

2021-2022

Buntain College of Nursing Student Handbook

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Section 1: The Mark and Huldah Buntain College of Nursing

1.1 Mission

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

1.2 Vision Statement

The Mark and Huldah 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.

1.3 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) 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—Buntain College of Nursing

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 because 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 considers 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.

1.4 Nursing Program Outcomes

The graduates of the Mark and Huldah Buntain College of Nursing at Northwest University effectively:

- 1.4.1 Practice critical thinking using logical and sequential reasoning, tempered with creative, aesthetic, and intuitive processes.

- 1.4.2 Apply the nursing process to plan and deliver care that is holistic, compassionate, culturally competent, and client centered autonomously and collaboratively with interprofessional teams.
- 1.4.3 Provide nursing care in the framework of organizational leadership and systems management processes.
- 1.4.4 Integrate health care policies and economics to accomplish equitable access to healthcare and continuity of care for diverse populations.
- 1.4.5 Apply research methods in the investigation of clinical nursing problems and health care delivery.
- 1.4.6 Evaluate quality indicators, evidence, and outcomes of health care planning and implementation.
- 1.4.7 Design health care for diverse populations and communities considering limited resources and environmental impact.
- 1.4.8 Demonstrate the use of nursing informatics, client care technologies, and interprofessional communication strategies.
- 1.4.9 Articulate the unique characteristics of professional nursing and the role of professional nurses in direct and indirect client care.
- 1.4.10 Propose a plan for formal academic and life-long education that enhances personal and professional growth.
- 1.4.11 Practice professional nursing from a Christian worldview, demonstrating personal integration of faith, service, and cultural competence.

1.5 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.

1.6 History of the Buntain 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. 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.

Section 2: Entrance & Progression

2.1 Admission to BCON

- 2.1.1 **Admission to NU:** All students must be admitted to NU before consideration for admission to the BCON program. Transfer students should refer to Section II.II “Transferring to NU” for specifics regarding the admission process and transferring coursework.
- 2.1.2 **Criteria for Entrance to the BCON Program:** The NU catalog reflects the criteria for admission to the BCON.
- Successful completion of the general education requirements with a grade point average (GPA) of at least “B” (3.00 on a 4.00 scale) and a grade of at least “B-” (2.7 on a 4.00 scale) in each of the following courses: Survey of Chemistry II (organic chemistry and biochemistry), Anatomy & Physiology I and II, and General Psychology.
 - Meet test score expectations on the Assessment Technologies Institute Test of Essential Academic Skills (ATITEAS). The ATITEAS is a pre-admittance test administered through the Nursing Education. The ATITEAS is a multiple-choice assessment measuring basic academic preparedness in reading, math, science, English, and language usage. There is a maximum of three attempts, a minimum of three months apart, for the ATITEAS test at NU.
 - Submit a complete application to the BCON program through [NursingCAS](#) by the due date.
- 2.1.3 **Application Processes:** A maximum of 48 students are admitted to the BCON in a group or cohort once a year. SAC faculty evaluate applications and offer admission to applicants who demonstrate the greatest potential for success in the nursing program. January 31st is the deadline for applying to the cohort that will begin nursing courses in the upcoming academic year. The BCON application is available October 1st. Students may access the [application process](#) on the [BCON](#) website. The BCON uses [NursingCAS](#), a national centralized application service for students applying to registered nursing programs in the U.S.
- 2.1.4 **Additional Nursing Program Costs:** Costs within the junior and senior year nursing curriculum are substantially higher than those for other majors at NU.
- A \$150 per credit practicum fee. There are six credits of practicum in each semester. A principle reason for this fee is related to the low student-to-faculty member ratio in practicum or “clinical” settings. State regulations require no more than 10 students per faculty member.
 - The higher expense of nursing textbooks. In the first semester of the junior year, books are approximately \$1,500. The books purchased in the first

semester are also required references throughout the program. In subsequent semesters, book costs will reduce to approximately \$600 per semester.

- c. Various supplies (stethoscope and blood pressure cuff), uniforms, lab coat, shoes and the identification badge cost approximately \$350.
- d. All tests are administered by Exemplify. Students must have a fully functioning laptop computer that meets the minimum system requirements. Exemplify is supported on Mac, Windows, and iPad operating systems. Exemplify will not run on Chrome, Android, or Linux operating systems.
- e. Assessment Technologies Institute (ATI) testing. A non-refundable fee is charged in the junior and senior years to cover the cost of student access to multiple computerized tests, learning resources and a set of ATI licensure exam review modules. These tests are administered at strategic times in the junior and senior years to assist students in assessing mastery of content over which they will be tested on the licensure exam after graduation. Please see the [University catalog](#) for the current fee. This fee is non-refundable.
- f. The cost of the senior, spring semester, cross-cultural nursing and ministry trip is approximately \$4400 to \$5000. The cost is divided equally over four semesters and is non-refundable.
- g. The cost of the online portfolio is approximately \$70. This fee includes use of FolioTek® online portfolio system for two years. The portfolio account can be continued for an additional cost after graduation. This fee is non-refundable.
- h. All clinical compliance documents and background checks are managed by American Databank (ADB). The approximate cost for the duration of the program is \$125.00. Once the order is submitted, ADB will not refund the fee.

The Eagle BCON website has a complete list of [course fees and additional costs](#).

2.2 Transferring to NU

Transfer students need to apply to NU as the first step in gaining admission to the nursing program. The Admissions Office can be contacted by sending a request for information via the NU [website](#) or by [email](#). Students may also call toll-free 1-800-669-3781 or (425) 889-5231. A decision cannot be made regarding admission to the BCON until a student is accepted to NU.

An NU transfer counselor works closely with transfer students to ensure completion of prerequisites for admission to BCON. After a student is accepted to NU, the Transcript Analyst will complete an official transcript review. Each course is evaluated on a case-by-case basis to verify it satisfies the program requirements. Contact the NU transfer counselor if there are discrepancies on the transfer review. If a planned transfer course did not meet a BCON prerequisite it will need to be met through additional coursework.

2.3 Nursing Program Progression Policies

2.3.1 Traditional 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. A great deal of reading and research is

required. Students are expected to make rapid progress in the development of critical thinking, communication, and technical skills.

