

**Mark and Huldah Buntain College of Nursing**

**RN-BSN**

**Student Handbook**

**2020-2021**



**Northwest**  
**UNIVERSITY**

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## **I. Overview of Undergraduate Nursing Curriculum**

### **Section I.I: Preface**

This document serves as an augment to the Northwest University Undergraduate Academic Catalog, College of Adult and Professional Studies (CAPS) student handbook, and other University Manuals. It is written to clarify policies and practices as they relate to the RN-BSN program, and supersedes the CAPS student handbook. This RN-BSN Handbook supports and clarifies policies as set forth in these documents, and when statements may conflict, the Academic Catalog and University Manuals have precedence unless specifically explained.

### **Section I.II: Mission**

Buntain College of Nursing Mission Statement

The Mark and Huldah Buntain College of Nursing of Northwest University prepares graduates to answer their call to serve God throughout the world and lead others by using their professional expertise as nurses.

### **Section I.III: Vision**

Buntain College of Nursing Vision Statement

The Buntain College of Nursing, in all manner of philosophy and operations, is uniquely and pervasively Christian. Its learners strive for the highest quality achievements in their educational, professional, and spiritual development. The graduates seek to blend a professional practice with a deeper personal faith as they influence health care in all parts of the world.

### **Section I.IV: Philosophy**

The Buntain College of Nursing Philosophy, Guiding Principles of Nursing Education, and Essential Curricular Concepts

#### **Preamble**

The philosophy of the Buntain College of Nursing evolves from and is in concert with its own mission and vision statements, and the mission and purpose of Northwest University:

“to provide, in a distinctly evangelical Christian environment, quality education to prepare students for service and leadership.”

The Guiding Principles of Nursing Education are congruent with the [Educational Philosophy of Northwest University](#). They provide specific beliefs about the 1) nature of human beings, 2) their interactions within complex environments, and the cultures of a world society, 3) about health and the systems by which health is promoted, and 4) the profession of nursing and nursing education. The Essential Curricular Concepts are taken from the combined overall and nursing philosophical tenets, and become the structural framework for the nursing program curriculum.

#### **Statement of Philosophy**

An enduring part of the philosophy held by the Buntain College of Nursing is the core belief that God is the source of all truth, power, and life. Further, He is the creator of everything that has been created, and the ultimate source of knowledge, wisdom, understanding, and love. God made

human beings in His own image and wholeness and to be the highest members of His creation. He gave them the ability to balance intellect, will, and compassion, and use their capacity to learn, to be self-determined, to love, to forgive, and to be accountable to Him, themselves, and others. God proved love beyond measure through the sacrifice of His Son, Jesus Christ, and provided a way for all human beings to be healed and reunited with Him. The account of God's love and plan for the world, and the directions for all human beings to live their lives in devoted and faithful service, is found in the Biblical scriptures. God is in total control of His creation, and through the Holy Spirit, influences the perceptions of human beings about who they are, their interactions and relationships, and the larger world in which they live.

### The Nature of Human Beings

Human beings are conceived of God in four separate and innately integrated parts of body, mind, spirit, and soul. They are formed with autonomous intrinsic worth, dignity, and unique personalities yet they share characteristics of humankind: to be loved and esteemed, to retain control over decisions that affect their own lives, and to stay in harmony with intrinsic and extrinsic environments. Although human beings possess adaptive responses to normal and pathological changes within and around them, they need encouragement, guidance, and support of others to reach their potential. Human beings desire God's relationship with them so they may continue to be whole persons throughout life.

### Intrinsic and Extrinsic Environments and Cultural Contexts

All environments are interactive systems, complex, and ever changing. They are made up of internal and external factors that ultimately determine the form and life of individuals, communities, and societies. The world environment was designed by God to have all parts work in harmony, order, and balance. Human beings are the most complicated expression of intrinsic and extrinsic environments, with a combination of intra, inter, and extra corporal units that dynamically involve one or all with each other. The way human beings interface with their environments is defined by how they perceive, interpret, communicate, and set up mutual or reciprocal actions. In this process, cultural norms and positive values are learned in healthy and caring environments, whether these settings are with small and intimate families or groups, or the mega-size organizations and societies. Human beings have some capability and capacity to manipulate the components of environments and culture. It is the demands of combined stresses that require each person to interact with other persons, and help reestablish order and balance for the total good. This energy exchange and adaptation is the process of coping that, all together, brings health and well-being.

### The Continuum of Health and Health Care Systems

Health is a universal concept with multiple dimensions of understanding and appreciation. The way human beings define and value health is based upon their heredity, environmental conditions, and life styles, according to socio-cultural expectations and standards. The continuum of health is polarized with wellness on one end reflecting the optimal condition, and on the opposite end by illness and separation that occurs as a result of dysfunction, disorder, and lack of

resistance. High level wellness emphasizes health promotion, health maintenance, and primary prevention while illness care seeks to restore and bring healing. All human beings must have rights and privileges to access basic health care, to responsibly use public resources, and to practice healthy behaviors, for their own good as well as that of humanity. For these reasons, health care systems are expected to progressively advance the standards of societal health and welfare, and support the equitable use of services by all participants, in a compassionate, timely, and effective manner.

### Professional Nursing and the Education of Nurses from Northwest University

Professional nursing is a distinctive vocation comprised of scholarly practitioners who are dedicated to helping all human beings in pursuit of holistic health. Socialization into nursing takes place through learning and experiencing a unique body of nursing knowledge, life sciences, and skilled arts that comprise the basis of nursing practice. The legacy of professional nursing is in a spirit of compassion, one steeped in sensitive, therapeutic relationships with clients and appreciation for the human condition. The primary responsibilities of professional nursing are two-fold: collaborative leadership for health care services and quality outcomes using evidence-based practice, and the individual autonomous nursing work, such as managing client care that includes consulting, teaching, and advocating a continuing culture of excellence and innovative nursing practice.

Education for nurses to act with expanded clinical confidence, personal integrity, and maturing professionalism requires merging together elements of superior character, leadership and nursing expertise. In all levels of nursing education at Northwest University, learners progressively internalize concepts of compassion, critical thinking, professional leadership, accountability, and respect for culturally defined relationship exchanges to systematically develop a professional nursing practice from a uniquely Christian worldview. The basis of all professional nursing education is a firm foundation built upon the liberal arts, bio-behavioral sciences, core nursing courses, and understanding of Biblical truth.

The Buntain College of Nursing emphasizes life-long learning as a means to remain current and at mastery in professional nursing leadership and service. Life-long professional learning is required of all nurses. It begins as the learner enters nursing and remains a strategic force throughout the nurse's lifetime of professional practice.

Core course content provides specific nursing theory, performance expectations based on measurable standards of practice, and evaluation processes that include quality indicators to determine effective outcomes of nursing care. Engaging with Christian nursing faculty mentors stimulates more comprehensive ways of thinking, acting, and valuing the professional nurse's role in health and health care delivery wherever it occurs. Together, learners and faculty use experiential learning as a way of reflecting on the meaning and interpretation of their professional nursing practice. It is this "lived-learning" and immersion into servant leadership that consistently builds appreciation of people from all backgrounds and their health needs. Therefore, the most important part of the nursing program at Northwest University is helping

learners confirm and clarify the call to become professional nurses who achieve the highest possible level of practice.

