



# Buntain School of Nursing Student Handbook

2024-2025



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# 1. The Mark and Huldah Buntain School of Nursing

## 1.1 Mission

The Mark and Huldah Buntain School 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 Buntain School 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 growth. The graduates aspire to integrate their professional practice with a profound personal faith, endeavoring to impact healthcare globally.

## 1.3 Philosophy, Guiding Principles of Nursing Education, and Essential Curricular Concepts

### 1.4 Preamble

The philosophy of the Buntain School 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.

### 1.5 Statement of Philosophy – Buntain School of Nursing

An enduring part of the philosophy held by the Buntain School of Nursing is the core belief that God is the source of all truth, power, and life. Further, He is the creator of everything and the ultimate source of knowledge, wisdom, understanding, and love. God made human beings in His own image 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 reconciled 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 scripture. God is in complete 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.

## 1.6 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.

## 1.7 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. The intricate nature of human beings and their interactions with their environment is expressed 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 families or groups, or 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 dynamic exchange and adaptation is the process of coping that brings health and well-being.

## 1.8 The Continuum of Health and Health Care Systems

Health is a universal concept with multiple dimensions of understanding and appreciation. The manner in which human beings experience health is influenced by genetics, environmental conditions, lifestyles choices, and sociocultural expectations and standards. The continuum of health is polarized with wellness on one end reflecting the optimal condition, and illness on the opposite end. 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, responsibly use public resources, and 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 support the equitable use of services by all participants, in a compassionate, timely, and effective manner.



## 1.9 Professional Nursing and the Education of Nurses at Northwest University

Professional nursing is a distinctive vocation of scholarly practitioners who are dedicated to helping all human beings in the 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 individuals and appreciation for the human condition. The primary responsibilities of professional nursing include collaborative leadership for health care services and quality outcomes using evidence-based practice. Additionally, it encompasses individual autonomous nursing work, such as managing patient-centered care, 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 humanities, social sciences, natural sciences, core nursing courses, and understanding of biblical truth.

The Buntain School of Nursing emphasizes professional identity formation and life-long learning. Life-long learning begins as the learner enters nursing and remains a strategic force throughout the nurse's lifetime of professional practice. Professional identity is not a linear process but rather one that responds to challenges and matures.

Core curricular content builds on nursing theory, performance expectations based on standards of practice, and evaluation processes that include measurable indicators to determine effective outcomes of nursing care. Engaging with Christian nursing faculty stimulates more comprehensive ways of thinking, acting, and valuing the professional nurse's role in health and health care delivery. 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 service that consistently builds appreciation of all people and their health needs. Therefore, the nursing program at Northwest University helps learners confirm and clarify the call to become professional nurses who achieve the highest possible level of practice grounded in their Christian faith.

## 1.10 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) clinical judgment; 2) communication; 3) health promotion; 4) professional identity; 5) health care delivery; 6) compassionate Christ centered care; 7) leadership; 8) evidence based practice; and 9) cultural sensitivity. 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.

## 1.11 Nursing Program Outcomes

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

- Integrate Christian faith into professional nursing practice to serve individuals, families, and populations.
- Plan compassionate and culturally sensitive care with the guiding principles of diversity, equity, and inclusion.
- Apply clinical judgement to deliver safe person-centered care across the lifespan and health-illness continuum.
- Utilize patient care technologies and informatic processes to deliver quality, safe and effective nursing care.
- Integrate evidence-based practice and scholarly inquiry into clinical decisions for quality patient care.
- Practice leadership behaviors, ethical decision making, and communication skills in collaboration with interprofessional teams.
- Articulate problems in complex healthcare systems to contribute to a culture of safety.
- Examine solutions for population health within the frameworks of health promotion, policy, and health systems.

- Create a professional identity inclusive of personal well-being, professional growth, and career-long learning.