Progression in the nursing major (i.e., enroll in the next semester of nursing courses or be eligible for graduation with the nursing major) is dependent on successful synthesis of the content of each nursing course. Self-motivation is required to develop a strong professional nursing base. Progression depends on satisfactory completion of assignments that include theoretical and clinical performance. The university catalog and course syllabi specify standards of academic performance. A final course grade greater than or equal to 80% (B- or 2.70 on a 4.00 scale) is required to pass each nursing course. A final course grade below 80% (B- or 2.70 on a 4.00 scale) prevents progression and requires readmission to the nursing major. An overall GPA of 3.00 must be maintained each semester throughout the sequence of nursing courses. Students who do not achieve an 80% (B- or 2.70) in each nursing course and a 3.00 semester GPA will not be allowed to progress to the next semester.

2.3.2 Student at Risk: BCON is committed to the success of students. Referrals to the [Writing Center](#) and [Academic Success & Advising](#) may be made to enhance success. Faculty may issue a [Progression Warning and Learning Contract](#) as an alert to the student if there is concern about the student's progress. Multiple progression warnings will result in referral to the BCON [Student Affairs Committee](#) and the Dean.

2.3.3 Dismissal/Withdrawal: Students who do not achieve an 80% in each nursing course and a 3.00 semester GPA will not be allowed to progress to the next semester.

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 BCON 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 BCON Handbook, Section 4.12.

2.3.4 Readmission: A student who leaves the cohort group for any reason, such as, but not limited to, personal issues or academic standing, is required to meet with their respective faculty advisor 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 BCON. The student will be required to meet both program and

academic performance requirements of the cohort to which he or she is readmitted and may be unique to the student's situation. Readmission to nursing courses is subject to space available. (See the full [Readmission Policy](#) and [Readmission Application and Plan](#))

- 2.3.5 Program Completion:** Every student must meet the listed standards to qualify for the Bachelor of Science in Nursing (BSN) degree.
- a. All nursing theory and clinical courses must be taken in residence at NU.
 - b. Successful completion of all nursing major courses represented on NU's, BSN degree template within three (3) academic years; and
 - c. Maintain a 3.0 GPA each semester of the nursing major; and
 - d. Pass each course in the nursing major with a minimum grade of B- (2.7); and
 - e. Participate in all NCLEX-review and preparation sessions spring semester of the senior year.

Section 3: Nursing Curriculum

3.1 Third Year Courses

3.1.1 First Semester

- NURS 3102—Promoting the Health of Populations
- NURS 3202—Introduction to Professional Nursing Practice (*Portfolio Fee*)
- NURS 3321—Integration of Faith, Service, and Nursing (*Trip Fee*)
- NURS 3346—Health Assessment, Pathology, and Nursing Interventions (*Test Fee*)
- NURS 3946—Therapeutic Nursing Interventions I (*Practicum Fee*)

3.1.2 Second Semester

- NURS 3355—Adult and Gerontologic Health
- NURS 3362—Bio-Psychosocial Nursing
- NURS 3372—Global and Intercultural Health Care (*Trip Fee*)
- NURS 3432—Health Care Systems, Care Management, and Nursing Leadership
- NURS 3956—Therapeutic Nursing Interventions II (*Practicum Fee*)

3.2 Fourth Year Courses

3.2.1 First Semester

- NURS 4102—Issues of Graduate Nursing Practice
- NURS 4322—Health of the Childbearing Family
- NURS 4352—Health of the Childrearing Family
- NURS 4452—Communities and Diverse Populations as Clients (*Trip Fee*)
- NURS 4562—Nursing Research: Methods and Applications
- NURS 4921—Nursing Care of the Childbearing Family: Therapeutic Interventions (*Practicum Fee*)
- NURS 4932—Nursing Care of the Childrearing Family: Therapeutic Interventions (*Practicum Fee*)
- NURS 4953—Community/Population-Focused Nursing Practice (*Practicum Fee*)

3.2.2 Second Semester

- NURS 4303—Issues of Quality Improvement, Health Care Finances, and Strategic Planning
- NURS 4442—Nursing Across the Health Continuum and Life Span
- NURS 4552—Advanced Medical-Surgical Nursing
- NURS 4963—Nursing Practice as Ministry (*Practicum and Trip Fee*)
- NURS 4973—Nursing Capstone (*Practicum Fee*)

[NU Catalog, Course Descriptions](#)

Section 4: Program Specifics

4.1 Rigorous Academic Load

Students begin nursing courses as a cohort group and are quickly immersed in a vigorous routine of classroom studies with clinical practice. Students are advised to reduce any outside employment to one shift per week that does not conflict with their classroom and clinical schedules. Similarly, it is recommended to not work the night before clinical and immediately following a clinical experience. Client safety could be affected as a result of such scheduling. During the senior year, students should plan to drastically reduce hours or take a leave of absence from outside employment.

When enrolled in nursing coursework, nursing students are not permitted to enroll in NU non-nursing courses unless admitted to the NU Honors Program.

4.2 Infectious Diseases Statement

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 at 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.

4.3 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 NU [Undergraduate Writing Center](#) is also available for students.

4.4 Test Taking Policy

Examination policies and procedures are established to create fair and optimal conditions for all students to demonstrate their knowledge through testing. The BCON utilizes ExamSoft's testing software, Examplify, which provides students with a secure and stable exam environment for all assessment types.

Students will be informed regarding use of Examplify as part of the admission process. Upon admission BCON will inform students the electronic device requirements that are compatible with ExamSoft.

Compatibility of Examplify with electronic devices can be found on the [ExamSoft website](#).

4.5 Final Course Grading

Academic work is evaluated and grades are assigned at the end of each semester to indicate a student's level of performance. Criteria upon which a student's performance is evaluated is distributed to each student at the beginning of each course in the form of a course syllabus. Grades are based on the quality of a student's work. All courses in the BCON use the same final course grade scale to ensure consistency across the program.