### Essential Curricular Concepts and Contextual Themes

The nursing curriculum at Northwest University is organized with a framework of essential concepts and distinctive contextual themes. The foundation of the nursing curriculum is built with concepts from natural and behavioral sciences, liberal arts, and Biblical studies courses. At the heart of the nursing program is the blending of foundational concepts with a professional nursing and ministerial calling. This core specifically focuses on the development of one's clinical competence, leadership character, and service strengths.

Essential concepts in the nursing curriculum are: 1) professional vocation; 2) critical thinking; 3) clinical judgment; 4) communication; 5) health promotion; 6) the domains of health care, including primary, acute, tertiary, alternative and complimentary; 7) therapeutic nursing; 8) leadership; 9) scientific inquiry and research; and 10) cultural appreciation. Every nursing course has some or all of the essential concepts to assist in the total integration of concurrent knowledge and practice. In this way, learners critically engage in the interpretation, understanding, and practice of professional nursing as envisioned by the Northwest University nursing program.

Contextual themes are found both horizontally and vertically in the curricular framework. They are introduced early in the curriculum and individual courses, and become more progressively comprehensive and integrated with essential concepts. The human health continuum is one contextual theme applied to populations of individuals, families, groups, communities, and societies. The design and carry through of healthcare, worldwide, requires knowledge and skills of systems analysis, not only to deliver nursing care but also to evaluate the effectiveness and efficiency of the outcomes. Relationship exchanges, whether considered interdisciplinary partnerships, leadership/member, collegial, or interpersonal client-with-nurse, is another contextual theme that enhances development of one's personal character and professional integrity. Beginning elements of relationship exchanges are part of the earliest curricular activities and build during the themes relevant to each of the discipline-specific clinical rotations, and client populations. Successful therapeutic nursing takes into account the interpretation and understanding of the clients' various cultural behaviors and health care expectations, according to the changing milieu. Information systems and technology are a part of all modern healthcare activities. Learners build understanding and proficiency of use as they relate client care and research to the benefits of these two components. Finally, a continual theme of aesthetic appreciation for God's creation of life and healing work through nursing is woven throughout the nursing curriculum.

### **Section I.V: Nursing Program Outcomes**

#### Nursing Program Outcomes

1. Practice critical thinking using logical and sequential reasoning, tempered with creative, aesthetic, and intuitive processes.
2. Apply the nursing process to plan and deliver care that is holistic, compassionate, culturally competent, and client centered autonomously and collaboratively with interprofessional teams.

3. Provide nursing care in the framework of organizational leadership and systems management processes.
4. Integrate health care policies and economics to accomplish equitable access to healthcare and continuity of care for diverse populations.
5. Apply research methods in the investigation of clinical nursing problems and health care delivery.
6. Evaluate quality indicators, evidence, and outcomes of health care planning and implementation.
7. Design health care for diverse populations and communities considering limited resources and environmental impact.
8. Demonstrate the use of nursing informatics, client care technologies, and interprofessional communication strategies.
9. Articulate the unique characteristics of professional nursing and the role of professional nurses in direct and indirect client care.
10. Propose a plan for formal academic and life-long education that enhances personal and professional growth.
11. Practice professional nursing from a Christian worldview, demonstrating personal integration of faith, service, and cultural competence.

#### **Section I.VI: Values**

**Faith:** One's belief in Christ and the Scriptures has a positive impact on the ability to promote health and render healing services. Faith is an individual perspective that should be continually explored and refined by students and faculty.

**Professionalism:** The educational process should acquaint students with and prepare them to demonstrate an appreciation of building a knowledge base, self-regulation of practice, autonomy, independent judgment, and image that contributes to effectiveness.

**Service Leadership:** A dynamic and complimentary combination of the attributes of service (i.e. assistance to others in accomplishing their goals, and work for others that may represent self-sacrifice) and leadership (i.e. assessment, envisioning and implementing improved options, and influencing others) is necessary for sustained contributions to the well-being of individuals and populations.

#### **Section I.VII: History of the College of Nursing**

The 1934 preamble to the University's Constitution and Bylaws documented that the institution was resolved to assist those who desired to prepare for various professional callings. Nursing was specifically mentioned as one of those professions. Through the 1980s and 1990s, more planning of curricula expansion and the addition of new programs brought health sciences and health care delivery into a new focus. After the University began offering basic science courses, students aspiring to a career in nursing found it feasible to take pre-nursing courses at Northwest after which they could transfer to a school offering a degree in nursing. The thrust of pursuing a formal nursing program came with President Dr. Donald Argue who shared his vision of someday having nursing graduates from Northwest University attend to health needs of people in all parts of the world.

In November of 1998, Dr. Donald Argue, Dr. Marshall Flowers, Dr. David Elms, and Dr. William Randolph, contacted a nursing consultant, Dr. Annalee Oakes, to pray, discuss, and formulate a plan to investigate the potential for a nursing program at Northwest College. A meeting with Mrs. Huldah Buntain, the principals listed above, and other selected faculty of Northwest College took place the end of January 1999. A strategic business plan, curricular plan, and financial prospectus was submitted and approved by the Board of Directors in March of 1999. Dr. Carl Christensen, the first Dean of the Buntain College of Nursing was hired in December 1999. After an affirmative response from the Washington State Nursing Care Quality Assurance Commission, the first nursing courses were offered in the fall semester of 2000.

The demand for online registered nursing to baccalaureate of science in nursing (RN-BSN) programs grew as online learning management systems technology improved and as online-learning pedagogy became an established, trusted, and valid method of advancing one's nursing degree. Dr. Annalee Oakes partnered with the second dean of the Buntain College of Nursing, Dr. Erin-Joy Bjorge, and developed the first Washington-state based online RN-BSN curriculum. The Washington State Nursing Care Quality Assurance Commission approved the curriculum in December of 2017.

## **II. Entrance & Progression**

### **Section II.I: Admission to Buntain College of Nursing**

#### *Admission to Northwest University*

All students must be admitted to Northwest University before consideration for admission to the RN-BSN Track. The Admissions Office for courses offered online at NU can be contacted by sending a request for information via the university website [www.northwestu.edu](http://www.northwestu.edu) or by email: [online@northwestu.edu](mailto:online@northwestu.edu). Students may also call (425) 285-2427. A decision cannot be made regarding admission to the Buntain College of Nursing until a student is accepted to Northwest University.

After a student is accepted to Northwest University, the Transcript Analyst will complete a transcript review. Each course is evaluated on a case by case basis to verify it satisfies the program requirements.

#### *Criteria for Entrance to RN-BSN Track*

The Northwest University catalog reflects the following criteria for admission to the nursing major:

1. Graduate of an accredited ADN program.
2. Clinical nursing practice is current within two (2) years of applying for the RN-BSN Online Program.
3. A current and unencumbered RN license in Washington State.
4. Letter of recommendation.