## 1.12 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.

## 1.13 History of the Buntain School 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 College 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 at the end of January 1999. A strategic business plan, curricular plan, and financial prospectus were submitted and approved by the Board of Directors in March of 1999. Carl Christensen, the first Dean of the Buntain School of Nursing was hired in December 1999. After an affirmative response from the Washington State Nursing Care Quality Assurance Commission (now called the Washington State Board of Nursing), the first nursing courses were offered in the fall semester of 2000.

# 2. Entrance & Progression

## 2.1. Admission to BSON

### 2.1.1 Admission to NU

All students must be admitted to NU before consideration for admission to the BSON program. Transfer students should refer to Section 2.1.5 “Transferring to NU” for specifics regarding the admission process and transferring coursework.

### 2.1.2 BSON Program Entrance Criteria

The NU catalog reflects the criteria for admission to the BSON.

- 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 Organic and Biochemistry, Anatomy & Physiology I and II, and General Psychology.
- Submit a complete application to the BSON program through [NursingCAS](#) by the due date.

### 2.1.3 Application Processes

A maximum of 48 students are admitted to the BSON in a group or cohort once a year. Student Affairs Committee faculty evaluate applications and offer admission to applicants who demonstrate the greatest potential for success in the nursing program. January 31 is the deadline for applying to the cohort that will begin nursing courses in the upcoming academic year. The BSON application is available in October. Students may access the [application process](#) on the [BSON](#) website. The BSON 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. Additional costs include clinical fees, textbooks, clinical supplies, testing platform fee, national standardized learning and licensure exam preparation system fee, senior cross-cultural experience fee, and immunization tracking and background checks fee. The BSON Eagle website has a complete list of [course fees and additional costs](#) including which are refundable.

### 2.1.5 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 at [admissions@northwestu.edu](mailto:admissions@northwestu.edu). Students may also call toll-free 1-800-669-3781 or (425) 889-5231. A decision cannot be made regarding admission to the BSON until a student is accepted to NU.

An NU transfer counselor works closely with transfer students to ensure completion of prerequisites for admission to BSON. 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 BSON prerequisite it will need to be met through additional coursework.

## 2.2. Nursing Program Progression Policies

### 2.2.1 Traditional BSN 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. It requires significant commitment to reading and research, with students 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.

### 2.2.2 Student at Risk

The BSON is committed to the success of all students. Faculty and staff work closely with students to facilitate learning, enhance engagement, and promote a sense of belonging. To provide opportunities for success, students are encouraged to utilize NU resources such as the [Writing Center](#) and [Academic Success & Advising](#). Additionally, faculty may implement a Student Improvement Plan (SIP) or Progression Alert to address concerns or specific behaviors that, if left unaddressed, could hinder progression in the program. Multiple SIPs or Progression Alerts will result in referral to the BSON SAC and the Dean.

### 2.2.3 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 BSON 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 BSON Handbook, Section 4.15.

See the [Dismissal from the Nursing Program](#) policy.

## 2.3. Readmission

A student who leaves the cohort group for any reason, such as, but not limited to, personal issues or academic standing, and desires readmission to the program, 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 BSON. The student will be required to meet both program and academic performance requirements of the cohort to which he or she is readmitted, which may be individualized to the student's specific situation. Readmission to nursing courses is subject to space available. (See the full [Readmission Process](#) and [Readmission Application and Plan](#))

**Program Completion:** Every student must meet the listed standards to qualify for the Bachelor of Science in Nursing (BSN) degree.

- All nursing theory and clinical courses must be taken in residence at NU; and
- Successful completion of all nursing major courses represented on NU's BSN degree template within three (3) academic years; and
- Maintain a 3.0 GPA each semester of the nursing major; and
- Pass each course in the nursing major with a minimum grade of B- (2.7); and
- Participate in all NCLEX-review and preparation sessions spring semester of the senior year.