Grading Scale: Final course grades are based on a 4.0 scale:

Percentage	Letter Grade	Percentage	Letter Grade
96.0-100.0	A	74.0-76.99	C
93.0-95.99	A-	71.0-73.99	C-
89.0-92.99	B+	68.0-70.99	D+
85.0-88.99	B	65.0-67.99	D
80.0-84.99	B-	61.0-64.99	D-
77.0-79.99	C+	< 60.99	F

- 4.5.1 Final course grades are not rounded. For example, if a student earns an 88.99%, the grade received is a B or if a student earns an 84.52% the grade received is a B-.
- 4.5.2 Students must achieve a minimum of 80.0% (B-) to pass a course.
- 4.5.3 Faculty will not give extra credit opportunities or change individual assignment/test grades after the final course grade is visible to students on Discovery.
- 4.5.4 The final course grade is reported to the Registrar's Office as a letter grade based on the BCON grading scale.
- 4.5.5 The Registrar's Office calculates the Grade Point Average (GPA) for each course based on the number of credits and earned grade. See the Academic Catalog, Grading and Grade Point Averages for example calculation. GPA is determined by the registrar.
- 4.5.6 Grades for clinical courses are reported as either Pass (P) or No Credit (NC) except NURS 4963 Nursing Practice as Ministry and NURS 4973 Nursing Capstone. NURS 4963 and NURS 4973 grades are reported as letter grades based on the above grading scale.

4.6 Classroom Attendance and General Expectations

Attendance is an expectation for both class and clinical. The BCON prepares students for participation in health care settings. Punctuality is imperative as colleagues and clients depend on students to provide care.

- 4.6.1 **Classroom Attendance:** All courses in the BCON are offered in person (face-to-face). In the event you are ill or choose to be absent for another reason, you must notify your instructor at least an hour prior to the start of class. Panopto recordings are made available in all courses. Class participation by HyFlex is

provided for students who are in isolation or quarantine for COVID. Attendance is an expectation and is essential to meeting course and program outcomes. See student handbook for details regarding excused and unexcused absences.

If a student misses class due to illness or emergency, it is the responsibility of the student to get handouts, notes, etc., from fellow classmates.

Students are expected to remain in class for the entire period. Students may leave the class when the professor indicates the session is complete. Packing up books, walking out or exiting the HyFlex environment prematurely is disrespectful and distracting to others.

Approved absences are limited to contagious illnesses, severe illness of close family member, and death of a close family member. Students are not to make holiday plans without first consulting the class and final exam schedules.

Students are expected to refrain from talking during videos, lectures, and presentations. To create an environment conducive to learning, cell phones must be silent during class and clinical. Laptops and other electronic devices must be used in a way that does not distract the student using the device or other students. Laptops may be used in class only for classroom activities and note-taking. In clinical settings, cell phones may not be permitted. Cell phone messages may be accessed only during class and clinical break times.

[\(Electronic device policy\)](#)

4.6.2 **Chapel Attendance:**

- a. Junior nursing majors receive a standard adjustment to 15 required Spiritual Life (SL) credits.
- b. Senior nursing majors receive a standard adjustment to 5 SL credits.
- c. Rationale: Junior and senior nursing students have clinical practicums off-campus.
- d. Process: The nursing department sends the list of junior and senior nursing majors to [Spiritual Life Attendance](#) each semester. These students do not need to apply for a SL credit adjustment.

4.6.3 **Snow Days:** Although rare, there are occasions when classes are canceled due to snow or inclement weather. The decision to cancel clinical is left to the discretion of the individual clinical instructor. This notification may happen during the very early hours of the morning and the student may be asked to tell a colleague(s) of the cancellation. The student will be informed by the instructor of any required make-up time.

Students must subscribe to the [campus alert system](#).

4.6.4 **NU Breaks and Final Exam Weeks:** All NU breaks and final exam weeks are noted on the NU academic calendar. Do not make travel plans during a

scheduled class, clinical, or final exam to avoid unexcused absences and not fulfilling all course expectations.

- 4.6.5 **Weekend, Evening and Night Sessions:** Students may be assigned to practicum or clinical experiences during weekend, evening, or night hours based on availability of clinical site opportunities and qualified faculty. Also, at the beginning of a semester, a faculty member may notify students of mandatory Saturday class sessions. (One reason for such sessions is the increased availability of some experts to make guest presentations on days outside of the typical workweek.)

4.7 Personal Information

- 4.7.1 **Name Change:** Students must keep the BCON informed of changes in personal information such as name, address, phone number, and/or health insurance coverage, by contacting nursing@northwestu.edu.
- 4.7.2 **Consistent Use of Legal Name:** NU recognizes that many of its students use “preferred” names other than their “legal” names to identify themselves. BCON students participate in clinical and cross-cultural experiences as well as apply for a registered nurse license which requires a student’s name to be identical to the name on his or her social security card.

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

- University e-mail address
- Social Security card
- Driver’s License
- Government issued passport
- Nursing application
- Clinical immunization passport
- RN application
- College transcript
- Airplane tickets for school-sponsored travel
- Visa application for school-sponsored travel
- BCON and clinical facility identification badges

Nursing students can indicate a “preferred” first name, which is a name by which the student wishes to be referred, if different from his or her legal first name. This might only be seen on class and grade rosters. Students must use his or her legal name when conducting official BCON and NU 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 NU receptionist. Before requesting a name change,

students must first make the legal name change on his or her social security card.

4.8 Employment as a Certified Nursing Assistant or Nurse Technician

The nursing curriculum in the first semester of the junior year is approved by the Washington State Nursing Care Quality Assurance Commission as satisfying the training requirements for Nursing Assistant Certified. For testing and certification procedures, the student should consult the [Nursing Commission website](#).

After the junior year of nursing school, students may choose to seek employment as a Nurse Technician.

Once licensed, the following notification must be submitted to the BCON:

- Type and date of license
- Employer name and address
- Any change of employer

For application procedures please consult the [Nursing Commission website](#).

4.9 Student Participation on BCON Committees

BCON has three separate committees: Student Affairs Committee, Faculty Affairs Committee, and Curriculum and Evaluation Committee. Student representatives are needed on the Curriculum and Evaluation and Student Affairs committees. This typically requires participation in a meeting lasting up to one hour once a month. Each class is asked to volunteer one or two representatives to each of these committees by October 1st of the academic year.

4.9.1 The [Curriculum and Evaluation Committee](#) (C&E) has been established to regularly evaluate the current curriculum for consistency with the mission, philosophy, and core values of the college, 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.

