



RN to BSN Completion

2021 – 2022



BTC. Where we know you by name
and help is always available.

Bolivar Technical College

RN to BSN Completion Program Nursing Handbook

2021-2022

Effective September 10, 2021

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Bolivar Technical College reserves the right to modify the terms of this handbook, and other items, without prior notice. Should changes be necessary, appropriate notice will be given. The handbook is published for informational purposes only. Students are subject to the most recent handbook policies, and students must adhere to rules, regulations, and policies as outlined in the Bolivar Technical College student catalog and the Nursing handbook. This handbook should not be construed as constituting a contract between Bolivar Technical College and any person.

Bolivar Technical College

Bolivar Technical College (BTC) is a Not-for-Profit (501(C) 3) Corporation specializing in adult education. The institution is governed by a Board of Directors, administered by the President, and staffed by qualified faculty members. An Advisory Board serves in an advisory capacity.

The members of the Board of Directors are:

| | |
|---------------------|------------------|
| President | Charlotte Gray |
| Vice-President | Dr. William Gray |
| Secretary/Treasurer | Rachael Heneise |

The administrative staff members are:

| | |
|---|------------------------------|
| Campus Director | Charlotte Gray |
| Registrar | Clarice Casebeer |
| Assistant Registrar | Chelsye Scantlin |
| Student Services/Education Coordinator | Nancy Brannon |
| Admissions/Student Services | Daniel Leith/Katie Tarrant |
| Student Online Support (S.O.S.) | TBD |
| Librarian | Jo Bass |
| Financial Aid Representative | Wendy McGowin/Avril Pebworth |
| Director of Nursing Education | Erin Mock, MSN, RN |
| Assistant Director of Nursing Education & Director of Simulation and Skill Center | Kayla Hendricks, MSN, RN |
| Professional Nursing Program Coordinator | Bailee Bailey, MSN, RN |
| Practical Nursing Program Coordinator | Shawn Mock, BSN, RN |

Mission Statement

Bolivar Technical College will provide the highest quality educational experience for individuals seeking affordable, personalized, general and nursing education in response to the ever-changing employment needs of the community.

Philosophy of Nursing Program

Nursing is a science and an art. Nursing draws upon the biological, behavioral, and social sciences as well as nursing's own unique body of knowledge. Nursing requires ethical behavior critical thinking, problem solving, and effective communication skills. Nursing spans these multiple disciplines to reflect the contemporary health care environment which highlights the continual improvement in safe quality client centered care. The nurse assists the client to achieve an optimal level of wellness through a caring interpersonal relationship.

The faculty recognizes the client is a unique person and an individual that draws on physiological, psychosocial, cultural, developmental, environmental and spiritual experiences. The individual is viewed in a holistic manner recognizing these variables which impact their healthcare response. The faculty believes the goal of nursing is to assist the person in the pursuit of quality of life as determined by the person. Towards this goal, the nurse is also involved with illness prevention and health maintenance.

Nursing accepts the humanistic approach of valuing the other person's opinions and viewpoints and believes in maintaining the dignity and integrity of the person. The nurse protects the person's

confidentiality and the right and ability to make choices. Nursing students will be instructed to view the person as an individual who has the potential to reach an optimal level of health and functioning and not an individual with an illness with the focus on symptoms.

The faculty believes that the nurse's role in the complex healthcare environment is to work collaboratively as peers with interdisciplinary teams and to integrate evidenced based care for the client and community. The ever-increasing complexity of nursing care requires safe practitioners that have the capacity to change and integrate new knowledge and evidenced-based care into safe methods of healthcare delivery.

Nurses should be active continuous learners. Faculty strives to provide learning experiences designed to achieve synthesis of knowledge, values, and skills as outlined by course objectives. While the ultimate responsibility for learning remains with the student, the faculty has the responsibility to provide learning opportunities that encourage intellectual inquiry, critical thinking and fosters evidenced based care and use of informational technology to improve communication and safe, quality client-centered care.

Baccalaureate Completion Program (RN to BSN)

The RN to BSN Completion program is designed for the licensed Registered Nurse. Online courses allow working professionals to continue their education without the rigid time constraints of traditional in-person education. This program can be completed in as little as one year of study and must be completed within three years of enrollment. Content will be presented via the BTC learning management system, Moodle. Learning is self-directed and will require dedicated time for study and assignment completion. Instructors will engage with students through discussion boards and other assignments on a weekly basis (at minimum) to ensure comprehension of material presented. Students will study concepts of leadership, community health, health assessment, advocacy, and modern trends in nursing that will enhance their professional practice through a more complete understanding of the role of the professional nurse in health care today.

