state of Kansas.

5. Complete the ATI-TEAS with a minimum total score within the Proficient Range (58.7% - 77.3%).

6. Submit a letter of recommendation from the nursing program Dean or Chairperson from which the student is transferring.

Articulation
The SON is in the process of developing Academic Articulation Agreements with Associate Degree Nursing programs throughout the state of Kansas.

Readmission
In addition to fulfilling the Barclay College Readmission requirements, nursing students who have withdrawn or have been unsuccessful in a nursing course may apply for readmission. Students must complete the nursing program application process and meet all current admission requirements for the academic year in which they apply.

Oral and Written English Proficiency
In addition to the Barclay College Admission requirements, all nursing program applicants whose native language is not English must demonstrate minimum English proficiency to be considered for admission into the nursing program. Minimum English proficiency may be demonstrated in one of the following ways:

- Submission of official Test of English as a Foreign Language Internet-Based Test (TOEFL iBT®) results demonstrating the following minimum requirements:
    o Reading score of 20 or higher
    o Listening score of 20 or higher
    o Speaking score of 20 or higher
    o Writing score of 20 or higher

    Reference:
    ETS TOEFL (2022). Performance Descriptors for the TOEFL iBT.
    https://www.ets.org/content/dam/ets-org/pdfs/toefl/toefl-ibt-performance-descriptors.pdf

- Submission of official International English Language Testing System (IELTS) results demonstrating a minimum score of 6.5.

    Reference:
    IELTS (2022). What is IELTS? https://www.ielts.org/about-ielts/what-is-ielts

- Submission of an official transcript demonstrating graduation of a baccalaureate degree (or higher) from an accredited college or university located within the United States. Credits from non-accredited schools are accepted only on the basis of sound validation.

Pre-Enrollment Requirements
Once accepted into the Barclay College traditional BSN degree program, the following requirements must be met prior to enrollment:

1.   Completion of a successful background check.

2.   Completion of a negative illicit drug and alcohol screening.

3.   Completion of all health requirements listed in this handbook.

4.   Meet all requirements of the Essential Functions Policy listed in this handbook.

5.   Submission of a current Healthcare Provider Cardiopulmonary Resuscitation (CPR) certification, including Automated external defibrillator (AED).

Progression
The major in nursing requires 60 credit hours in nursing coursework with a GPA of 2.5 or better. A course grade below a GPA of 2.5 prohibits progression in the major.

A student receiving a course grade below a GPA of 2.5 in any required core nursing course will be dismissed from the nursing program. Students seeking readmission must follow the requirements of the Readmission Policy.

If readmission is granted, a nursing course may be repeated only once. If readmission is denied, the student may appeal, demonstrating proof of extenuating circumstances. Appeals will be considered on a case-by-case basis.

Student Assessment
Academic progress will be measured in a variety of methods in all courses. Examples of methods used include formal testing, self-reflection (journaling/portfolio), individual and group projects, case studies, skills application, critical thinking assignments, dosage calculation check-offs, Assessment Technologies Institute (ATI) Assessments, etc. Course instructors will develop the assessment method(s).

Grade Scale for Theory Courses
Letter grade values for nursing courses are below. There will be no rounding of grades.

A	92-100%	C	72-77%
A-	90-91%	C-	70-71%
B+	88-89%	D+	68-69%
B	82-87%	D	62-67%
B-	80-81%	D-	60-61%
C+	78-79%	F	0-59%

Grade Scale for Clinical Courses
Clinical course(s) include skills laboratory, simulation, and facility clinical and are graded on a pass/fail basis. There will be no rounding of grades.

Clinical Facility/Simulation/Precepted Grading Criteria
Clinical facility/simulation grading will be based on a Pass/Fail system. A Clinical Evaluation Tool (CET) will be used to evaluate students utilizing the following scale: 4 = Outstanding; 3 = Satisfactory; 2 = Needs Improvement; 1 = Unsatisfactory. Students must earn an average of 3 or higher to pass the course. In addition, all written work assigned in clinical must average 78% or higher.

Skills Laboratory Grading Criteria
Skills laboratory grading will be based on a Pass/Fail system. A Mastery of Skills Performance (MSP) form will be used to document student competency utilizing the following scale: P = Pass; F = Fail. Competency must be demonstrated in each nursing skill prior to performing that skill in a clinical

facility/simulation setting. Students will have three attempts to demonstrate skills competency. Failure to demonstrate skills competency within three attempts will result in failure of the course.

Examination / Skills Check-off Administration
Students must adhere to the following requirements:
- Use of electronic devices is prohibited. Students observed utilizing electronic devices will be removed from the examination/check-off room and will receive a failing grade for the examination/check-off.
- No personal or study items will be allowed in the examination room. Examples include:
  - Coats/hats/bags/purses/wallets/watches
  - Medical aids/devices
  - Food or drink, gum/candy
  - Lip balm
  - Scarves/gloves
- Disclosure of examination/check-off items during or after the examination/check-off is prohibited and may result in disciplinary action.
- Removal of examination/check-off items and/or responses (in any format) or notes from the examination/check-off room is prohibited.
- Disclosure or discussion of examination/check-off information about the items or answers is prohibited. This includes posting or discussing questions on the Internet and social media websites.
- Requesting help from any other party in answering items (in person or by electronic device) during the examination/check-off is prohibited.
- Earplugs (optional), paper, pencil, and calculator will be provided if needed before the examination/check-off and must be turned in prior to leaving.
- Notify instructor/proctor with any hardware or software problems during the examination/check-off by raising your hand.
- There will be no scheduled breaks during the examination/check-off so please take care of any needs prior to the start of the examination/check-off.