4.9.2 The [Student Affairs Committee](#) (SAC) is the body responsible for three primary areas in the education of nursing students. First, the SAC oversees the process of admitting students to the program, secondly, it oversees the progress of 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.

4.9.3 The [Simulation Committee](#) oversees and provides leadership for the implementation and evaluation of the simulation-based education for the BCON. The committee is responsible for the systematic review and evaluation of all simulation-based education in the BCON. The committee assures that

simulation-based education is in alignment with the mission, philosophy, and core values of the BCON, and for its adherence to standards of best practice.

4.10 Professionalism

Professionalism includes a variety of behaviors. Professional behaviors include being punctual, prepared, and compliant with the policies of NU, BCON, and our partner practicum and/or clinical sites. Conveying respect is yet another aspect of professionalism. Students show respect for nursing faculty by using "Professor" or "Doctor". The BCON expects students to use these titles along with the faculty member's full last name in the classroom and practicum settings as well as any NU sponsored event.

4.10.1 Academic Honesty: NU 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 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](#)

4.10.2 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 BCON 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 NU's Lifestyle Standards found in the [Community Handbook](#). See [Social Media Networking Policy and Guidelines](#)

4.10.3 Alcohol, Tobacco and Substance Use: The possession, use, consumption, manufacture, or distribution of any type of marijuana product and paraphernalia, controlled medication not prescribed by a healthcare provider, or illegal substance or its synthetic variation on University property, in conjunction with any University sponsored activities, or while enrolled as a student is specifically prohibited by NU Alcohol, Tobacco, and Substance Use policy published in the [Community Handbook](#).

Any student who is found in violation of the above stated policy may receive NU disciplinary sanctions, up to and including removal from campus housing, suspension, or dismissal from the University.

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. (See [NU Community Handbook](#), [Diversion of Drugs or Controlled Substances Policy](#), and the [Washington Administrative Code 246-840-513](#))

4.11 Student Rights and Responsibilities

Registered nurses are responsible for promoting and restoring health, preventing illness, and protecting people entrusted to their care. This requires nursing students to be held to high ethical and professional standards. Therefore, in conjunction with the NU [Community Handbook](#) and the 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](#))

[BCON Student Rights and Responsibilities Policy](#)

4.12 Formal Complaint Procedure

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 BCON formal complaint 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.

4.12.1 STEP ONE

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

4.12.2 **STEP TWO**

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

4.12.3 **STEP THREE**

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

4.12.4 **STEP FOUR**

- a. Schedule an appointment with the Dean within five (5) academic days.
- b. Be prepared to discuss the issues of concern clearly. Do not speculate.
- c. The Dean may decide to intervene or not.
- d. The Dean will notify the student of the decision within five (5) academic days.
- e. Proceed to the next level of authority if the concern is not resolved.

4.12.5 **STEP FIVE**

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

Section 5: Clinical Requirements

5.1 Introduction

Clinical nursing practice is conducted every semester of the nursing curriculum, always under the supervision of nursing faculty, and frequently in concert with professional clinical nurse mentors. The purpose of this tandem clinical practice with theory courses is to:

- a. Progressively develop proficiency in the applied science of professional nursing.
- b. Meet state licensure, program approval, accreditation, and national requirements.
- c. Build learner confidence in clinical nursing care, care management, and leadership.

5.2 Expectations Prior to Entering a Clinical Site

While the State of Washington has certain requirements of nursing students and the Center for Disease Control has recommendations for health care workers, the following requirements of the BCON may go above and beyond these requirements to comply with the expectations of the clinical facilities with which we are partnered.

5.2.1 The following information will be submitted by each student to American Databank. Students who have not met these requirements will not be allowed to participate in clinical.

5.2.2 Health history and physical examination that includes immunization/vaccination documentation and titer levels, conducted and signed by a licensed medical doctor or nurse practitioner.

a. Immunizations

- Tdap completed after the age of 18.
- TD required every ten years after Tdap.
- Hepatitis A - a series of two immunizations
- Hepatitis B – a series of three immunizations (with required evidence of immunity by titer.
- Varicella (Chicken Pox) - a series of two immunizations or evidence of immunity by titer.
- MMR (Measles, Mumps, Rubella) - a series of two immunizations or evidence of immunity by titer.
- A seasonal influenza vaccination is required each year.
- Covid-19 is required for clinical placement by our clinical partners. Declination of the vaccine is only permissible with healthcare provider documentation of a medical diagnosis contraindicating the vaccination or a true religious exemption documenting how the vaccine conflicts with a personal religious observance, practice, or belief.

The medical exemption document will be reviewed by the clinical partner who makes the decision. For religious exemptions it may be required to complete clinical specific partner forms, meet with the clinical partner's employee health department, undergo a panel interview, and complete continuing education. The BCON does not have the authority to grant any exemption.

- b. TB Testing – A TB test cannot be placed within 30 days of receiving an MMR or a Varicella (any live vaccine) unless they are placed on the same day.
- A TWO-STEP PPD TB test (TST) or a TB-IGRA is required before program entrance, after May 15th and before June 30th.
 - A standard ONE-STEP TB test (TST) or TB-IGRA is required before the fall of the senior year.
 - A standard TST or TB-IGRA is required at the end of the senior year after the students return from the NURS 4963 Nursing Practice of Ministry experience.
 - If a TST or TB-IGRA is positive, follow-up with the student's healthcare provider for a chest X-Ray, possible treatment, and a symptom questionnaire is required.
 - If there is a history of positive TB a chest X-Ray result, a negative symptom questionnaire, and documentation of any treatment received is required.

NOTE: If there is history of a BCG vaccine a TB-IGRA is required, a TST is not adequate.

5.2.3 **CPR:** Current American Heart Association (AHA) BLS Healthcare Provider CPR Certification.

5.2.4 **Background Checks:** A national background check to include Social Security trace, county felony/misdemeanor (all counties from SS trace), Healthcare search (OIG, GSA, national and international terrorist lists, DHHS), national sex offender search, national federal criminal search, and a Washington State Patrol WATCH report are conducted initially by ADB when you create your account.