## Transferring Credits

The total RN-BSN prerequisite requirements are 90 credits.

- Associate Degree in Nursing from an accredited institutions 60 credits
- Active unencumbered RN license in Washington State (DTA Experiential credits category) 30 credits

All RNs educated outside of the United States are required to have formal nursing and post high school level education transcripts evaluated by foreign transcript evaluation services to determine acceptable transfer credits.

Contact the NU Online Admissions Counselor at [admissions@northwestu.edu](mailto:admissions@northwestu.edu) or call (425) 285-2427 if a planned transfer course did not meet a Buntain College of Nursing prerequisite for assistance. The prerequisite will need to be met through additional coursework.

## Application Process

A maximum of 15 students are admitted to the Buntain College of Nursing in a group or cohort three times per year. Faculty evaluate applications and offer admission to applicants who demonstrate the greatest potential for success in the RN-BSN program. Students may access the application on the Northwest University [Buntain College of Nursing website](#).

## Additional Nursing Program Costs

A number of costs within the RN-BSN nursing curriculum are substantially higher than those for other degrees at Northwest University. These costs include:

- The higher expense of nursing textbooks.
- The cost of the online portfolio system is approximately \$70. This fee includes use of FolioTek® online portfolio system for two years. Students pay directly to Foliotek®. After graduation a portfolio account can be continued for an additional cost.
- Onboarding of all clinical compliance documents is managed by American Databank (ADB). The approximate cost for the RN-BSN program is approximately \$150. Students pay directly to ADB.

## Section II.II: Nursing Program Progression Policies

### Progression

Registered nurses are responsible for providing safe and competent client care. In preparation for this level of care, the nursing program is academically rigorous. The faculty expect students to make rapid progress in the development of critical thinking, communication, and technical skills.

The ability to progress in the RN-BSN program is dependent on successful synthesis of the content of each nursing course and self-motivation to build on a strong professional nursing practice. Progression in the nursing program depends on satisfactory completion of assignments that include theoretical and practice experience. The university catalog and course syllabi specify standards of academic performance. Students who do not achieve an 80% (B- or 2.7) in each nursing course and overall 3.00 GPA throughout the sequence of nursing courses may

progress but are placed on academic probation. Prior to entering NURS 4664, all courses with less than a B- (2.7) must be repeated.

Academic probation places a student under special supervision for the purpose of providing opportunity for academic improvement. This step is taken when a student's grade point average falls below a 3.0 level. Students are required to have a 3.0 cumulative GPA for graduation and must pass all courses with at least a B-. When a probationary student's cumulative GPA rises above these minimum levels, he/she is removed from probation.

The Buntain College of Nursing is committed to the success of students. Referrals to the Writing Center, Office of Academic Success & Advising, NU Online Tutor etc. may be made in an effort to enhance success.

### Dismissal/Withdrawal

Students are expected to maintain an unencumbered Registered Nurse (RN) license at all times during the Buntain College of Nursing Online Nursing programs. **Failure to report investigational or disciplinary actions, including temporary suspension, and failure to maintain current licensure will result in an immediate dismissal from the Buntain College of Nursing.** The Buntain College of Nursing reserves the right to dismiss nursing students who fail to comply with the professional standards of practice, local, and or federal laws.

On occasion major health problems or changes in personal circumstances make progression in the nursing program difficult. Students are encouraged to seek out faculty counsel or advice early so that there is opportunity to plan how to best meet educational goals. In the event that dismissal/withdrawal is recommended by faculty or requested by the student (see [dismissal/withdrawal form](#)), the College of Nursing Student Affairs Committee will seek to assure that appropriate policies have been followed and that concerns of both student and faculty have been adequately expressed. If a student believes that there has been serious misjudgment, they are referred to the formal complaint policy within the Buntain College of Nursing RN-BSN Handbook, [Section V](#).

### Incomplete Grades

An "Incomplete" grade will not be given if the reason for assignments not completed is due to lack of student planning and self-discipline. A student may request an incomplete grade for reasons of illness or emergency. A written request for an incomplete must be submitted by the student to the professor prior to the last class session.

The Incomplete must be completed by the end of the fourth week of the following course session (whether or not the student is enrolled in that session). In the interim time period, the grade of "I/Grade Default" will be posted on the student's transcript. At the conclusion of the four-week time period, the grade will be updated by the professor or convert to the current grade reported by the professor. Students must have completed all course requirements.

### Readmission

Students who are out of enrollment for one semester or more must follow the Northwest University re-admission guidelines as listed in the Undergraduate [Academic Catalog](#) and submit

supplemental documents required by the specific program. A student who leaves the program for any reason, such as, but not limited to, personal issues or academic standing, is required to meet with the RN-BSN Program Coordinator to complete the readmission application. A student must formally apply in writing, for readmission to the program. A readmission application is subject to review by designated faculty members and the Dean of the College of Nursing. The student will be required to meet both program and academic performance requirements and may be unique to the student's situation. Readmission to nursing courses is subject to space available. (See [Readmission Form](#) Appendix IX.IV )

### Program Completion

To qualify for the degree, Bachelor of Science in Nursing (BSN), every student must meet the following standards:

- 1) Successful completion of all nursing major courses, two bible/theology courses, and statistics (if not already taken) within 36 months; and
- 2) Maintain a 3.0 GPA throughout the sequence of nursing courses; and
- 3) Pass each course in the nursing major with a minimum grade of B- (2.7); and
- 4) Complete all practice experience hours in all courses.

### Transcripts

Once grades are posted, unofficial transcripts are available to students through Self-Service. Official transcript requests may be made online to the [Registrar's Office](#). A fee is required for each transcript. Unpaid tuition charges will prevent the release of transcripts. If a student is delinquent in repayment of their student loans, he/she will not be eligible to receive deferment, cancellation provisions, nor will academic transcripts and/or diplomas be released.

The Registrar can only verify the authenticity of course work earned at Northwest University. Transcripts entrusted to the University from other institutions cannot be duplicated or given to students or other external individuals without the expressed written permission of the institution and the student.

## III. RN-BSN Nursing Curriculum

### Section III.I: Rigorous Academic Load

All the online courses are built on an accelerated learning model. Each semester is divided in two sessions (Session A and Session B). Students register for both sessions at the beginning of the semester but take one course at a time. The accepted standard for a three-credit hour undergraduate course is approximately 120 hours in course-related work. A four-credit course workload is designed for students to spend approximately 160 hours on all course-related work.