Missed Examination / Skills Check-off
Students must obtain prior approval from the instructor for any missed examination or skills check-off and will be required to provide documentation of absence. Absences without prior approval may result in a failing grade on the missed examination/check-off. Make-up examinations/check-offs must be completed within 1 week of the original assigned date.

Examination / Skills Check-off Remediation
Students who earn lower than an 78% on an examination or a failing grade on a skills check-off, are required to make an appointment with the instructor to evaluate remediation needs. The instructor and student will collaborate to develop a remediation plan and deadline for completion. Failure to complete the remediation plan may result in disciplinary action.

Examination / Skills Check-off Student Review
Instructors will review answers to examination/check-off questions following the examination/check-off. Students must make an appointment with the instructor to discuss any questions. Students may not bring any personal items into the review.

Academic Counseling and Guidance
It is the student's responsibility to ensure all degree requirements are met. Each student is assigned an academic advisor. The advisor will assist the student in choosing courses and their sequence that will lead to successful completion of the student's chosen degree requirements. Students are encouraged to visit with their advisors on a regular basis.

Student Role versus Employee Role
Students assigned to a clinical experience at a facility in which they are employed must function in the role of a student under the direction of the assigned nursing instructor. In addition, nursing students may not represent the Barclay College nursing program during hours of employment in a healthcare setting. Students must separate the role of the nursing student from the role of employee.

Licensure Denial
Students may be subject to licensure denial under certain circumstances defined by the Kansas State Board of Nursing (KSBN). Information regarding licensure denial is located in the KSBN Nurse Practice Act, KSA 65-1115, KSA 65-1120 and amendments thereto may be accessed at https://ksbn.kansas.gov/npa/.

Representation on Faculty Governance
Two student representatives from each cohort will be elected by their peers to serve as a liaison to the Nursing Faculty Organization (NFO). Elections will take place each fall semester. A student representative will be appointed if a nominee is not brought forth.

Student representative responsibilities:
1. Communicate student suggestions and concerns during each NFO meeting at the designated time.

2. Communicate NFO response to cohort peers.

Graduation and Transcripts
In addition to fulfilling the Barclay College Graduation Requirements, nursing students must:

1. Complete the semester hours required in the BSN Degree Plan of Study with a minimum cumulative GPA of 2.5 in general education and nursing core courses.

2. Successfully complete the assigned ATI National Council Licensure Examination (NCLEX-RN® exam) Review Course(s).

Student transcripts will be released to the Board of Nursing, in the state where the student is applying for licensure, when all requirement within the BSN Degree have been successfully completed. Graduates will then be eligible to apply for and take the NCLEX-RN®. Passing this exam culminates in the Licensed Registered Nurse (RN) credential. Baccalaureate degree nurses must be licensed to practice and are regulated by state Boards of Nursing.

Licensure Application
Information regarding KSBN requirements for initial application may be found at: https://ksbn.kansas.gov/initial-application/.

Information regarding the National Council of State Boards of Nursing application and registration requirements may be found at:
https://www.ncsbn.org/nclex-application-and-registration.htm.

Evaluations
Nursing students will be required to complete the following evaluations throughout the program:
- Course evaluations may be given at the end of each course, at instructor discretion.
- Curriculum Evaluations will be given at the end of each semester.
- Graduate Evaluations will be sent to graduates 6 months following graduation.

Employee Evaluations will be sent to employers once a graduate is employed as an RN.

Social Media
In addition to the Barclay College social media standards and qualifications, nursing students must maintain the following standards regarding all technology and social media platforms:

- Students may not utilize clinical agency technology for personal matters.
- Students must follow all clinical agency policies regarding the use of technology and social media.
- Students may not make personal phone calls or send email/text messages in the clinical setting, except during scheduled breaks.
- Students may not use social media to violate patient safety and/or confidentiality.
- Posting photos of patients, faculty, healthcare providers and other students is strictly prohibited.
- Taking photographs in a skill or clinical setting is strictly prohibited.
- Students may not post any information that may identify a patient.

Refund Policies (governing all fees and tuition paid by students)
The SON follows the Barclay College refund and withdrawal policy in accordance with Department of Education guidelines as outlined below:

Students withdrawing from the College:
Other fees paid are not refundable on or after the first day of classes of a semester. Students withdrawing before the first day of classes of a semester will receive a 100 percent refund of fees paid with the exception of the application fee. For the purposes of determining when a Statutory Pro-Rata Refund Calculation is required; the College defines a "first-time student" as one who is in their first semester of attendance at Barclay College.