The Washington State WATCH report must include the students current legal name, any previous names or aliases, and the student's birthdate. The initial WATCH is conducted by ADB at the beginning of the program and then annually. The OIG and GSA background checks are completed by-monthly on the 1st and 15th of every month.

5.2.5 **Passport:** A government issued travel passport that is current and valid through October 31st after a student's graduation date.

5.2.6 **A valid driver's license.**

- 5.2.7 **Health Insurance:** Proof of personal health insurance must be submitted quarterly to ADB.
- 5.2.8 **Health Information Portability and Accountability Act (HIPAA):** HIPPA training and Universal Precautions/Blood Borne Pathogens training is required before entering the clinical agencies. Training is provided by the BCON.
- a. In accordance with HIPAA, students may not take any photocopies or electronic copies of client information from healthcare facilities or organizations.
 - b. Students must follow the BCON [Social Media Networking Policy and Guidelines](#) as well as the Social Media policy of each assigned clinical facility.

5.3 Clinical Hours

5.3.1 Junior year

- a. Thursdays and Fridays are designated for clinical practice. (During the acute care rotation students may be required to visit the clinical setting on a day prior to choose a client.)
- b. The actual hours may vary. Typically, a student is required to be at a clinical site no earlier than 6 A.M. and no later than midnight.
- c. In addition to clinical site time, demonstration and practice of selected nursing skills will take place on-campus in the BCON Skills Lab. The time and days for this practice vary depending upon the skill and the section in which the student is enrolled.
- d. Students who have not practiced a specific skill during the expected time in Skills Lab will not be allowed to practice that skill at a clinical site.
- e. A significant amount of time outside the clinical site or the Skills Lab is required to complete preparatory study and care plans.

5.3.2 Senior Year

- a. First Semester
 - Mondays and Tuesdays are designated for clinical practice at clinical sites.
 - Wednesday is designated for clinical practice at clinical site or on campus.
 - Actual hours may vary. There is the potential that students may be asked to practice at a clinical site during any client care hours.
- b. Second Semester
 - During the month of February, students are in a cross-cultural site in which ministry and nursing practice are expected at the discretion of the culture in which the student is practicing.
 - In the month of April, students will complete a minimum of 120 hours of clinical.

5.4 Liability Insurance

NU purchases Professional Liability Insurance which covers the student while engaged in faculty-authorized nursing learning experiences. The student may wish to consider

purchasing additional Professional Liability Insurance. Upon graduation, the purchase of personal Professional Liability Insurance is highly recommended.

5.5 Clinical Dress Requirements

5.5.1 **General Appearance:** Students should be well groomed, clean, neat, and conservative in appearance.

- a. Clothes should be clean and wrinkle free.
- b. Students should be odor/fragrance free.
- c. Fingernails should be short, clean, neat, and without polish. Clear nail polish is allowed if it is not chipped. No acrylic nails.
- d. Jewelry is not allowed except for a watch with a second hand and wedding/engagement rings. Small petite earrings are permitted.
- e. Hair should be conservative in appearance, and should be combed, neat, and clean. Hair color must be genetically possible. Hair below shoulder-length must be pulled up neatly off the neck when in uniform. Facial hair on men should be neatly groomed.
- f. When students visit a clinical site while not providing direct care, such as when making client selections prior to clinical, they should wear a lab coat over their street clothes and an ID badge. Clothing should be professional in appearance, no jeans, t-shirts, sweats, hats, short skirts, or open footwear.
- g. In adherence with the BCON contractual agreements with clinical sites a student is required to meet the standards of no facial or tongue jewelry and no visible body art.

5.5.2 **Uniform:** The nursing student full uniform will consist of the following, unless otherwise specified for a particular setting. Approved college uniforms are only ordered through Acorn Uniforms.

Failure to follow the Clinical Dress Requirements could be grounds for being sent home from clinical/practicum and could result in not meeting the required clinical/practicum contact hours of the course, which could result in failure of the course, delay of program completion or dismissal from the program.

- a. A dark gray scrub top with the BCON logo embroidered in white.
 - If a t-shirt or camisole undergarment is worn, the color is to be white or black and the length should not extend below the hem of the scrub top. The undergarment may be short or long sleeved.
- b. Matching dark gray scrub bottoms, which should reach below the ankle and above the floor.
- c. A white lab coat with the BCON logo embroidered in blue.
- d. White Shoes—NO COLOR ON THEM.
 - Sport shoes are permitted but must be all white.
 - White nursing clogs are permitted.
 - Shoes must be closed toe.

- Hosiery – White or black socks.
- e. College and or Clinical facility ID badge.

5.5.3 **Clinical sites** may have additional requests regarding the appearance of students during clinical practice. Students should be considerate of, and compliant with, these requests. This is especially true during the cross-cultural experiences.

5.6 Skills Lab Uniform

The required uniform in the BCON skills lab includes the lab coat worn over the students' street clothes and closed toed shoes, unless otherwise specified. Jewelry must be minimal and hair must be pulled back during skills practice.

5.7 Student Equipment

The following list of equipment is required by orientation. Specifications for each item listed below is available on the BCON Eagle website under [Frequently Asked Questions](#).

- a. Stethoscope
- b. Blood Pressure cuff
- c. Watch (It must have a second hand, be easy to read, and water resistant.)
- d. Retractable black pen

5.8 Identification Badges

ID badges must be worn at all times when in the clinical area for any reason. Students will not be allowed in the clinical setting without an ID Badge. A student may be asked to wear the ID badge when representing BCON in other venues. For safety reasons the NU ID card cannot be substituted for the BCON ID badge.

The badges will be made using the picture and process used to make the NU ID card. The ID badge may be purchased for \$10.00 from the NU Information Service in the Health and Sciences Center at the BCON Orientation. The cost of replacing a lost or damaged ID badge is the responsibility of the student.

5.9 Confidential of Information

Students will have information entrusted to them in clinical settings that require complete confidentiality. To protect client confidentiality and to assure compliance with the federal Health Insurance Portability and Accountability Act (HIPPA), it is our College policy that students do not retain or take from any clinical 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 clinical experiences via social media including Twitter, Facebook, or similar public posting

venues. Communicating information in this format can result in a student being dismissed from a clinical site.

See the BCON [Social Media Networking Policy and Guidelines](#).