### **Section III.II: RN-BSN Nursing Courses**

#### Nursing Courses

\*NURS 4603 Professional Nursing Concepts and Applied Critical Thinking, Reasoning, Judging

\*NURS 4643 Health Assessment, Pathophysiology, and Pharmacotherapeutics

NURS 4723 Values-Based Health Care: Ethics, Legal, Faith and Social Policies

NURS 4653 Culturally Responsive Nursing: Theory and Practice

NURS 4673 Global Health: Practicing Community Wellness

NURS 4754 Health in Community Based Populations

NURS 4763 Contemporary Health Systems and Health Policy

NURS 4734 Leadership, Quality Management, and Shared Coordination

NURS 4664 Principles of Research and Scholarly Inquiry

\*NURS 4603 Professional Nursing Concepts and Applied Critical Thinking, Reasoning, Judging and NURS 4643 Health Assessment, Pathophysiology, and Pharmacotherapeutics must be taken first in the curriculum sequence

#### Science and Mathematics (3 credits)

MATH – Introduction to Statistics\*\*

\*\*If not taken as part of ADN program, must take prior to NURS 4664

NURS 4664 Principles of Research and Scholarly Inquiry is the last course in the program. A basic statistics course must be completed prior to NURS 4664. In addition, all courses must be complete and meet the progression policy as listed in Section II.II prior to taking NURS 4664.

### **Section III.III: Course Descriptions**

Course descriptions are found in the Academic Catalog published by the Northwest University Registrar's Office.

### **Section III.IV: Timing, Length, and Structure of Online Courses at NU**

The online courses at Northwest University are offered on a semester schedule that includes a Session A and Session B. Each session is 7+ weeks in length; and this includes 6 weeks of course instruction, one week for final projects/papers and one day for final evaluations. There are three entry points for the online RN-BSN program; fall, spring and summer semesters.

Each course follows the same format with weekly discussion forums, quizzes, applied learning activities, and final projects. Courses paired together in a semester are based on best pedagogy

practices and program scheduling. For example, the leadership courses, NURS 4763 and NURS 4734 are offered in the same semester (Session A and Session B). This allows the student to work with the same mentor/preceptor during the semester (and potentially throughout the program), and build on skills and principles learned in previous courses.

#### **IV. Practice Experiences**

The Nursing Care Quality Assurance Commission (NCQAC) and the Commission on Collegiate Nursing Education ([CCNE](#)) requires practice experiences in the curricula to enable students to achieve the required educational competencies. Practice experiences at the RN-BSN level are not like the clinical experiences completed to obtain an associate's degree as a registered nurse.

Practice experiences are developed to assure that students upon graduation meet the competencies in the [Essentials of Baccalaureate Education](#). Practice experiences in the RN-BSN program involve a variety of activities that include direct and indirect care experiences.

The Buntain College of Nursing anticipates that our student population will be employed at least part-time with multiple outside commitments. The integration of practice experiences and the number of required hours in the courses throughout the curriculum is intentional. Early planning is essential. The practice experiences in the RN-BSN program vary from 5 hours to 30 hours in a given course. Our goal is to prepare the student for success by integrating the practice experiences throughout the curriculum. Each course has associated practice experiences to allow students the opportunity to implement aspects of the nursing process relevant to course content. The BCON has a total of 130 practice experience hours in the RN-BSN program which exceed the [WAC 246-840-531](#) requirements.

##### **Section IV.I: Practice Experiences and Risk of Exposure to Infectious Diseases**

Nursing is a dangerous profession. Risks include, but are not limited to, potential exposure to HIV/AIDS, Hepatitis B & C, Tuberculosis, Influenza, C-differential, Staphylococcus, Streptococcus, and other viral or bacterial pathogens. A nursing student must be willing to accept the risks. Nursing students will not be excused from caring for a client with a communicable disease on their own request. Students may be required to care for clients who are unidentified carriers of infectious diseases. Therefore, to minimize exposure to pathogens, nursing students must follow universal precautions and comply with immunization requirements.

##### **Section IV.II: Practice Experiences and Conflict of Interest**

The Buntain College of Nursing assumes our student population is employed at least part-time with multiple outside commitments. To produce safe and effective practitioners, students must receive adequate and impartial supervision and evaluation of practice experiences. A conflict of interest may exist when a student is placed in an environment in which clinical supervision is provided by a professional who may not be able to provide objective feedback and evaluation due to a financial or emotional investment in the student's success or failure. Such conflicts may include family members, friends, coworkers and/or individuals who currently employ the

student. Such conflicts are sometimes difficult to recognize and, in some situations, may be difficult to avoid. A clinical experience may be designed in an agency at which a student is employed. However, to avoid potential conflict between the site's expectations regarding levels of productivity related to site objectives and the student's use of time at the site to meet course objectives, a student must not be paid for services she/he provided while in a student role. Practice experience hours must be separate from work hours. See [Conflict of Interest Policy](#) for further details.

#### **Section IV.III: Practice Experiences and the BCON Online Classroom**

The practice experiences in the BCON intentionally connect to the online environment via applied learning activities (graded by the professor) and the discussion boards/forums. The purpose of discussion boards/forums in online learning is similar to planned discussions in a post-clinical conference. Discussion activities provide an expressive space for learners to process, analyze, and make connections between the practice experiences and the coursework. Discussion activities require all learners to read, reflect, consider, and make connections. Discussion activities give students a way to describe how they are integrating new knowledge in their practice while building on existing knowledge structures. Discussion provides students the time and opportunity to explore and develop ideas collaboratively and recognize and build shared values.

Integrating practice experiences into the online classroom via applied learning activities and the discussion boards/forums contributes to the development of cognitive and critical thinking skills. It allows thoughtful, in-depth reflection on practice experiences, facilitates exploratory learning by allowing students to review and respond to the work of others, and paves the way for students to approach their own learning in diverse ways.

**Section IV.IV: RN-BSN Program Practice Experience Hours**

Course Number	Course Name	Credits	Practice Experience Hours
NURS 4603 *	Professional Nursing Concepts & Applied Critical Thinking	3	10
NURS 4643 *	Health Assessment, Pathophysiology, & Pharmacotherapeutics	3	15
NURS 4763	Contemporary Health Care Systems & Health Policy	3	15
NURS 4734	Leadership, Quality Management, and Shared Coordination	4	25
NURS 4653	Culturally Responsive Nursing: Theory and Practice	3	10
NURS 4723	Values-Based Healthcare: Ethics, Legal, Faith, and Social Policies	3	5
NURS 4673	Global Health: Practicing Community Wellness	3	10
NURS 4754	Health in Community-Based Populations	4	30
NURS 4664 **	Principles of Research and Scholarly Inquiry	4	10
		30 credits	130 hours

Note:

NURS 4603\* and NURS 4643\* must be completed in the first semester of the curriculum.

NURS 4664\*\* must be completed in the last semester of the curriculum.

## Section IV.V: Pre-Practice Experience Requirements

### [American DataBank](#)

Practice experiences in the RN-BSN program require applicants to submit the following records to an online data collection service (American DataBank) at their own expense. All documents must be uploaded to American DataBank by week four of the RN-BSN program. RN-BSN students are provided specific instructions on pre-practice experience requirements in American DataBank in the online RN-BSN orientation course on [NU Online](#).