Refunds on tuition, general fees, room rental, and board charges will be granted according to the following schedule.

	Refund to Student	Retained by College
Before the first day of semester.	100%	0%
Within the first 10 calendar days.	90%	10%
Within calendar days 11-25.	75%	25%
Within calendar days 26-50.	50%	50%

Between calendar days 51-75.	25%	75%
After the 75th day.	0%	100%

Note: Scholarships will be prorated as the above table.

A student has not withdrawn from college by simply failing to attend class. To be eligible for any refund, students must complete official withdrawal forms which are available in the Registrar's office. Refunds will be calculated based upon the last day of class attendance, last night in dormitories, and last meal eaten as long as completed withdrawal forms are received in the Registrar's office within two weeks of any of those dates. Students who fail to submit completed withdrawal forms within the two-week period will have any refund for which they are eligible calculated from the day the completed forms are received.

The total refunds for withdrawing students will never exceed the total amounts (e.g., tuition, fees, room and board, etc.) charged for the term. Any financial aid refund not due to the Title IV programs will be mailed to the student's home address. Credit balances resulting from anything except for withdrawal from the College will be retained on the account or refunded in accordance with the student's request.

In accordance with federal and state regulations, when Title IV funds are involved, refunds are first apportioned among the various types of aid (institutional, state and federal) and then to the student. Refunds to the federal aid programs are allocated in the following order: Federal SLS. loan; Unsubsidized Federal Stafford Loan; Subsidized Federal Stafford Loan; Federal PLUS Loan; Federal Pell Grant; FSEOG; Other Title IV Aid programs; other state, private, or institutional aid; and finally, the student.

Students suspended or dismissed from the College for academic or disciplinary reasons will receive a refund (per above) and will not be charged an administrative charge.

No refunds are given for incomplete independent study courses.

Additional refund policies as noted below apply when a student stays enrolled in the College, but withdraws from certain classes during the course of a semester.

Tuition may be credited to the student's account if the withdrawal from class reduces the hours for the semester to or below the threshold level of full-time maximum (18 hours). The same adjustment may be made if a withdrawal should result in a student dropping below the full-time minimum of 12 hours. Tuition may be credited according to the following schedule:

	Refunded to Student	Retained by College
Within week 3	100%	0%
Within week 4	90%	10%
Within week 5	25%	75%
After week 5	0%	100%

The usual drop/add fee is charged independently of these computations.

Ethical Practices

The SON follows Barclay College's Ethical Practices Policies as stated below:

Philosophy of Public Relations

Public relations programs at Barclay College are based on the Biblical truth and pattern that God proactively seeks to communicate His message to mankind as well as to listen actively to the needs of His followers. We recognize that our relationship to our constituents is not a one-way street and that we must listen carefully, as each constituent has something to teach us. We are called to give generously to them as well as to receive their support. To that end, we will actively endeavor to establish and maintain mutual understanding, trust, confidence, respect, and support through effective, reliable, accurate and creative communication with all constituents. All members of the Barclay community play a role in successful public relations and service.

Philosophy of Institutional Advancement

Development programs at Barclay College are based on the Biblical truth that God is the owner and Lord of all. We recognize that God provides for us abundantly and that we are His stewards managing God-given resources for His glory and the benefit of others. We will take our needs to the Lord and while trusting the Holy Spirit to prepare the hearts of our supporters we will make our needs known to God's people clearly and concisely; actively inviting donors to experience God's blessings through generous and cheerful giving.

Barclay College Standards
1. We will conduct all activities in accordance with accepted professional standards of accuracy, truth, integrity and good faith and always in attempting to glorify God. We will use only those methods of promotion and solicitation that demonstrate the highest ethical and moral standards.
2. Our strategy will be to develop potential donors through building friendships into lasting donor partnerships.
3. Fundraising personnel/consultants will be compensated by a salary, retainer or fee, not a commission of funds raised.
4. We will not hinder the Fundraising efforts of other Christian organizations and/or ministries.
5. We will not lend nor sell donor lists.
6. We will practice complete financial disclosure and stand accountable to the Lord, ourselves and our supporters in determining need and raising and spending the Lord's money.
7. Contributions will be used for the reasons they were given.
8. We will receipt all gifts promptly and always use funds as designated or return them if they cannot be used as designated.
9. We will meet professional accounting standards and maintain independent, professional evaluation of all fiscal practices.

Admissions & Recruiting Code of Ethics

The mission of Barclay College is to prepare students for effective Christian life, service and leadership. We recognize that all students come from different backgrounds socially and spiritually. The Admissions Office recognizes that there is a high-level of ethical standards that must be in place to ensure that each applicant and student is treated fairly and equally.
Admissions team members shall:
1. Conduct themselves in the highest professional manner in regards to integrity, fairness and honesty.
2. Do what is best for each individual student and their family unless that action differs from the best interest of Barclay College.

3. Act in compliance with all laws and regulations concerning the privacy of the student and their family.
4. Treat each student fairly and consistently when determining their eligibility for acceptance to attend Barclay College.
5. Respond to each student's questions in a timely manner and communicate to each student all decisions in the time frame given to them.
6. Consult with their supervisor prior to making any decision that requires additional input.
7. Abide by all rules in the Administrator and Staff Handbook in regards to working with peers and interacting with students and the community in general.
8. Make available current and accurate information to students regarding admissions policies, price and student life expectations.