5.10 Legibility

Because student's charting is part of a legal client record, writing done in the clinical sites must be legible to colleagues, site staff, and instructors.

5.11 Clinical Attendance Policies and Expectations

5.11.1 Skills Lab Attendance Expectations

- a. The student is assigned to a specific skills lab time. Faculty will demonstrate clinical skills; the student will practice and demonstrate each skill has been acquired.
- b. Faculty expect the student to come prepared to skills lab by completing all assigned reading and reviewing the assigned ATI skills modules.
- c. The student is responsible to arrange for any necessary make-up activities due to student absence (i.e., faculty demonstration, student practice, or student demonstration).
- d. A student will not be allowed to perform skills in the clinical setting for which make-up skills activities have not been accomplished.

5.11.2 Clinical Site Attendance Expectations: Clinical practice is an essential component of a nursing education. Successful completion of the clinical component of the curriculum is a mandatory requirement for graduation. Clinical nursing practice requires professional accountability, which includes on-time arrival and departure, full preparedness, and complete attendance. Therefore, absences from clinical practice are closely monitored by faculty and should occur only in extraordinary circumstances.

- a. Attendance is mandatory at **all** scheduled clinical experiences. Students should not expect to be excused from clinical or skills lab for personal/family events.
- b. Transportation to and from clinical sites is the responsibility of the student.
- c. **Any** absence from a clinical experience may place a student in jeopardy of failing the course.
- d. **Any** absence from a scheduled clinical experience must be reported by the student to the clinical faculty prior to the start of the clinical experience. Any absence is considered unexcused if the instructor is not notified.
- e. Students who miss a clinical experience for any reason are required to meet with the clinical faculty to discuss the resulting course of action and must present appropriate documentation of the reason for their absence.
- f. Specific arrangements for clinical makeup for an excused absence will be individualized to the student's needs and will be at the discretion of the clinical faculty. All clinical time missed must be made up.

- g. An **unexcused absence** is a breach of the BCON standards and is grounds for a [Progression Warning](#) and may result in course failure or dismissal from the program.
- h. Failure to complete the designated make-up clinical experience as scheduled will result in course failure.

5.11.3 **Policy on Changing Clinical Assignments:** No changes will be made in clinical assignments (days, hours, sites, or clients) without prior approval from the supervising faculty. Any changes made by the student without first obtaining approval from supervising faculty will be considered a clinical and/or professional error, placing the student at risk for not successfully completing the course.

5.12 NURS 4963: Nursing Practice as Ministry

Seniors will spend four (4) weeks in a cross-cultural experience immersed in another culture. Preparation for this course will begin the fall semester of the senior year, although credit is not given until the end of the senior year.

- a. Each student must have a valid passport valid until October 31st of the year of graduation.
- b. Prior to travel, students must be aware of the health and safety requirements of the country to which they will travel.
- c. The [International Travel Policy](#) is an agreement to represent NU and the BCON during travel; it must be signed.
- d. Participation in a cross-cultural experience is required to complete the objectives for a BSN. Except in the case of a medical emergency, students are expected to travel to and be immersed in a culture different from their own.
- e. A student who cannot travel is strongly encouraged to interrupt progression in the program until they can again travel.
- f. Any student who is unable to travel must pay the same dollar amount as a student traveling to a remote site.
- g. Payment for the cross-cultural trip is a fee that is attached to a nursing course each semester. The fee varies from cohort to cohort and is nonrefundable and nontransferable. The fees collected result in a pool of funds used for site preparation, travel expenses, reciprocal expenses, and any other expenses necessary for the cross-cultural experience.

5.13 Unusual Occurrences

5.13.1 **Bloodborne Pathogens:** To minimize the risk posed to students and/or clients by persons infected with bloodborne pathogens (BBP) as identified by the CDC and OSHA, all nursing students are required to complete BBP training prior to participating in clinical experiences.

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 [Bloodborne Pathogen Exposure Policy](#), [Unusual Occurrence/Injury Report Form](#) and [NU Student Report of Injury Form](#).)

5.13.2 **Client Harm or Unreasonable Risk of Client Harm:** If, during a clinical experience, a student is involved in an unusual occurrence that is believed to result in client harm or 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](#).)

5.13.3 **Student Injury:** If, during a clinical experience, a student is involved in an unusual occurrence that results in a suspected or actual student injury, the steps listed in the [Student Injury Reporting Policy](#) must be followed. (See [NU Student Report of Injury Form](#) and [Unusual Occurrence/Injury Report Form](#).)

5.14 Drug Testing

Students may be required to undergo drug screening for selected agencies as a prerequisite to practicum. As this is a clinical requirement, it is the student's responsibility to pay for this screening. The cost of drug screening is approximately \$80.00.

Please refer to the [NU Student Community Handbook](#), Lifestyle Standards, and Student Accountability Process for university policy regarding alcoholic beverages, hallucinogenic drugs, and substances (including marijuana) or narcotics not authorized by a physician.

Section 6: Resources for the Student

6.1 Student Advising

A student indicates a major of interest (in this case pre-nursing) on application to the university. An advisor is assigned accordingly. Registration forms are filled out by the student every semester. It is important that the entire form is filled out each semester. The advisor must sign the form and keep a copy. Students are encouraged to keep an ongoing check sheet for their personal records. Please register for the next semester/term classes as soon as online registration opens.

Once the student has registered, any changes are made using the [Request Registration Change Form](#). This form must be signed by the advisor.

6.2 Disability Accommodations

The BCON is committed to ensuring that otherwise qualified students with disabilities are given equal access through reasonable accommodations to its services, programs, activities, education, and employment for students with disabilities.

It is recommended the student notify the University of his/her disability when the student is confirmed for enrollment. Formal notification is required prior to the consideration of an accommodation request. Documentation should include a medical or educational evaluation by a physician or licensed learning specialist, a description of what specific accommodations have been offered in the past, and a list of specific needs and services that will be requested from NU. All disability accommodation requests should be submitted to the Director of Academic Success and Advising.

Students are expected to perform all the essential functions of the program with or without reasonable accommodation. The BCON will work with the student and Academic Success and Advising to provide reasonable and appropriate accommodations.