1. Health history and physical examination that includes immunization, vaccination documentation, and titer levels, conducted and signed by a licensed healthcare practitioner.
2. Immunizations
  - a. DPT series and any subsequent boosters
  - b. One booster after age 19 must be a Tdap (Tetanus, Diphtheria, and Pertussis) vaccine
  - c. Hepatitis B series & proof of positive titer
  - d. MMR series or proof of positive titer
  - e. Polio series
  - f. Varicella series or proof of positive titer
  - g. Influenza (annual requirement)
3. Annual two-step testing for TB (TST or TB IGRA)
4. Current AHA healthcare provider-level CPR card
5. National background check, OIG, GSA, and Washington State Patrol Criminal Background Check is required. Criminal Background Check and Disclosure Form (Part of American DataBank)
6. Proof of health insurance
7. Proof of malpractice and liability insurance
8. Active unencumbered registered nursing license
9. Valid driver's license
10. Color Vision Screening
11. [Demographic Form](#)
12. [Informed Consent Form](#)
13. [Graduation Application](#)

All practice experience hours must be complete by the end of the course to progress. Mentor/Preceptors receive an orientation packet. Students are responsible to communicate their learning needs with the mentor/preceptor. Students must complete the required number of practice experience hours in each RN-BSN course that contains practice experience hours.

Faculty are required to check in with the student and mentor/preceptor at least once before the practice experience, at the mid-point of the experience, and at the end of the experience. The BCON faculty are ultimately responsible for overall supervision and evaluation of the student, but will invite input from the mentor/preceptor.

## Clinical Placements Northwest Learning Modules

The Buntain College of Nursing has partnered with Clinical Placements Northwest (CPNW). This partnership includes over 200 educational programs and major healthcare systems throughout the Pacific Northwest working together with a shared vision and common goal of creating a well-prepared and competent healthcare workforce.

Learning modules are required by CPNW and individual clinical sites. Students who choose a CPNW clinical site must communicate with the [Online Nursing Program Coordinator](#) for onboarding as soon as possible. Students may not start at the clinical sites until completion of the required modules.

CPNW runs student Federal OIG/GSA reports monthly. These are background checks required by clinical sites prior to practice experiences.

Steps to enroll:

1. **Enter the access code provided by the BCON.** Enter it exactly. The code connects you with your program of study and school.
2. **Enter your NU email address, which will be your account username.** Once confirmed, it cannot be changed.
3. **Create and confirm your password.**
4. **Set up your two-step authentication preferences.** You will be required to use two-step authentication every time you login. Students must use their NU email address.

\*For questions regarding this process, please email [the Clinical Placement Coordinator](#).

### **Section IV.VI: Practice Experience Site Affiliation Agreement – Student Responsibility**

It is the responsibility of the student to check that the selected practice experience organization has an educational affiliation agreement with the Buntain College of Nursing. Students must email both the main contact from the practice experience organization and the [Online Nursing Program Coordinator](#) to confirm the existence of an educational affiliation agreement between Northwest University and the selected practice experience organization. The student must confirm there is an educational affiliation agreement prior to beginning any practice experiences. If there is not an affiliation agreement in place, one will be secured. However, the student must keep in mind that it can take several weeks for agreements to be drafted and signed.

### **Section IV.VII: Liability Insurance**

The Buntain College of Nursing and Clinical Placements Northwest require all nursing students already licensed as nurses have their own Nurse Malpractice and Liability Insurance. We understand that some nurses entering this program may not carry their own malpractice and liability insurance. Many nurses expect that their employer's malpractice and liability insurance will cover them, but they do not cover nurses while in a student role. There are many companies that offer this service. One of the most well-known is Nursing Service Organization (NSO) <https://www.nso.com>; however, students are welcome to use any nursing malpractice and insurance coverage company of your choice. The insurance usually costs less than \$100 per year.

A standard malpractice and liability policy is \$1,000,000 individual and \$6,000,000 aggregate coverage. Proof of coverage is uploaded to American Data Bank.

#### **Section IV.VIII: Practice Experiences, Reflective Journal/Log, and Evaluation**

A prescribed component of all practice experiences is a reflective journal that requires students to connect course objectives, program outcomes, and integration of faith to their professional nursing practice. The student must also keep a log of practice experience hours attesting to the date, location, hours, and identity of the mentor/preceptor. The Practice Experience Log with Reflective Notes will be uploaded to NU Online and Foliotek, once all required signatures are obtained, at the end of each course that included practice experience hours.

#### **Section IV.IX: Practice Experiences, Mentor/Preceptor, and Evaluation**

Faculty are in regular communication with the student throughout the practice experience. The course instructor must approve all practice experiences before any practice may begin. For practice experiences requiring a mentor or preceptor (greater than 5 hours), a completed and signed Mentor/Preceptor Agreement form must be vetted and approved by the course faculty before any practice may begin.

#### **Section IV.X: Practice Experience Dress Code**

Students should be well-groomed, clean, neat, and conservative in appearance.

- Clinical sites may have specific requests regarding the appearance of students during practice experiences. Students should be considerate of, and compliant with, these requests.
- If you have questions about appropriate attire for your practice experiences, please ask your course instructor.

#### **Section IV.XI: Identification Badges**

ID badges must be worn at all times during practice experiences. A student may be asked to wear the ID badge when representing Buntain College of Nursing in other venues. For safety reasons the Northwest University ID card cannot be substituted for the Buntain College of Nursing ID badge.

The badges will be made using the picture and process used to make the Northwest University ID card. The cost of replacing a lost or damaged ID badge is the responsibility of the student. The Online Nursing Program Coordinator will provide online RN-BSN students with directions on how to obtain IDs remotely if they are not able to come to the Northwest University, Kirkland campus.

#### **Section IV.XII: Confidentiality of Information**

Students will have information entrusted to them in practice experience settings that requires complete confidentiality. In order to protect client confidentiality and to assure compliance with the federal Health Insurance Portability and Accountability Act it is our policy that students do not retain or take from any practice experience site a written or electronic record of client identifiers such as name, Social Security number, or health insurance number. Likewise, nursing students are not permitted to share such personal identifier information verbally with anyone outside of the clinical setting. When discussing client cases with other students for learning purposes, a fictitious identifier such as “Client A” should be used when referring to a case.

Students are strongly cautioned against making any comments regarding practice experiences via social media or similar public posting venues. Communicating information in this format can result in a student being dismissed from a clinical site. [Social Media Networking Policy and Guidelines](#)

#### **Section IV.XIII: Practice Experience Attendance**

RN-BSN students are responsible for selecting their own preceptors, mentors, and practice experience settings. If a student is having difficulty securing a mentor, preceptor, or practice location, the student is directed to notify the course instructor immediately. Course instructors will work with students to assist them in securing practice experiences. Practice experiences are an essential component of the RN-BSN program. All required hours of practice experiences must be completed in order to graduate. The Buntain College of Nursing expects that RN-BSN students, as professionals, will fulfill the individual agreements and appointments they make with mentors, preceptors, and representatives from practice experience sites. The RN-BSN student is expected to exhibit professional communication by giving timely notice to mentors, preceptors, representatives, and course instructors if the student needs to reschedule their agreed-upon practice experience times. Please notify your course instructor if you have any concerns about practice experience attendance.