Advertising (Marketing)
Approved Jan. 2022. Adapted from the American Marketing Association Statement of Ethics (Oct. 11, 2021)

Marketers recognize that we not only serve our organizations but also act as stewards of society in creating, facilitating and executing the transactions that are part of the greater economy. In this role, marketers are expected to embrace the highest professional ethical norms and the ethical values implied by our responsibility toward multiple stakeholders in the education community, including students and potential as our customers, Barclay College as an organization, our donors and alumni as stakeholders, and our partners in the media community, guided by the policies and standards established by the Barclay College Board of Trustees.

Ethical Norms
As Marketers, we must:
1. Do no harm. This means consciously avoiding harmful actions or omissions by embodying high ethical standards and adhering to all applicable laws and regulations in the choices we make.
2. Foster trust in the marketing system. This means striving for good faith and fair dealing so as to contribute toward the efficacy of the exchange process as well as avoiding deception in product design, pricing, communication, and delivery of distribution.
3. Embrace ethical values. This means building relationships and enhancing consumer confidence in the integrity of marketing by affirming these core values: honesty, responsibility, fairness, respect, transparency and citizenship.

Ethical Values
Honesty – to be forthright in dealings with customers and stakeholders. To this end, we will:
- Strive to be truthful in all situations and at all times.
- Offer products of value that do what we claim in our communications.
- Stand behind our products if they fail to deliver their claimed benefits.
- Honor our explicit and implicit commitments and promises.

Responsibility – to accept the consequences of our marketing decisions and strategies. To this end, we will:

- Strive to serve the needs of customers.
- Avoid using coercion with all stakeholders.
- Acknowledge the social obligations to stakeholders that come with increased marketing and economic power.
- Recognize our special commitments to vulnerable market segments such as children, seniors, individuals with low socioeconomic status, individuals not familiar with marketing, and others who may be historically disadvantaged.
- Consider environmental stewardship in our decision-making.

Fairness – to balance justly the needs of the customer and stakeholders with the interests of the organization. To this end, we will:
- Represent products and services in a clear way in selling, advertising and other forms of communication; this includes the avoidance of false, misleading and deceptive promotion.
- Reject manipulations and sales tactics that harm customer trust.
- Refuse to engage in price-fixing, predatory pricing, price gouging or "bait-and-switch" tactics.
- Avoid knowing participation in conflicts of interest.
- Seek to protect the private information of customers, employees and partners.

Respect – to acknowledge the basic human dignity of all stakeholders. To this end, we will:
- Value individual differences and avoid stereotyping customers or depicting demographic groups (e.g., gender, race, sexual orientation in accordance with our tenets of faith, religious beliefs, etc.) in a negative or dehumanizing way.
- Listen to the needs of customers and make all reasonable efforts to monitor and improve their satisfaction on an ongoing basis.
- Make every effort to understand and respectfully treat buyers, suppliers, intermediaries and distributors from all cultures.
- Acknowledge the contributions of others, such as consultants, employees and coworkers, to marketing endeavors.
- Treat everyone, including our competitors, as we would wish to be treated.

Transparency – to create a spirit of openness in marketing operations. To this end, we will:
- Strive to communicate clearly with all constituencies.
- Accept constructive criticism from customers and other stakeholders.
- Explain and take appropriate action regarding significant product or service risks, component substitutions or other foreseeable eventualities that could affect customers or their perception of the purchase decision.
- Disclose list prices and terms of financing as well as available price deals and adjustments.

Citizenship – to fulfill the economic, legal, philanthropic and societal responsibilities that serve stakeholders. To this end, we will:
- Strive to protect the ecological environment and communicate sustainability efforts and aspirations honestly and transparently in the execution of marketing campaigns.

- Give back to the community through volunteerism and charitable donations.
- Contribute to the overall betterment of marketing and its reputation.
- Urge supply chain members to ensure that trade is fair for all participants, including producers and their families in developing countries.

Due Process

The SON follows Barclay College's Due Process Policies as stated below:

Formal Complaint

The SON defines a "formal complaint" as a written or documented expression of dissatisfaction or discontentment filed by an individual or an organization to address an issue or problem they have encountered.

Academic Integrity

The protection of a person's right to benefit from their creative abilities is a fundamental element of American law and is consistent with biblical principles as well. Barclay College upholds the law that protects copyrights, patents, and the rights of the original creators. In addition, biblical integrity demands that we conduct ourselves truthfully and with honesty in every situation in life.

For these reasons, any form of academic dishonesty or any kind of academic cheating is a serious offense at Barclay College. Academic dishonesty is inconsistent with a Christian testimony and is cause for immediate academic discipline up to and including suspension or dismissal from the College. Barclay's policy on academic dishonesty assures due process and provides guidelines for action in instances where the proper academic relationships and attitudes have broken down.

Your enrollment at Barclay College indicates that you accept the College's policies concerning academic integrity and the procedures they entail.