6.3 Statement of Nondiscrimination

NU does not discriminate on the basis of sex, race, color, age, national or ethnic origin, or physical disability in its admissions policies. Further, it is the policy of the University not to discriminate on the basis of sex, race, color, age, national or ethnic origin, marital status, veteran status, disability status, or any other basis prohibited by federal, state, or local law, in the administration of its educational programs, including employment, scholarship and loan programs, and athletic and other college administered programs and activities. NU 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. NU is committed to a policy of non-discrimination with regard to race, color, national origin, sex, age, marital status, or physical disability. Persons having questions

regarding University policy of non-discrimination should contact the [Dean of Student Development](#).

NU in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974/1996. A full statement on FERPA rights is found in [Academic Undergraduate catalog](#).

6.4 Wellness Center

NU Wellness Center is committed to an integrative and holistic approach to healthcare by promoting health and wellness in body, mind, spirit, relationships, and environment. Please visit the [Wellness Center](#) website for a full description of the services provided.

6.5 Academic Success and Advising Center

The Office of Academic Success and Advising, located in Williams Hall, assists students in reaching their academic goals. This often involves assisting in many areas of their lives: spiritual, intellectual/academic, social, and physical. Academic Success and Advising is a valuable referral service, supporting students in their adjustment to university life; helping connect students with tutors and study groups; assisting students in obtaining the support they need from various university services; coordinating seminars for academic success; and working with faculty to develop strategies for success in particular classes.

Academic Success and Advising works closely with other departments, such as Campus Ministries, the Wellness Center, and Career Services, to assist students in becoming more effective students and servants in the church and the world. Please visit the [Academic Success and Advising](#) website for further information.

Appointments can be scheduled by contacting this office at extension 425-889-5227, or via email.

6.6 Writing Center

The Writing Center is in the Hurst Library on the Main Floor. It is staffed by trained tutors who are available to assist students in their research and writing projects. Operated throughout the academic year, students are supported through the many stages of defining the paper, researching the topic, and producing the report. The hours of operation are posted each semester on the [Writing Center's webpage](#) and appointments can be made through their website.

6.7 Nursing Office Resources

6.7.1 BCON Bulletin Boards: All items placed on the bulletin boards must be approved by the BCON office.

6.7.2 Student Mailboxes in the BCON Office: Student mailboxes are in a small file cabinet just past the reception desk in the BCON office. Students must check their mailboxes regularly.

6.7.3 Student Spaces:

1. HSC 250: The BCON has a designated student space in HSC 250. It includes a student lounge and a small kitchen area. The responsibility to keep this area tidy falls to those who use it.
2. Skills Lab: Students may use the skills lab for practice outside of assigned times. This must be arranged prior to use with your lead clinical faculty.
3. Hallway: The HSC has tables and comfortable furniture in the main hallways. If you move any furniture, you must return it to its original location.
4. Study Rooms: There are several small conference rooms in the HSC. Students are welcome to reserve them at the BCON front desk. If you use a room without reserving it, you will need to vacate it if someone arrives with a reservation.

6.7.4 Social Media: The BCON office maintains a [Facebook](#) page and an [Instagram](#) account to keep students, alumni, faculty, staff, and friends aware of events and announcements.

6.8 Scholarships

NU financial aid staff may be reached by calling (425) 889-5210 or by sending an e-mail inquiry to financialaid@northwestu.edu. To be considered for NU nursing specific scholarships, the student must first apply for financial aid at NU.

Additional scholarship opportunities for student nurses are also be posted on our [Facebook](#) page and [Instagram](#) account.

Section 7: Evaluations

7.1 Clinical Evaluations

The student will be evaluated by faculty, with significant input from preceptors and other staff of the appropriate facility, during and/or at the end of each clinical course.

1. During the junior year and the fall of the senior year, the student will be evaluated, on a pass/fail scale, for having demonstrated meeting each course objective.
2. Spring semester of the senior year the clinical courses will be graded on a 4.0 scale.

7.2 Portfolio Evaluation

Each student in the nursing program will establish and maintain a professional 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 BSN portfolio is an accepted method to document progression toward or attainment of professional goals and competencies. The professional BSN portfolio is started by students in the first semester of the nursing program and continues all four semesters through an online portfolio tracking system by FolioTek®.

FolioTek®

The BSN portfolio is managed by FolioTek®. Students have access to FolioTek® for the two years (four semesters) they are enrolled in the nursing program. The professional BSN portfolio is organized by junior year and senior year and then by the four semesters. Each semester contains the assignments required in the BSN portfolio and the nursing course connected with the assignment. The BSN portfolio can be viewed by topic or by competency. The competency tab lists the 11 nursing program outcomes with evidence supported by the portfolio items to the student's competency. The BSN portfolio items can be divided into seven parts under the titles of (I) Nursing Praxis, Portfolio Evaluation Summary (end of senior year); (II) Core Nursing Theory; (III) Clinical Practice; (IV) Integration of Faith, Leadership & Service; (V) Critical Thinking; (VI) Research; and (VII) Public Presentations & Writing.

7.3 Faculty and Course Evaluations

All students are given the opportunity to evaluate faculty and courses using the IDEA system and individual clinical instructor/clinical site evaluations.

7.4 Program Evaluation

All junior and senior students are required to complete a BCON Program evaluation at the end of each spring semester. The purpose is to help students evaluate their experiences during nursing school and to assist with ongoing improvement of the nursing program.

Section 8: Milestones

8.1 Consecration and Pinning

The clinical nursing experience at NU begins with a worship service planned by junior nursing students and junior level faculty. It is a time set apart for prayer and praise which is shared by family, friends, nursing faculty, and nursing students for God's blessing on nursing study. Students may be asked to serve on a planning committee. Full uniform is required for the service. A class photo is taken, individual photos may also be available.

In recognition of the accomplishments of the graduating class of students from the BCON, the faculty, staff, and administration of NU will join in honoring the class in a year-end Pinning Ceremony. The pinning ceremony signifies completion of the requirements of the nursing program. The official pin of the BCON is presented to the graduates. It marks the passage from students to professional nurse.