# 3. Nursing Curriculum

## 3.1. Third Year Courses

### First Semester

- NURS 3102 – Promoting the Health of Populations
- NURS 3202 – Introduction to Professional Nursing Practice (*Testing Fee*)
- NURS 3321 – Integration of Faith, Service, and Nursing as Ministry (*Trip Fee*)
- NURS 3345 – Fundamentals of Nursing (*ATI Fee*)
- NURS 3522 – Introduction to Pharmacological Principles
- NURS 3945 – Therapeutic Nursing Interventions I (*Clinical Fee*)

### Second Semester

- NURS 3355 – Nursing Care of Adults with Acute and Chronic Illness
- NURS 3362 – Psychiatric Mental Health Nursing
- NURS 3372 – Culturally Sensitive Health Care in the Global Community (*Trip Fee*)
- NURS 3432 – Health Care Systems, Care Management, and Nursing Leadership
- NURS 3622 – Application of Pharmacological Principles
- NURS 3955 – Therapeutic Nursing Interventions II (*Clinical Fee*)

## 3.2 Fourth Year Courses

### First Semester

- NURS 4102 – Transition to Professional Nursing Practice (*Testing Fee*)
- NURS 4322 – Health of the Childbearing Family
- NURS 4352 – Health of the Childrearing Family
- NURS 4452 – Population Health Nursing in the Community (*Trip Fee*)
- NURS 4562 – Principles of Research and Scholarly Inquiry
- NURS 4921 – Nursing Care of the Childbearing Family: Therapeutic Interventions (*Clinical Fee*)
- NURS 4932 – Nursing Care of the Childrearing Family: Therapeutic Interventions (*Clinical Fee*)
- NURS 4953 – Population Health Nursing in the Community Clinical (*Clinical Fee*)

### Second Semester

- NURS 4302 – Healthcare Systems and Quality Improvement
- NURS 4442 – Nursing Across the Lifespan and Health-illness Continuum
- NURS 4552 – Advanced Nursing Care of the Adult
- NURS 4963 – Nursing Practice as Ministry (*Clinical and Trip Fee*)
- NURS 4973 – Nursing Capstone (*Clinical Fee*)

See the NU Catalog, [Course Descriptions](#).

# 4. Program Specifics

## 4.1. Rigorous Academic Load

Students begin nursing courses as a cohort group and are quickly immersed in a rigorous 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 shift before a scheduled school clinical or immediately following a clinical experience. Client safety could be affected as a result of such scheduling. During the senior year, students are advised 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 without prior approval, unless admitted to the NU Honors Program.

## 4.2. Infectious Disease Statement

Nursing is a dangerous profession. Risks include, but are not limited to, potential exposure to COVID-19, HIV/AIDS, hepatitis B & C, tuberculosis, influenza, C-difficile, Staphylococcus, Streptococcus, and other 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 except in certain circumstances that require medical exemption and program approval.

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.

The BSON reserves the right to require additional immunizations in the event of a public health emergency, updated CDC recommendations for vaccinations or health screenings, or clinical site placement 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](#) (current edition) for specifics. The NU [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 BSON utilizes ExamSoft's testing software, Exemplify, which provides students with a secure and stable exam environment for all assessment types.

Students will be informed regarding use of Exemplify as part of the admission process. Upon admission, BSON will inform students of the electronic device requirements that are compatible with ExamSoft; they can also 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 are 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 BSON 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 Rounding

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 Minimum Grade

Students must achieve a minimum of 80.0% (B-) to pass a course.

### 4.5.3 Extra Credit

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 Final Course Grades

The final course grade is reported to the Registrar's Office as a letter grade based on the BSON grading scale.

### 4.5.5 GPA Calculation

The Registrar's Office calculates the 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 Clinical Course Grades

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 BSON prepares students for participation in health care settings. Punctuality and attendance are imperative as colleagues and clients depend on students to provide care.

### 4.6.1 Classroom Attendance

All courses in the BSON 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. All classroom sessions are recorded and will be posted for students to view after the classroom session is complete. Attendance is an expectation and is essential to meeting course and program outcomes. If a student misses class due to illness or emergency, it is the responsibility of the student to get handouts, notes, etc., from 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 or walking out prematurely is disrespectful and distracting to others.

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.

See the [Electronic device policy](#).

### 4.6.2 Chapel Attendance

Junior nursing majors receive a standard adjustment from 35 Spiritual Life (SL) credits to 15 SL credits.