Academic dishonesty may include:
- The giving or receiving of aid during an exam without permission from the instructor.
- The use of materials during an examination, which have not been authorized by the instructor.
- Obtaining advance information about the nature or content of an exam that was not publicly released by the instructor.
- Using all or part of another author's published or non-published material or the work of a present or former student without proper acknowledgement so that such work is left to appear as your own original writing. Such failure to document the sources of your ideas and writing is called plagiarism, and like other examples of academic dishonesty, can result in immediate suspension from classes or dismissal from the College.
- Altering or inventing information or citations for an assignment.
- Submitting all or substantial portions of a previous assignment for credit more than once without obtaining permission to do so. (Some professors will allow students to build from an assignment done in a previous class, but most will not allow a student to submit the same or slightly altered assignment twice.)
- Helping or attempting to help someone else commit one of the acts above.

Penalties for academic dishonesty are as follows:
- First offense: In some instances, a professor may allow the student to redo the offending assignment. However, at the discretion of the faculty member, they may also apply a reduced grade (including an F) on the assignment or exam. If a student is allowed to redo the assignment, an official warning will still be issued by the faculty member or the V.P. for Academics.
- Second offense: Additional grade reduction (including an F on the assignment) and, at the discretion of the faculty member and V.P. of Academics, a reduced grade (including an F) for the entire course.
- Depending upon the severity and importance and the student's response to the discussion of the offending assignment, academic dishonesty may result in suspension from classes or permanent dismissal from the College at the discretion of the V.P. for Academics. Unwillingness to address the issue or continued violations will result in eventual dismissal from the College.
  - Consideration for such cases will be given to:
    - The nature and seriousness of the offense;
    - The injury or damage resulting from the offense;
    - The student's motivation and state of mind at the time of the incident;
    - The student's prior academic disciplinary record;
    - The student's attitude and demeanor before the violation and during discussion of the violation.

With any proven incident of academic dishonesty, a signed form recording the offense and ensuing discussion and penalty will be included in the student's academic file with the Registrar's Office.

You may appeal any action taken by the V.P. for Academics to the faculty The CARE Team by contacting your advisor or the committee chairperson.

Most cases of plagiarism arise from carelessness or haste. Students sometimes attempt to excuse themselves by saying that they were not told of the nature of plagiarism or because they "didn't mean to do it." As a student, you are responsible to ensure that you do not include the ideas, phrasing, opinions, or even the outlining scheme of another writer in one of your papers without acknowledging your source. To help you, the College offers instruction and guidance through the Writing Center located in the library. Your professors can also answer any questions related to specific assignments.

Disciplinary Procedures
Matthew 18:15–17:
If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, then you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.

This Scripture provides a model for accountability that Barclay College has adopted. This approach suggests a redemptive attitude and progression of steps for correction. If functioning properly, this method should enable inappropriate behaviors to be amended at a personal level.

The College's expectation is that most behavior problems can be resolved by discussing concerns to one another through natural relationships. When relational discussion fails or when a serious situation exists, the Student Services staff will be there to serve in the mediation and correction

process. Although a relational approach pervades the entire disciplinary process, the confrontational model in Matthew 18 resembles a more formal disciplinary procedure when a student is referred to the V.P. for Student Services and the CARE Team. The formal disciplinary procedures are designed to meet guidelines for due process in private institutions.

When a student is unwilling to abide by the values, standards, and regulations of the College and is generally uncooperative or violates public law, he/she will be contacted by the V.P. for Student Services.

Members of the student life staff including Resident Assistants, Resident Directors, and the V.P. for Student Services approach the process of discipline with a desire to help the student be fully restored to the community. The severity of a violation, as well as the frequency of the offense, is considered in the discipline process. There are times when an individual may need to leave the college community for personal restoration and reconciliation.

The decision to dismiss a student may be a decision made by the V.P. for Student Services or a decision made by the V.P. for Student Services and the CARE Team. A student who has been dismissed by the V.P. for Student Services or the V.P. for Student Services and the CARE Team may appeal the decision through the proper channels if there are legitimate grounds for the appeal. Legitimate reasons for an appeal are listed in the appeals policy section of the Student Handbook.

Theory / Clinical Policies

Health Requirements
Students applying for the BSN program must maintain the following health requirements to begin and remain in the nursing program:

1. Physical Examination
   a. Documented evidence of a physical examination is required upon admission to the program and annually prior to the start of the fall semester thereafter.

2. Physician Release/Restrictions
   a. Documentation of a physician's release or restrictions is required as deemed necessary.

3. Required Vaccinations
   a. Measles, Mumps, Rubella (MMR.)
      i. Documented evidence of a two-dose Measles, Mumps, and Rubella vaccine or a blood test that shows immunity is required upon admission to the program.
   b. Tetanus, Diphtheria, Pertussis (Tdap)
      i. Documented evidence of a single-dose Tdap vaccine within the past ten years is required upon admission to the program.
   c. Varicella (Chickenpox)
      i. Documented evidence of a two-dose Chickenpox vaccine or a blood test that shows immunity is required upon admission to the program.