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

8.2 Sigma Theta Tau International Honor Society of Nursing

The mission of Sigma Theta Tau International (STTI) Honor Society of Nursing is to support the learning, knowledge, and professional development of nurses committed to make a difference in health worldwide. The mission and vision of STTI is to create a global community of nurses who lead in using knowledge, scholarship, service, and learning to improve the health of the world's people. Membership is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship (top 35 percent of their class) and to nurse leaders exhibiting exceptional achievements in nursing.

8.3 DAISY Award for Extraordinary Nursing Students

The BCON participates with the DAISY Foundation, a non-profit organization founded in 1999 by the family of J. Patrick Barnes who died at age 33 from complications of an immune disease. DAISY is an acronym for Diseases Attacking the Immune System. The Barnes family valued the care nurses provided to their son and family through his illness. Establishing the foundation and the DAISY Award was their way to say thank you to exceptional nurses everywhere. The DAISY Foundation is also proud to recognize nursing students for their care and compassion for patients and families.

Criteria to receive the DAISY Award:

- 8.3.1 Spring semester senior nursing student.
- 8.3.2 Demonstrates commitment to compassionate care of patients and families.
- 8.3.3 Cultivates a connection with patients, families and peers by building trust and respect.
- 8.3.4 Advocates strongly for patients and families.
- 8.3.5 Portrays personal values, experiences and goals that align with the Mark and Huldah BCON Program.

The Honoree receives the DAISY signature hand-carved Healer's Touch sculpture from Zimbabwe, DAISY pin, and an award certificate.

More information is available on the [DAISY Foundation website](#).

8.4 Application for Graduation

All nursing students apply for graduation fall semester of the senior year and must complete the [online graduation application](#) during the first week of the semester. Applicants for graduation are assessed a one-time fee listed in the [academic catalog](#). If the student cancels the application, the graduation fee is retained and applied when the student graduates.

8.5 Baccalaureate and Commencement

Baccalaureate and Commencement are events to celebrate the completion of degrees along with all other graduates of NU. The BCON 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. Commencement rehearsal is held the day before Commencement and attendance is required.

8.6 Applying for Licensure in Washington State

- 8.6.1 **Eligibility** to take the licensure exam occurs when ALL requirements for the Bachelor of Science degree in Nursing (BSN) have been completed. There are two application processes: (a) state application for Register Nurse (RN) License and (b) application for National Council Licensure Examination-RN (NCLEX-RN).
- 8.6.2 **Application Materials** and information about the procedures, fees, etc. will be available in March of the senior year. Each student will receive access to the Washington State Licensure PowerPoint covering instructions for both [NCLEX-RN application](#) and [Washington State licensure online application](#). Students licensing in another state should go to the [National Council of State Boards of Nursing website](#) for specific information regarding that state.
- 8.6.3 **Application Process:** Students applying for licensure in Washington State are required to provide these three items. (a) An **official NU transcript with the degree posted** sent electronically from the NU Registrar's office to the Nursing

Commission. If a student has a “hold” on their NU account or the degree is not posted contact the BCON office. (b) A **Certificate of Completion** (COC) sent from the BCON office. (c) An **Authorization to Test** (ATT) from Pearson Vue. The organization that proctors the NCLEX-RN.

NOTE: The graduate is responsible for completing all NU requirements and taking steps to have all “holds” removed, including meeting financial obligations, before the NU Registrar’s office will release the official transcript.

- 8.6.4 **Authorization to Take the NCLEX-RN:** After the graduate’s application, official transcript, and COC are received and processed by the state, the ATT is sent via email. When the ATT is received an appointment can be scheduled to take the NCLEX-RN. The testing center/organization is also notified. Graduates cannot make an appointment until they receive their ATT.

NOTE: State law and licensure requirements are subject to change and the BCON may not be notified of these changes. It is the graduates’ responsibility to complete the current application process and update the state if any information changes once the application is submitted.

Section 9: Appendix

9.1 APA Instructions for BCON Papers

- 9.1.1 [Basics of APA Style](#)
- 9.1.2 [Hurst Library Article Data Bases](#)
- 9.1.3 [Learning APA Style](#)

9.2 [ANA Code for Nurses](#)

9.3 Committee Descriptions

- 9.3.1 [Curriculum and Evaluation Committee](#)
- 9.3.2 [Faculty Affairs Committee](#)
- 9.3.3 [Simulation Committee](#)
- 9.3.4 [Student Affairs Committee](#)

9.4 Forms

- 9.4.1 [American Databank Instructions](#)
- 9.4.2 [BCON Dismissal/Withdrawal Form](#)
- 9.4.3 [Formal Complaint Form](#)
- 9.4.4 [Informed Consent Form](#)
- 9.4.5 [NU Student Injury Report Form](#)
- 9.4.6 [Progression Warning and Learning Contract \(Part 1\)](#)
- 9.4.7 [Learning Contract Follow-up \(Part 2\)](#)
- 9.4.8 [Readmission Application & Plan](#)
- 9.4.9 [Unusual Occurrence & Injury Report Form](#)
- 9.4.10 [Plagiarism and Student Affirmation Form](#)
- 9.4.11 [Medical Release Form](#)

9.5 Policies and Procedures

- 9.5.1 [Academic Honesty Policy](#)
- 9.5.2 [Bloodborne Pathogen Exposure](#)
- 9.5.3 [Clinical Attendance Policy](#)
- 9.5.4 [Diversion of Drugs or Controlled Substances/Student](#)
- 9.5.5 [Electronic Device Policy](#)
- 9.5.6 [Examination Procedure – Student](#)
- 9.5.7 [International Travel Policy](#)
- 9.5.8 [Medication Administration Policy](#)
- 9.5.9 [Name Change - Consistent Use of Legal Name](#)
- 9.5.10 [NU Alcohol, Tobacco and Substance Use Policy](#) (Page 12 & 25)
- 9.5.11 [Readmission Process](#)
- 9.5.12 [Social Media Networking Policy](#)
- 9.5.13 [Student Injury Reporting Policy](#)

9.5.14 [Student Rights and Responsibilities](#)

9.5.15 [Unusual Occurrence Reporting/Client Harm, Risk of Harm, Diversion of Drugs
Washington Administrative Code 246-840-513](#)

9.6 Additional Resources

9.6.1 [Essential Qualifications for BSN Students](#)

9.6.2 [Process for issuing a Progression Warning and Learning Contract](#)