Senior nursing majors receive a standard adjustment from 35 SL credits to 5 SL credits.

Process: The nursing department sends the list of junior and senior nursing majors to Campus Ministries each semester. Nursing students do not need to apply for a SL credit adjustment.

### 4.6.3 Class Cancellation

When hazardous weather conditions or other unforeseen circumstances require emergency cancellation of in-person classes, students will be notified. 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 instructor will inform students of any required make-up time.

Students must subscribe to the [campus alert system](#) to ensure they receive all campus-wide alerts.

#### 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 BSON informed of changes in personal information such as name, address, phone number, or health insurance coverage, by contacting [nursing@northwestu.edu](mailto: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. BSON 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 the social security card or student visa.

The following are examples where students must consistently use their legal name:

- University email address
- Social Security card
- Driver's license
- Government issued passport
- NursingCAS application (if applicable)
- Immunization and clinical requirement records
- RN license application (SAW Account)
- ATI Testing
- NU transcript
- Airplane tickets for school-sponsored travel
- Visa application for school-sponsored travel
- BSON 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 their legal name when conducting official BSON 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 submitting the [Name Change Form](#) at [info@northwestu.edu](mailto:info@northwestu.edu). Before requesting a name change, students must first make the legal name change on their social security card.

## 4.8. Employment as a Certified Nursing Assistant or Nursing Technician

The nursing curriculum in the first semester of the junior year is approved by the Washington State Board of Nursing as satisfying the training requirements for the [Nursing Assistant – Certified](#) credential. 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 [Nursing Technician](#).

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

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

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

## 4.9. Student Participation on BSON Committees

BSON has four committees: Student Affairs Committee, Faculty Affairs Committee, Curriculum and Evaluation Committee, and Simulation Committee. Student representatives are needed on the Curriculum and Evaluation, Student Affairs, and Simulation 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 1 of the academic year.

### 4.9.1 [Curriculum and Evaluation Committee \(C&E\)](#)

C&E was established to regularly evaluate the 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 [Student Affairs Committee \(SAC\)](#)

The SAC is 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 [Simulation Committee \(SC\)](#)

The SC oversees and provides leadership for the implementation and evaluation of the simulation-based education for the BSON. The committee is responsible for the systematic review and evaluation of all simulation-based education in the BSON. The committee assures that simulation-

based education is in alignment with the mission, philosophy, and core values of the BSON, 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, BSON, and our partner practicum and clinical sites. Conveying respect is yet another aspect of professionalism. Students show respect for nursing faculty by addressing them using "Professor" or "Doctor". The BSON expects students to use these titles along with the faculty member's full last name in the classroom and practicum settings as well as at any NU sponsored event.

#### 4.11. Academic Honesty

NU expects honesty from students in all areas, including their academic lives. Academic dishonesty is a serious violation of Christian, academic, and professional nursing standards and may result in the student receiving an "F" in the course, being dismissed from the course, or 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 the NU [Academic Honesty Policy](#).

#### 4.12. 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 BSON 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](#) and the BSON [Social Media Policy](#).

#### 4.13. Alcohol, Tobacco, and Substance Use

Violations of city, county, state, or federal laws regarding the use of illegal drugs, including diversion of client drugs or controlled substances, 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, violation of city, county, state, and federal laws may result in dismissal from the BSON.

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

## 4.14. 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 BSON Student Handbook, the BSON recognizes that all nursing students have specific rights and that with these rights come responsibilities necessary for successful continuance in the BSN degree program.

See Washington Administrative Code [246-840-519](#) and the [BSON Student Rights and Responsibilities policy](#).

## 4.15. Student Injury

### 4.15.1 Clinical Setting

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 Clinical Setting Reporting Policy](#) must be followed.

See [NU Student Injury Report Form](#) and [Unusual Occurrence/Injury Report Form](#).

### 4.15.2 Non-Clinical Setting

If a student sustains an injury or requires surgery while enrolled in the BSON program, the student is required to follow the procedures outlined in the [Student Injury Non-Clinical Reporting](#) policy.