<ol type="a" start="4">
Hepatitis B (Hep B)
<ol type="i">
Documented evidence of a three-dose Hep B vaccine or a blood test that shows immunity is required upon admission to the program.

Influenza (Flu)
<ol type="i">
Documented evidence of the Flu vaccine is required annually by October.

Coronavirus Disease 2019 (COVID-19)
<ol type="i">
Documentation of the COVID-19 vaccine or testing will be at the discretion of each clinical facility.

<ol start="4">
Annual Tuberculosis (TB) Skin Test
<ol type="a">
Documented evidence of a two-step TB Skin Test, at least two consecutive negative annual TB Skin Tests, or a negative QuantiFERON/IGRA TB blood test is required upon admission to the program.
If a student has a history of a positive TB Skin Test, documented evidence of a negative chest x-ray is required upon admission to the program.

Professional Dress

The SON, Professional Dress Code, provides students and faculty guidance to present a professional image and identify students in the nursing program.

As representatives of the Barclay College SON and the nursing profession, students are expected to be clean, neat, and professional in their appearance and behavior. It is the student's responsibility to understand and maintain these standards.

Official Uniform
- A crimson scrub top with the Barclay College emblem embroidered on the upper left arm
- A crimson lab coat with the Barclay College emblem embroidered on the upper left arm
- Crimson scrub pants or skirt that does not extend below the shoes
- Long-sleeved shirts worn under the scrub top must be grey or white and must be loose enough to be pushed up to the elbows during handwashing
- White or black socks or neutral hose must be worn under the pants or skirt
- A pair of clean, non-permeable, primarily black, gray, or white, closed-toe and closed-heel shoes
- Student identification badge
- A watch with second hand
- Stethoscope, bandage scissors, a hemostat, a penlight, black ink pen(s), a black Sharpie, a notebook, and a simple pocket-sized calculator

Hygiene
- Uniforms should be neat, clean, tidy, and fit properly
- Body cleanliness and the absence of body odor are required
- Use of scented lotions, colognes, aftershaves, or perfumes is prohibited while in the official uniform
- Use of any tobacco product is prohibited while in the official uniform

Hair
- Must be of a natural color and professional style and must be pulled up/back to not interfere with patient care
- Accessories must blend with the hair color and not be distracting
- Coverings will be worn per affiliating agency policy

Facial Hair
- Must be clean, neatly trimmed, and well-groomed
- Coverings will be worn per affiliating agency policy

Jewelry
- One set of small, non-dangling earrings may be worn
- Wedding and engagement rings may be worn but must not pose a potential safety hazard
- Jewelry in visible body piercings (other than ears) may not be worn; clear retainers are allowed

Fingernails
- Must be clean and well-manicured
- Must be no longer than ¼ inch past the fingertip
- Artificial nails of any kind are prohibited
- Nail polish, gel, wraps, overlay, dip, and shellac products are prohibited

Tattoos
- Visible tattoos must be covered at all times

Gum Chewing/Candy
- Prohibited except during breaks

Clinical Signature
Students are required to sign patient documentation in the following format: Name, BC/NS.

Drug / Alcohol Screening
All students seeking admission into the nursing program must complete a drug/alcohol screening prior to enrollment and annually thereafter. Students will be subject to random drug/alcohol screening throughout the entirety of the nursing program at the discretion of the nursing faculty or Director of Nursing.

The student must provide written consent for drug screening and is responsible for all associated costs. Refusal to submit to the required drug/alcohol screening will result in denial of admission into or dismissal from the nursing program.

In the event a student is suspected of being under the influence of drugs or alcohol while in the clinical setting, the student will be removed from the patient care area and may not return to the clinical site and/or the SON until the drug/alcohol screen is verified as "negative" by the Director of Nursing. If the drug screen is "positive" for alcohol and/or unauthorized drug use, the student will be dismissed from the nursing program.

Background Check
The KSBN holds statutes, rules, and regulations regarding eligibility requirements to practice professional nursing. It is the student's responsibility to ensure all KSBN eligibility requirements are met.

Individuals who have been convicted of a felony or certain misdemeanors may or may not be eligible to practice professional nursing. As such, students seeking admission into the nursing program must complete a criminal background check. All students admitted to the nursing program must complete an annual criminal background check.

The student must provide written consent for the criminal background check and is responsible for all associated costs. Refusal to submit to the required criminal background check will result in denial of admission into or dismissal from the nursing program.

Clinical Placement
Students are randomly assigned to clinical placements. To accommodate the number of students for placement at the various practice sites, clinical assignments may be during the day, evening, weekend and/or summer with varying hours. Transportation to the clinical site is the responsibility of the student. Clinical schedules may change after being released to students. Schedule changes are only made when necessary to meet the needs of the clinical agency or nursing program.

Theory / Clinical Conduct
Students are expected to conduct themselves professionally and respectfully at all times. Interruptions or disruptive behaviors of any kind may result in dismissal from theory/clinical. Missed coursework due to dismissal from theory/clinical will be accepted at the instructor's discretion.