#### **Section IV.XIV: Unusual Occurrences**

##### **Blood Borne Pathogens**

All nursing students are required to have personal health insurance to cover the expenses of any health care or treatments in case of an injury within or outside the clinical setting. (See [Blood Borne Pathogen Exposure](#) policy, [Unusual Occurrence/Injury Report Form](#) and [Northwest University Report of Injury Form](#))

##### **Client Harm or Unreasonable Risk of Client Harm**

If a student, during his/her clinical experience in any clinical agency, is involved in an unusual occurrence that the clinical facility and/or College of Nursing has reason to believe results in client harm or an unreasonable risk of client harm, the steps listed in the [Unusual Occurrence Reporting/Client Harm, Risk of Harm, Diversion of Drugs policy](#) must be followed. (See [Unusual Occurrence/Injury Report Form](#))

### Student Injury

If a student, during his/her practice experience in any clinical agency, is involved in an unusual occurrence that results in a suspected or actual injury, the steps listed in the Student Injury Reporting policy must be followed. (See [Northwest University Report of Injury Form](#) and [Unusual Occurrence/Injury Report Form](#))

### Non Clinical Student Injury

If a student is involved in a non-clinical incident that results in a suspected or actual injury, these steps must be followed:

#### 1—Student responsibilities:

- Report the injury to the BCON [Online Nursing Program Coordinator](#) and the BCON Student Affairs Committee (constudentaffairs@northwestu.edu) within 24 hours.
- Ensure all sections of the [BCON Medical Release Form](#) are completed by the health care provider.
- Return the completed form, in a sealed envelope, to the BCON. Address the envelope to the Student Affairs Committee.

#### 2—Health Care Provider responsibilities:

- Review the Essential Qualifications for BSN Students on the back side of the BCON Medical Release Form provided by the student.
- Complete all sections of the BCON Medical Release Form.

#### 3—College of Nursing responsibilities:

The Online Nursing Program Coordinator to provide guidance to students during the non-clinical injury reporting process.

Work with the student and Academic Success and Advising to provide reasonable and appropriate accommodations.

## V. Guidelines and Resources

### Section V.I: Guidelines for Writing Papers

Papers for all nursing courses must be in APA format. Refer to the Publication Manual of the American Psychological Association (7th edition) for specifics. The Northwest University Writing Center is also available for students through the “Library- Grad/Caps Writing Center” resource icon located on the student dashboard. Students are encouraged to use the NU online writing services. Feel free to contact the [writing tutor](#) with any questions or concerns.

The Writing Center on campus is located in the Hurst library, students can make appointments to access a writing tutor in person or via email with this link: [Writing Center](#).

## **Section V.II: Formal Complaint Process for Online BCON Students**

The purpose of the formal complaint process is to provide guidelines for timely and equitable resolution of problems or disagreements regarding issues such as academic matters, policies, conditions, and faculty decisions. The goal of the BCON Formal Complaint Procedure is to achieve a fair and expeditious resolution of problems at the lowest authority level.

Formal complaints may be made only on the grounds of unfair treatment against standards stated in the Buntain College of [Nursing Student Rights and Responsibilities](#) and not against the professional judgment or personality of the instructor.

The Buntain College of Nursing formal complaint process is intended for complaints *not* having to do with discrimination, harassment, or sexual violence. For complaints of that nature, students should contact the Dean of Student Development or the Director of Human Resources. More information, including definition of terms, is available in the University's [Non-Discrimination Policy](#). Issues involving grades in a particular class should be resolved between the student and faculty of the course and will not be considered grounds for formal complaints.

### Formal Complaint Procedure for Online BCON Students

#### STEP ONE

- Schedule an appointment with the faculty member within five (5) academic days.
- Be prepared to discuss the issues of concern clearly. Do not speculate.
- Proceed to the next level of authority if the concern is not resolved.

#### STEP TWO

- Schedule an appointment with the Course Lead or Junior/Senior Team Lead within five (5) academic days.
- Be prepared to discuss the issues of concern clearly. Do not speculate.
- Proceed to the next level of authority if the concern is not resolved.
- The Course Lead or Junior/Senior Team Lead is responsible for preparing a summary of the points discussed and outcome of the meeting.
- Summary is placed in the student file.
- A copy of the summary is given to the student.
- A summary is also given to the faculty member involved. If the issue is resolved – the case is closed.

#### STEP THREE

- Submit a completed Formal Complaint Form to the BCON Student Affairs Committee (SAC) within five (5) academic days. ([Formal Complaint](#))
- The SAC will review the Formal Complaint Form including other written documentation and make its decision.
- Proceed to the next level of authority if the concern is not resolved.

#### STEP FOUR

- Schedule an appointment with the Dean within five (5) academic days.
- Be prepared to discuss the issues of concern clearly. Do not speculate.

- The Dean may decide to intervene or not.
- The Dean will notify the student of the decision within five (5) academic days.
- Proceed to the next level of authority if the concern is not resolved.

#### STEP FIVE

- If an acceptable resolution is not reached, or if the professor is the dean, the student may appeal to the Provost using the [Student Petition for General Academic Matters](#) within five (5) academic days.
- See the Northwest University [Student Appeals and Complaints](#) procedure.

### Section V.III: Classroom Attendance and General Expectations

Attendance is an expectation for both class and practice experiences. The Buntain College of Nursing prepares students for participation in health care settings. Arriving punctually is an imperative measure of professional courtesy. Course participation and attendance may affect the ability to progress in the course and or to receive federal financial aid (See the [CAPS Student Handbook](#) for further guidance.)

#### Attendance

Approved absences are limited to unexpected hospitalizations and death of a close family member. Please communicate with the faculty member and the [Online Program Coordinator](#) in a timely manner for assistance. Attendance is generated electronically through your participation, and as such, absences are not traditionally acceptable.

#### Late Work Policy

Northwest University expects students to meet all deadlines for all class assignments. However, unexpected situations may arise that affect students' abilities to meet assignment deadlines. In these unanticipated or emergency situations, instructors can opt to accept some assignments after the due date, with the following restrictions:

1. Student must request in writing the reason for late submission prior to the due date and time (11:55 PM PST).
2. Discussion Posts and Response Posts – cannot be submitted late. These interactive communications rely on responses exchanged between students and instructors that are not monitored after the discussion days. It is similar to a student having a classroom discussion after the instructor and fellow students have left the classroom.
3. If your course instructor agrees to late submission of weekly ALAs and Final Summative Projects – Late assignments, including those turned in after the stated time on their due date, are penalized 5 percentage points per day, including each weekend day.
4. All assignments are completed by the individual student; no “group work” on assignments are allowed unless specifically designed as group work or stated by the assigned faculty.
5. It is the student's responsibility to keep track of points received for assignments and to know their total points received throughout the semester.