## 4.16. 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 BSON 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 BSON [Student Rights and Responsibilities](#) and not against the professional judgment or personality of the instructor.

The BSON 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.

### STEP ONE

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

## STEP TWO

1. Schedule an appointment with the Course Lead or Junior/Senior Team Lead within five (5) academic days.
2. Be prepared to discuss the issue of concern clearly. Do not speculate.
3. The Course Lead or Junior/Senior Team Lead is responsible for preparing a summary of the points discussed and outcome of the meeting.
4. The summary is placed in the student file.
5. A copy of the summary is given to the student.
6. A summary is also given to the faculty member involved. If the issue is resolved, the case is closed. If the issue is not resolved, proceed to step three.

## STEP THREE

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

## STEP FOUR

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

## STEP FIVE

1. 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.

See the NU [Student Appeals and Complaints](#) procedure.

# 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 collaboration with professional clinical nurse mentors. The purpose of this tandem clinical practice with theory courses is to:

- Progressively develop proficiency in the applied science of professional nursing.
- Meet state licensure, program approval, accreditation, and national requirements.
- 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 BSON may go above and beyond these requirements to comply with the expectations of the clinical facilities with which we are partnered.

If a student, family member, or representative contacts Clinical Placements Northwest or a clinical site independently to secure a clinical placement, the student may be dismissed from the program.

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.**

### 5.2.1 Health History and Physical Examination

The Medical Clearance includes immunization/vaccination documentation and titer levels. The forms must be signed by a licensed medical doctor or nurse practitioner.

### 5.2.2 Immunizations

All immunizations are required including COVID-19 and Influenza. Students are expected to be [up to date](#) on all required immunizations and boosters. Exemptions are not granted for any vaccine listed below. The School of Nursing does not have the authority to grant exemptions.

The BSON reserves the right to require additional immunizations in the event of a public health emergency, updated CDC recommendations for vaccinations or health screenings, or clinical site placement requirements.

- 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 evidence of immunity by titer required.
- 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 – Students are expected to be [up to date](#).



### 5.2.3 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 TB-IGRA is required before program entrance, after May 15, and before June 30.
- 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.

### 5.2.4 CPR

A current American Heart Association (AHA) BLS Healthcare Provider CPR Certification. This course must be taken after May 15 the summer before you enter the program. The AHA CPR course is offered in two formats 1) classroom setting or 2) blended learning (distance learning for classroom teaching with a hands-on skills session). Either format is approved by our clinical partners.

### 5.2.5 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 student's 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 ordered through ADB annually.

The OIG and GSA background checks are completed bimonthly on the 1<sup>st</sup> and the 15<sup>th</sup> of every month.

### 5.2.6 Passport

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

### 5.2.7 A Valid Driver's License

### 5.2.8 Health Insurance

Proof of personal health insurance must be submitted quarterly to ADB.

### 5.2.9 Health Information Portability and Accountability Act (HIPAA)

HIPAA training and universal precautions/blood borne pathogens training is required before entering the clinical agencies. Training is provided by the BSON.

In accordance with HIPAA, students may not take any photocopies or electronic copies of client information from healthcare facilities or organizations.

Students must follow the BSON [Social Media Policy](#) as well as the Social Media policy of each assigned clinical facility.

## 5.3. Clinical Hours

If a student, family member, or representative contacts Clinical Placements Northwest or a clinical site independently to secure a clinical placement, the student may be dismissed from the program.

### 5.3.1 Junior Year

- 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 select a client.)
- The actual hours may vary. Typically, a student is required to be at a clinical site no earlier than 6:00 a.m. and no later than midnight.
- In addition to clinical site time, demonstration and practice of selected nursing skills will take place on-campus in the BSON skills lab. The time and days for this practice vary depending upon the skill and the section in which the student is enrolled.
- 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.
- 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

#### First Semester

- Mondays and Tuesdays are designated for clinical practice at clinical sites.
- Wednesday may be designated for clinical practice at clinical sites 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.