Attendance
Students must be on time and attend classes regularly. Students are responsible for achieving all the content objectives and learning activities missed. Failure to attend class regularly can affect students' grades and financial aid. Students are expected to follow all attendance requirements outlined in nursing course syllabi.

All clinical, including skills laboratory, simulation, and facility, are mandatory. Students are expected to participate in all clinical experiences at the scheduled times. In the event of an unplanned extenuating circumstance or illness, the student must notify the faculty or designated representative via telephone prior to the beginning of the clinical experience. Faculty may request documentation substantiating the absence. A student who fails to notify faculty or designated representative of an absence prior to the clinical experience is considered a no call/no show, which may result in an "unsatisfactory" grade for the day.

Students who arrive at the clinical experience with symptoms of illness may be sent home by the faculty or designated representative. Faculty may request documentation substantiating the absence.

All missed clinical experiences must be made-up to successfully complete the course. The time and location of the make-up clinical will be at the instructor's discretion and may result in additional course fees to the student.

Inclement Weather
The SON will follow the Barclay College Student Handbook "Closure Policy due to Inclement Weather" for theory courses. Determination of clinical cancellations will be at the discretion of the clinical instructor. Students are responsible for ensuring that the SON and the clinical instructor have their correct contact information.

Tardiness
Students are expected to arrive on time for theory and clinical. Nursing faculty may close the door at the beginning of theory and not allow student entrance until the next break. Clinical participation of a tardy student will be at the instructor's discretion. Habitual tardiness may jeopardize the student's standing within the nursing program.

Preparation
Students are expected to be prepared for class and clinical. Students who come unprepared for a clinical experience will not be permitted to participate and will be considered absent. The student will receive an "unsatisfactory" grade for the clinical day. Following any absence, the student is responsible for demonstrating the achievement of course objectives.

Substance Use
Students must not consume alcohol while in uniform or within 12 hours of an assignment (class, skills laboratory, simulation, or facility clinical). When substance abuse or chemical dependency is suspected, students and faculty are responsible for reporting their concerns and observations to the Director of Nursing. The Director of Nursing or designee will substantiate observations and concerns through a formal investigation.

Blood and Body Fluid Exposure Prevention and Treatment
Exposure Prevention Measures: Student nurses must always follow Standard Precautions for Blood Borne Pathogens. If caring for a known human immunodeficiency virus (HIV) or Hepatitis B patient or handling blood/body fluid/tissue of the same, the student nurse may double glove.

Exposure Treatment:
1. Needle Stick or Sharps Injury
   - Wash the area thoroughly with soap and water.
   - Report the incident to the assigned nursing instructor.
   - Seek medical treatment.

2. Splashes to nose, mouth, or skin
   - Irrigate eyes with clean water, saline, or sterile solution.
   - Report the incident to the assigned nursing instructor.
   - Seek medical treatment.

For both situations above:
- Follow the above guidelines, regardless of perceived level of exposure.
- Complete an incident report for all exposures, as directed by the assigned nursing instructor.
- All recommended and/or necessary testing and treatment will be performed per facility policy and at the student's expense.

Health Insurance

Students are responsible for all medical expenses and are encouraged to secure and maintain healthcare insurance while enrolled in the nursing program.

Employment

Students who are enrolled in a clinical nursing course may not jeopardize the safety of patients by working within 8 hours immediately prior to a scheduled clinical.

Patient Safety

Patients have the right to competent and safe professional nursing care. In the professional judgment of faculty or nursing staff, any student who places a patient in either physical or emotional jeopardy will be immediately removed from the clinical setting and given a grade of "unsatisfactory." Issues of grave concern may result in dismissal from the nursing program.

The KSBN Nurse Practice Act regulates scope of practice. Students who practice beyond their scope of practice or the level of care that has been delegated violate the Nurse Practice Act and may be dismissed from the nursing program.

Patient Confidentiality

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that regulates national standards to protect sensitive patient health information from being disclosed without the patient's consent or knowledge. Students are required to abide by all HIPAA regulations. Breaches in confidentiality may result in failure of the clinical course and dismissal from the program. Patients must never be discussed by name or by identifying information or in places where professional discussions may be overheard by others (elevator, dining room, other).

Americans with Disabilities Act (ADA)

The Barclay College SON is committed in their compliance with ADA requirements and supplying public access to facilities. Opportunities are provided to qualified persons with disabilities in access to education where this will not pose an undue burden or fundamentally alter the program. Any access requirements or questions should be forwarded to the Director of Nursing Education.

Essential Functions

Nursing educational activities may prevent certain students from qualifying for enrollment or continued enrollment in the Barclay College SON. As such, the SON has established an Essential Functions Policy based on student rights, safety, clinical needs, and affiliating agency requirements.

To be accepted into the SON and enrolled in each nursing course, students must meet and maintain the following essential functions (adopted from Purdue University, 2017):

1. *Essential Physical/Neurological Functions:* Nursing students must be able to accurately observe close at hand and at a distance to learn skills and to gather data. Students must possess functional use of the senses that permit such observation.

2. *Essential Motor Skills:* Nursing students must display motor capacities and mobility to execute the various tasks and physical maneuvers required to fulfill the professional roles toward which each program educates.