6. A missed quiz results in a score of zero (0). Instructors will grade any late submitted assignments (which have been approved in writing) during their next grading cycle for that type of assignment.
7. Exception: Students who enroll in a course during the first week of the course are given an allowance for the first week's assignments to be late without grade reduction.
8. Emergency Situations: Instructors can accept late assignments (other than Discussion and Response Posts) when students communicate in writing their emergency situation. These often require a doctor's note or some documentation. Instructors then determine if a grade reduction is appropriate.

### NU Breaks

All NU breaks and final exam weeks are noted on the Northwest University [Academic Calendar](#), which can be found in the [Northwest University Academic Catalog](#).

### Section V.IV: Professionalism

Professionalism includes a variety of behaviors. Professional behaviors include being punctual, prepared, and compliant with Northwest University, Buntain College of Nursing, and practice experience site policies. Conveying respect is yet another aspect of professionalism. One way that students show respect for nursing faculty is by using "Professor" or "Doctor". The College of Nursing expects students to use these titles along with the faculty member's full last name in classroom and practice experience settings as well as any University sponsored event.

### Academic Honesty

Northwest University expects honesty from students in all areas, including their academic lives. Academic dishonesty is a serious violation of Christian standards and may result in the student receiving an "F" in the course, being dismissed from the course, or possibly being dismissed from the College of Nursing and or the University. Instances of academic dishonesty may be reported to the Office of the Provost. Academic dishonesty includes cheating on assignments or examinations, submitting the same (or essentially the same) paper in more than one course without prior consent of the current assigning professor(s), sabotaging another student's work, and plagiarizing. See [Academic Honesty Policy](#)

### Social Media

While social media can be an effective way to communicate, it also creates vulnerabilities for individuals and institutions, especially those involved in the healthcare environment. Depending on the privacy settings, anyone with access to the internet can view posted profiles, photos, and opinions and can share them anywhere. Social media networking sites are in fact public forums. The potential impact on professional careers and professions is an important consideration when posting. The Buntain College of Nursing maintains that social media networking is strictly a personal activity and any participation in such will be consistent with the [American Nurses Association's \(ANA\) Code of Ethics](#) as well as [Northwest University's Lifestyle Standards](#). See [Social Media Networking Policy and Guidelines](#)

## Alcohol, Tobacco and Substance Use

Violations of city, county, state and federal laws regarding the use of illegal drugs, including diversion of client drugs or controlled substances, and/or alcoholic beverages may result in referral to the proper local, state or federal law enforcement authorities as well as the University student accountability processes. Furthermore, violations of city, county, state and federal laws may result in dismissal from the Buntain College of Nursing. (See Northwest University Alcohol, Tobacco, and Substance Use Policy, Diversion of Drugs or Controlled Substances Policy, and the Washington Administrative Code 246-840-513)

## Section V.V: Technology Expectations

Students are expected to check their Northwest University e-mail accounts each day, Monday through Saturday, to stay abreast of messages from faculty and fellow students.

The Health and Science Center has two Computer Labs (HSC 252 and HSC 254.) All stations are equipped with MS Windows and MS Office software and are connected to the Internet via high-speed Internet connections. Students are free to use the computer labs when classes are not in session. The Hurst Library at Northwest University also has computers available for student use. Online students are expected to maintain personal technology capable of participating and meeting the course requirements.

## Section V.VI: Personal Information

### 1 - Name Change

Students must keep Northwest University informed of changes in personal information such as name, address, phone number. Please send a courtesy copy to [the Online Nursing Program Coordinator](#).

### 2 - Consistent Use of Legal Name

Northwest University recognizes that many of its students use “preferred” names other than their “legal” names to identify themselves. In the Buntain College of Nursing, students participate in practice experiences and the student’s listed name needs to match the name used on their Registered Nurse license.

The following are examples for which students must consistently use the legal name:

1. University e-mail address
2. Social security card
3. Driver’s license
4. Government issued passport
5. Nursing application
6. American DataBank
7. Practice Experience/clinical facility identification badges.

Nursing students may indicate a “preferred” first name, by which the student wishes to be referred, if different from his or her legal first name. Students must use his or her legal name when conducting official Buntain College of Nursing and Northwest University business.

The legal name, as maintained in the University’s database, will be the name that appears on the student’s official transcript, diploma, and in the commencement program. The student’s legal name can only be changed by requesting a formal name change through the Northwest University. Before requesting a name change, students must first make the legal name change on his or her social security card.

### **Section V.VII: Student Participation on College of Nursing Committees**

Student representatives are desired on the Curriculum and Evaluation and Student Affairs committees. The College of Nursing allows a maximum of 2 students per committee to represent the online students. Please submit a letter of interest to the [Online Nursing Program Coordinator](#). Committee work typically requires participation in a meeting lasting up to one-to-two hours once a month. Online students have an opportunity to participate in the shared governance through committee meetings in-person, by telephone or through videoconferencing.

The Curriculum and Evaluation Committee of the Buntain College of Nursing has been established to regularly evaluate the current curriculum for consistency with the mission, philosophy, and core values of the school, and for its adherence to standards for accreditation. The committee is also responsible for evaluating the outcomes of the program and proposing changes to the curriculum and nursing program for faculty approval.

The Faculty Affairs Committee (FAC) of the Buntain College of Nursing has two main purposes: hear and act on college level issues of the nursing faculty, individually and corporately; and take responsibility for the sociocultural well-being of the Program’s faculty, staff and administration. On occasions, the Faculty Affairs Committee may be asked to assist the University Faculty Development Committee in promotion and tenure issues, task forces pertaining to all University faculty affairs, and campus-wide celebrations.

The Simulation Committee oversees and provides leadership for the implementation and evaluation of the simulation-based education for the Buntain College of Nursing. The committee is responsible for the systematic review and evaluation of all simulation-based education in the Buntain College of Nursing. The committee assures that simulation-based education is in alignment with the mission, philosophy, and core values of the Buntain College of Nursing, and for its adherence to standards of best practice.

The Student Affairs Committee (SAC) of the Buntain College of Nursing is the body responsible for three primary areas in the education of nursing students. First, the SAC oversees the process of admitting traditional students to the program, secondly, it oversees the progress of all nursing students through the program, and, thirdly, the committee is responsible for post program issues both for those who have graduated and those who attended but did not graduate.

(See [Appendix IX.III](#) of the BCON Student Handbook for more information on each committee.)

## **Section V.VIII: [Student Rights and Responsibilities](#)**

Registered nurses are responsible for promoting and restoring health, preventing illness, and protecting people entrusted to their care which requires nursing students to be held to high ethical and professional standards. Therefore, in conjunction with the [Northwest University Community Handbook](#) and the [Buntain College of Nursing \(BCON\) Student Handbook](#), the BCON recognizes that all nursing students have specific rights and that with these rights come responsibilities necessary for successful continuance in the BSN degree program (Washington State regulations [WAC 246-840-519](#))

Under the [Uniform Disciplinary Act](#), RN-BSN students in particular are held to a high professional standard, as they already possess a registered nursing license.