#### Second Semester

- In the month of January and early 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.

- Clothes should be clean and wrinkle free.
- Students should be odor/fragrance free.
- Fingernails should be short, clean, neat, and without polish. Clear nail polish is allowed if it is not chipped. No acrylic or gel nail polish.
- Jewelry is not allowed except for a watch with a second hand and wedding/engagement rings. Small petite earrings are permitted.
- 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.
- 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.
- In adherence with the BSON 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.

- A dark gray scrub top with BSON logo embroidered in white.
- Note: 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.
- Matching dark gray scrub bottoms, which should reach below the ankle and above the floor.
- A white lab coat with the BSON logo embroidered in black.
- 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.
- BSON and clinical facility ID badge.

Failure to follow the Clinical Dress Requirements could be grounds for being sent home from clinical 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. 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 cross-cultural experiences.

## 5.6. Skills Lab Uniform

The required uniform in the BSON 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 BSON Eagle website under [Uniform and Equipment Information](#).

- Stethoscope
- Blood pressure cuff
- Watch (It must have a second hand, be easy to read, and water resistant)
- 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 BSON in other venues. For safety reasons the NU ID card cannot be substituted for the BSON ID badge.

The badges will be made using the picture and process used to make the NU ID card. The fee for the ID badge is \$10 and is assessed directly to the student's account. The cost of replacing a lost or damaged ID badge is the responsibility of the student.

## 5.9. Confidential Information

Students will have information entrusted to them in clinical settings that requires complete confidentiality. To protect client confidentiality and assure compliance with the federal Health Insurance Portability and Accountability Act (HIPAA), it is the BSON 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 BSON [Social Media Policy](#).

## 5.10. Legibility

A student's charting is part of a legal client record. Writing done at the clinical site must be legible to colleagues, staff, and instructors.

## 5.11. Clinical Attendance Policies and Expectations

### 5.11.1 Skills Lab Attendance Expectations

- Each student is assigned a specific skills lab time. Faculty will demonstrate clinical skills; the student will practice and demonstrate that each skill has been acquired.
- Faculty expect the student to come prepared to skills lab by completing all assigned reading and reviewing the assigned ATI skills modules.
- The student is responsible for missed content. Each absence will require completion of an alternative experience.
- 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 nursing education. Successful completion of the clinical component of the curriculum is mandatory 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.

Unforeseen or unavoidable absences because of illness, injury, or medical/family emergencies will occasionally occur and these circumstances will be evaluated on an individual basis. A student who misses clinical experiences due to unforeseen circumstances may not be able to meet the learner outcomes and may not pass the clinical course. Absences for reasons such as job interviews or planned family events are not allowed.

See [Clinical Attendance, Tardiness, and Learner Outcomes Completion Policy](#).

### 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 is considered unprofessional behavior and places the student at risk for not successfully completing the course. If a student, family member, or representative contacts Clinical Placements Northwest or a clinical site independently to secure a clinical placement, the student may be dismissed from the program.

## 5.12. NURS 4963: Nursing Practice as Ministry

Seniors will spend time on 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.

- Each student must have a passport that is valid until October 31 of the year of graduation.
- Prior to travel, students must be aware of the health and safety requirements of the country to which they will travel.
- The BSON Travel Policy is an agreement to represent NU and the BSON during travel; it must be signed.

- Participation in a cross-cultural experience is required to achieve the BSON program outcomes. Except in the case of a medical emergency, students are expected to travel to and be immersed in a culture different from their own.
- A student who cannot travel is strongly encouraged to interrupt progression in the program until they can again travel.
- 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.
- A student who is unable to travel must pay the same course fee as a student traveling to a remote site.

## 5.13. Unusual Occurrences

### 5.13.1 Bloodborne Pathogens

To minimize the risk posed to students and 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 Injury Report 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 of Client Harm, Risk of Harm](#) 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 Clinical Setting Reporting Policy](#) must be followed.

See [NU Student Injury Report Form](#) and [Unusual Occurrence/Injury Report Form](#).