3. *Essential Communication Skills:* Nursing students must be able to communicate effectively and efficiently. Students must be able to process and comprehend written and verbal material in English.

4. *Essential Judgment Skills:* Nursing students must exercise good judgment and promptly complete all responsibilities required of each program. They must develop mature, sensitive, and effective professional relationships with others. They must be able to tolerate taxing workloads and function effectively under stress. They must be able to adapt to changing environments, display flexibility, and function in the face of uncertainties and ambiguities. Concern for others, interpersonal competence, and motivation are requisite.

5. *Essential Intellectual and Cognitive Skills:* Nursing students must be able to measure, calculate, reason, analyze, synthesize, integrate, remember, apply and evaluate information. Creative problem-solving and clinical reasoning require all of these intellectual abilities.

6. *Essential Emotional Coping Skills:* Nursing students must have the emotional health to fully use their intellectual ability, exercise good judgment, and complete all responsibilities requisite to the delivery of patient care. Students must be able to develop mature, sensitive, and effective relationships with patients and colleagues and be adaptable, flexible, and able to function in the face of uncertainty.

References:
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Purdue University Northwest (2017). *Essential abilities standards policy*

Wendt, (2007). *Report of findings from the 2006 RN post entry-level practice analysis*. Chicago, IL: National Council of State Boards of Nursing, Inc.

Wendt, & Eich, M. (2007). *Report of findings from the 2006-2007 RN continuous practice analysis*. Chicago, IL: National Council of State Boards of Nursing, Inc.

Yocom, J. (1996). *Validation study: Functional abilities essential for nursing practice*. Chicago, IL: National Council of State Boards of Nursing, Inc.

Professional Development and Leadership Opportunities

In addition to professional development opportunities offered through Barclay College, the SON provides students with several opportunities to participate in professional development and leadership, including:

National Student Nurses Association (NSNA) / Kansas Association of Nursing Students (KANS)
NSNA/KANS are organizations dedicated to the professional development of nursing students. All students become members upon admission into the nursing program. It is recommended that all nursing students be active participants.

Nurses' Christian Fellowship (NCF)
NCF is the fellowship of nurses and nursing students who care about the spiritual, physical, and psychosocial aspects of patient care. The NCF encourages nurses and nursing students to meet for Bible Study, prayer, and fellowship; to foster spiritual maturity and improve nursing practice.

Sigma Theta Tau International (STTI)
The STTI Honor Society of Nursing is the second-largest nursing organization in the world. STTI membership is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship and to nurse leaders exhibiting exceptional achievements in nursing.

MULTI-MEDIA CONSENT FORM

As a student in the Barclay College School of Nursing Program, I hereby voluntarily and knowingly agree to give my express consent and authorize Barclay College to take, use and produce photographs, videos, and/or educational television programs of my participation in the Skills/Simulation Laboratory for educational and instructional purposes.

I also understand that the information identified above will contain personally identifiable information and constitutes an educational record pursuant to the Family Educational Right and Privacy Act (FERPA). In addition to the above, I provide my specific written consent for the disclosure of the educational information.

_____

Student Printed Name

_____   _____

Student Signature   Date

ACKNOWLEDGEMENT OF UNDERSTANING

Barclay College Student Handbook, Barclay College School of Nursing Handbook, and the Kansas Nurse Practice Act

I have received, read, and understand the Barclay College Student Handbook and the Barclay College School of Nursing Student Handbook. I hereby state that I am aware of the policies, requirements, and services accessible to me. I will seek explanation of any of these items that are not clear to me by arranging to meet with the instructor of my assigned course(s) or the Director of Nursing Education.

I further understand that policies and procedures written in the Barclay College School of Nursing Student Handbook may change based upon program needs. I will follow all policies and procedures outlined in this handbook or any addendums set forth herein.

I also verify that I have access to the Kansas Nurse Practice Act and understand the policies within.

_____
Student Printed Name

_____   _____
Student Signature   Date

NON-INVASIVE SKILLS CONSENT FORM

I understand that non-invasive skills may be performed on consenting nursing students during skills/simulation laboratory or in the clinical setting. I give my permission for any of these non-invasive skills and release Barclay College and the School of Nursing of any responsibility from injury or bodily harm that may occur.

I also acknowledge that the Barclay College School of Nursing is not responsible for any skills or procedures performed upon any individual outside skills/simulation laboratory or clinical setting.

_____
Student Printed Name

_____   _____
Student Signature   Date

CONFIDENTIALITY CONTRACT

Confidentiality refers to a duty of an individual to refrain from sharing confidential information with others. Any written, verbal, electronic, or observed patient information is strictly confidential. Any information about the clinical agency, including the organization, staff, policies, procedures, and practices, must also remain strictly confidential. Discussion of patient and/or facility information is to be confined to instructor-led meetings and one-on-one conferences with staff members/instructors for the purpose of determining therapeutic approaches to care.

I acknowledge that I have read the above information and agree to abide by the Barclay College School of Nursing Policy on patient/facility confidentiality.

_____
Student Printed Name

_____   _____
Student Signature   Date