## **Section V.IX: Non-Discrimination**

Northwest University does not discriminate on the basis of race, color, national origin, age, sex, disability, or genetic information in its admissions policies. Further, it is the policy of the University not to discriminate on the basis of race, color, national origin, age, sex, disability, genetic information, or veteran status in the administration of its educational programs, including employment, scholarship and loan programs, and athletic and other college administered programs and activities.

As a religious educational organization, the University reserves the right to prefer employees and prospective employees on the basis of religion, and also reserves its right to prefer students and prospective students on the basis of religion. At this time, only traditional undergraduate students and faculty are required to comply with the University's faith requirements.

Northwest is a drug and alcohol-free campus for all employees and students, and offers educational programs in alcohol and drug awareness for all campus groups.

Persons having questions regarding University policy of nondiscrimination should contact the Dean of Student Development. Northwest University is in compliance with the Family Educational Rights and Privacy Act of 1974/1996. A full statement on FERPA rights is found in the [Academic Catalog](#).

## **VI. Evaluations**

### **Section VI.I: Student Evaluations**

#### **1—Practice Experience Evaluations**

At the end of each course RN-BSN students are expected to submit a Preceptor/Mentor Evaluation form and the Practice Experience Log with Reflections. The Preceptor/Mentor will also submit an evaluation of student at the conclusion of the semester.

#### **2—Portfolio Evaluation**

Each student in the nursing program will establish and maintain a professional RN-BSN portfolio according to general requirements that cross all courses and meet the nursing program

outcomes. These constitute the required evidence of expected learning outcomes and synthesis of one's professional nursing knowledge at the baccalaureate level. The RN-BSN portfolio is an accepted method to document progression toward or attainment of professional goals and competencies. The professional RN-BSN portfolio is started by students in their first semester of the nursing program and continues all five semesters through an online portfolio tracking system by FolioTek®.

### FolioTek®

The RN-BSN portfolio is managed by FolioTek®. Students have access to FolioTek® for the five semesters they are enrolled in the nursing program. The professional RN-BSN portfolio is organized by course. Each course contains assignments required in the RN-BSN portfolio.

### **Section VI.II: Faculty & Course Evaluations**

All students are given the opportunity to evaluate instructors, courses and individual preceptors/mentors at the end of each course. See your NU Online course for instructions on how to complete the end of session evaluations.

### **Section VI.III: Program Evaluations**

All RN-BSN students are required to complete a Buntain College of Nursing program evaluation at the end of the second and fifth semesters. The purpose is to help students evaluate their experiences during nursing school and to assist with ongoing improvement of the RN-BSN program.

## **VII. Milestones**

### **Section VII.I: Pinning**

In recognition of the accomplishments of the graduating class of students from the Buntain College of Nursing, the faculty, staff, and administration of Northwest University honor the graduating class in a year-end *Pinning Ceremony*, conducted at the end of spring semester. The pinning ceremony signifies the completion of the requirements of the nursing program, and the official pin of the Buntain College of Nursing is presented to the graduates. It marks the passage from students to a baccalaureate-prepared professional nurse.

The ceremony is held the night before spring commencement, and graduates are encouraged to invite family, friends, and mentors to this event. Graduation gowns are required for the Pinning Ceremony. The graduating nursing students, along with representatives of the prelicensure class and the Student Affairs Committee assist with the planning and conducting of this formal ceremony.

### **Section VII.II: Sigma**

#### Sigma, Psi-at-Large Chapter

Sigma is the honor society for nursing. Founded in 1922 in Indianapolis, Indiana, by six nurses, the name comes from the Greek words for love, courage, and honor. The mission of Sigma "is

advancing world health and celebrating nursing excellence in scholarship, leadership, and service.”

The Psi-at-Large Chapter is the local chapter comprised of community leaders and students from Northwest University, Olympic College, Seattle Pacific University, Pacific Lutheran University, and University of Washington. Eligible RN-BSN students are nominated for induction into the Honor Society by faculty, after they have completed 12 credit hours or half of the nursing curriculum, achieved academic excellence, rank in the top 35% of their graduating class, and meet the expectation of academic integrity.

### **Section VII.III: Application for Graduation**

All RN-BSN students apply for graduation during the third semester of the program. Students must submit the completed graduation application form online (see the RN-BSN Orientation in NU Online for details). The [College of Adult and Professional Study advisor](#) will contact students when it is time to apply for graduation. All applicants for graduation are assessed at the time of application a fixed, nonrefundable graduation fee to cover the costs connected with the diploma and Commencement (whether or not the student participates in the public Commencement ceremonies). If the student cancels the application for graduation, the graduation fee is retained and applied when the student does graduate.

### **Section VII.IV: Baccalaureate and Commencement**

Baccalaureate and Commencement are events to celebrate the completion of degrees along with all other graduates of Northwest University. The College of Nursing pin may be worn on the graduation gown at commencement, however, in a spirit of respect for graduates of all other programs, the cap and gown are not adorned with any nursing equipment or symbols.

## VIII: Contact Information

### **Mark and Huldah Buntain College of Nursing**

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### **College of Adult and Professional Studies (CAPS)**

Mailing Address: Northwest University  
CAPS  
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[caps@northwestu.edu](mailto:caps@northwestu.edu)

## **IX. Appendices**

Buntain College of Nursing Policies, Procedures, and Resources for Students

### **IX.I: APA Instructions Buntain College of Nursing Papers**

1. [Basics of APA Style](#)
2. [Hurst Library Article Databases](#)
3. [Learning APA Style](#)
4. [APA Student Template](#)

### **IX.II: [ANA Code for Nurses](#)**

### **IX.III: Committee Descriptions**

1. [Curriculum and Evaluation Committee](#)
2. [Faculty Affairs Committee](#)
3. [Simulation Committee](#)
4. [Student Affairs Committee](#)

### **IX.IV: Forms & Resources**

1. [American Databank Instructions & Complio Portal Link](#)
2. [Dismissal/Withdrawal Form](#)
3. [Formal Complaint Form](#)
4. [Informed Consent](#)
5. [Northwest University Injury Report Form](#)
6. [Progression Warning and Learning Contract Part 1](#)
7. [Preceptor/Mentor Agreement Form](#)
8. [Readmission Application and Plan](#)
9. [Unusual Occurrences/Injury Report Form](#)
10. [Plagiarism and Student Affirmation Form](#)
11. [Medical Release Form](#)

## **IX.V: Policies and Procedures**

1. [Academic Honesty Policy](#)
2. [Blood Borne Pathogen Exposure](#)
3. [Clinical Attendance Policy](#)
4. [Conflict of Interest Policy](#)
5. [Diversion of Drugs or Controlled Substances/Student](#)
6. [Electronic Device Policy](#)
7. [Consistent Use of Legal Name Policy](#)
8. [Northwest University Alcohol and Substance Use Policy](#)
9. [Readmission Policy and Process](#)
10. [Social Media Networking Policy and Guidelines](#)
11. [Student Injury Reporting](#)
12. [Student Rights & Responsibilities](#)
13. [Unusual Occurrence Reporting/Client Harm, Risk of Harm, Diversion of Drugs](#)
14. [Washington Administrative Code 246-840-513](#)