## 5.14. Drug Testing

Students may be required to undergo drug screening for selected clinical agencies as a prerequisite to clinical. 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.

Please refer to the [NU Student Community Handbook](#), Lifestyle Standards, and Student Accountability Process for university policy regarding misuse of substances.

# 6. Evaluations

## 6.1. Clinical Evaluations

Faculty evaluate each student, with significant input from preceptors and other staff from the appropriate facility, during, and at the end of each clinical course.

- During the junior year and fall semester of the senior year, the student is evaluated on a pass/fail scale for having demonstrated meeting each course objective.
- During the spring semester of the senior year, the student is graded on a 4.0 scale.

## 6.2. Faculty and Course Evaluations

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

## 6.3. Program Evaluation

All junior and senior students are required to complete a BSON 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.



# 7. Resources for the Student

## 7.1. Student Advising

Upon completion of a University application indicating pre-nursing as major, the student is assigned an advisor. Students are required to meet with their assigned advisor each semester. The assigned advisor authorizes registration. Students are encouraged to register for the next semester's classes as soon as online registration opens.

Once the student has registered, any changes are made using the [Request Registration Change Form](#). The advisor must sign this form.

## 7.2. Disability Accommodations

The BSON 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.

It is recommended the student notify the University of any disability when the student is confirmed for enrollment. Formal notification is required prior to the consideration of an accommodation request. Students should contact the Director of Academic Success early in the application process or early in an academic term to engage in a confidential conversation about disability services. Students must complete a [Request for Accommodations form](#) and submit documentation. Documentation should include a current medical or educational evaluation by a licensed healthcare provider or licensed learning specialist, a description of what specific accommodations were utilized by the student in the past, and a list of specific needs and services that will be requested from NU.

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

## 7.3. Statement of Nondiscrimination

The Buntain School of Nursing is committed to a safe and nurturing community. The BSON follows the guidelines and policies as published on Northwest University's [Nondiscrimination and Title IX](#) webpage.

## 7.4. Counseling Center

NU Counseling 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 [Counseling Center](#) website for a full description of the services provided.

## 7.5. Academic Success and Advising Center

The Office of Academic Success and Advising, located in Williams Hall, assists students in reaching their academic goals. Staff are prepared to assist students 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 Counseling 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 their office at 425-889-5227, or via email at [advising@northwestu.edu](mailto:advising@northwestu.edu).

## 7.6. Writing Center

The Writing Center is in the Hurst Library on the Main Floor. It is staffed by trained tutors 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.

## 7.7. Nursing Office Resources

### 7.7.1 BSON Bulletin Boards

All items placed on the bulletin boards must be approved by the BSON office.

### 7.7.2 Student Mailboxes in the BSON Office

Student mailboxes are in a small file cabinet just past the reception desk in the BSON office. Students must check their mailboxes regularly. All assignments are returned to students via their BSON mailbox.

### 7.7.3 Student Spaces

- HSC 250: A designated student space is located 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.
- Skills Lab: Students may use the skills lab for practice outside of assigned times. This time must be arranged prior to use with the course lead clinical faculty.
- Hallway: The HSC has tables and comfortable furniture in the main hallways. Any furniture that is moved must be returned to its original location.
- Study Rooms: There are several small conference rooms in the HSC. Students are welcome to reserve them at the BSON front desk. Students who have a reservation have priority for rooms; those without reservations will be asked to leave.

#### 7.7.4 Social Media

The BSON office maintains [Facebook](#) and [Instagram](#) accounts to keep students, alumni, faculty, staff, and friends aware of events and announcements.

### 7.8. Scholarships

NU Student Financial Services manages all NU scholarships. Their office can be reached at 425-889-5210 or through e-mail at [studentfinancialservices@northwestu.edu](mailto:studentfinancialservices@northwestu.edu). A student must first apply for financial aid to be considered for NU nursing specific scholarships.

Additional scholarship opportunities for nursing students are also posted on the BSON [Facebook](#) and [Instagram](#) accounts.

# 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 cohort 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 BSON, 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 BSON is presented to the graduates. It marks the passage from student 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

The mission of [Sigma](#), the Honor Society of Nursing, is to develop nurse leaders to improve healthcare. Sigma supports global nursing excellence and provides opportunities for 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 BSON 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:

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

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

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

## 8.4 Application for Graduation

NU students complete the [Verification of Intent to Graduate](#) online form during fall semester of the senior year. 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 BSON 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.

## 8.6 Applying for Licensure in Washington State

### 8.6.1 Eligibility

Eligibility to take the licensure exam occurs when ALL requirements for the Bachelor of Science degree in Nursing (BSN) are complete. There are two application processes: (a) state application for Registered Nurse (RN) License and (b) application for National Council Licensure Examination-RN (NCLEX-RN).

### 8.6.2 Application Materials

Application information about procedures, fees, etc. are available in March of the senior year and should be submitted no earlier than 30 days before graduation. 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 seeking initial licensure in another state should go to the [National Council of State Boards of Nursing website](#) for specific information regarding that state. It is the student's responsibility to find licensure information if licensing in a state other than Washington.

### 8.6.3 Application Process

The application for licensure in Washington State requires: (a) An official NU transcript with the degree posted sent electronically from the NU Registrar's office to the Nursing Commission. If a student's degree is not posted contact the BSON office. (b) A Certificate of Completion (COC) sent from the BSON office.

### 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, an Authorization to Test (ATT) from Pearson Vue (the organization that proctors the NCLEX-RN) is

sent to the student via email. When the ATT is received an appointment can be scheduled to take the NCLEX-RN. Graduates cannot make an appointment until they receive their ATT.

*NOTE:* State law and licensure requirements are subject to change and the BSON 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.

# 9: Appendix

## 9.1 APA Instructions for BSON Papers

9.1.1 [Basics of APA Style](#)

9.1.2 [Hurst Library Article Databases](#)

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 [Dismissal Withdrawal Form](#)

9.4.3 [Formal Complaint Form](#)

9.4.4 [Informed Consent Form](#)

9.4.5 [Medical Release Form](#)

9.4.6 [NU Student Injury Report Form](#)

9.4.7 [Plagiarism and Student Affirmation Form](#)

9.4.8 [Progression Alert Form](#)

9.4.9 [Student Improvement Plan Form](#)

9.4.10 [Readmission Application & Plan](#) (Prelicensure Program)

9.4.11 [Unusual Occurrence & Injury Report 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 [Dismissal from the Nursing Program Policy](#)

9.5.5 [Diversion of Drugs or Controlled Substances by Student](#)

9.5.6 [Electronic Device Policy](#)

9.5.7 [Student Examination Policy – Student](#)

9.5.8 [Student Examination Policy – Faculty](#)

9.5.9 [Just Culture Statement](#)

9.5.10 [BSON Travel Policy](#)

9.5.11 [Medical Release and Accommodations Related to Injury or Illness Policy](#)

9.5.12 [Medication Proficiency Policy](#)

9.5.13 Name Change: [Consistent Use of Legal Name](#)

- 9.5.14 [NU Alcohol and Substance Use Policy](#) in the Community Handbook
- 9.5.15 [Lifestyle Expectations](#) in the Community Handbook
- 9.5.16 [Progression Alert Policy](#)
- 9.5.17 [Readmission Process](#)
- 9.5.18 [Social Media Networking Policy](#)
- 9.5.19 [Student Improvement Plan Policy](#)
- 9.5.20 [Student Injury Clinical Setting Reporting Policy](#)
- 9.5.21 [Student Injury Non-Clinical Setting Reporting Policy](#)
- 9.5.22 [Student Rights and Responsibilities](#)
- 9.5.23 [Unusual Occurrence Reporting/Client Harm, Risk of Harm, Washington Administrative Code 246-840-513](#)

## 9.6 Additional Resources

- 9.6.1 [Essential Qualifications for BSN Students](#)
- 9.6.2 [Student Improvement Progression Flow Chart](#)