Notice of Non-Discrimination Policy

The college affirms a policy of equal employment opportunity, and nondiscrimination in the provision of educational services to the public. The college makes all decisions regarding recruitment, hiring, promotion, and all other terms and conditions of employment without discrimination on grounds of race, color, creed, religion, sex, sexual orientation, ancestry, national origin, age, genetic marker, disability, or any other characteristic which lawfully cannot be the basis for an employment decision by state, local, or federal law.

The college is obligated by and adheres to the provisions of:

- Section 493A, Title IV, Higher Education Act of 1965 as amended
- Title 38, United States Code, Veteran's Benefits
- Title IX, Education Amendments of 1972
- Section 504, Rehabilitation Act of 1973
- Family Education Rights and Privacy Act of 1974 as amended
- Drug-Free Schools and Communities Act Amendments of 1989

Inquiries concerning the application of these laws and their implementing regulations may be referred to the College president.

Bolivar Technical College complies with Section 504 of the Rehabilitation Act of 1973 and makes every effort to ensure that disabled persons admitted as students or employed by the college are afforded

all of the rights and privileges provided to them by this state and federal laws. Bolivar Technical College is committed to providing a sound learning environment to academically qualified students with disabilities. Students must provide complete current documentation to the administrative office prior to beginning a program, and accommodations will be determined based on documentation, then communicated to the instructor with the consent of the student.

Academic Information and Policies

Grade Point Average (GPA) for all Nursing Courses

Evaluations for each class within the program receive a specific number of points. The grade for each nursing class is determined by tests, quizzes and other assignments; thus, reflecting mastery of the course material based on the percentage of the total points scored as being correct. The percentage is then calculated on the following scale for core nursing classes:

| <u>Letter Grade</u> | <u>Percentage Grade</u> | <u>Grade Points</u> |
|---------------------|-------------------------|---------------------|
| A | 94-100% | 4.00 |
| B | 86-93% | 3.00 |
| C | 80-85% | 2.00 |
| F | below 80% | 0.00 |

Grades are not rounded for any class. 79.99 is less than 80.0 and is an “F” in nursing classes.

Each program course syllabus will articulate required course work including student assignments outside of class with specific requirements. Outside of class work will be consistent with program objectives, documented, assessed/graded and will be an integral part of the sequenced educational program.

Grade Point Average (GPA) for all General Education Courses

| <u>Letter Grade</u> | <u>Percentage Grade</u> | <u>Grade Points</u> |
|---------------------|-------------------------|---------------------|
| A | 90 – 100% | 4.00 |
| B | 80 – 89% | 3.00 |
| C | 70 – 79% | 2.00 |
| D | 60 – 69% | 1.00 |
| F | Below 60% | 0.00 |

Grades are not rounded for any class. 59.99 is less than 60.0 and is an “F” in general education classes.

Grade point average is calculated by multiplying the credit hours by the earned grade points. The sum of this number is divided by total possible number of credit hours.

For example:

| | | | |
|--------------|---|------------|---------------|
| Course grade | A | 3 Credits | 4 points = 12 |
| Course grade | B | 12 credits | 3 points = 36 |
| Course grade | C | 3 Credits | 2 points = 6 |
| Total | | 18 | 54 |

Divide 54 by 18 = 3.0 GPA

Late Work and Make-Up Work Policy

Late work will not be accepted in the RN to BSN program. Course weeks begin on Monday and end on Sunday of the following week. All assignments will have a weekly due date prior to Sunday at midnight (CST). Failure to submit an assignment or complete an assigned quiz or test, will result no points being awarded and will be reflected in the student's attendance record. Please see attendance policy for additional information.

The following policies are in effect for absences during all courses:

1. NO student will be given the opportunity to take a test/quiz early **for any reason. No Final Exam will be given early or late.**
2. Homework is considered late if not turned in on or before the time designated by an instructor.
3. Tests and quizzes are considered late if not taken at the designated testing time.
4. All exams must be taken prior to the next exam to demonstrate mastery of concepts, regardless of points awarded.
5. Individual circumstances of illness and emergency will be considered on a case-by-case basis by appeal to the course instructor. Documentation may be requested to process an exception.

Academic Progress

Academic Achievement and Retention

Students must reach and maintain grades of "C" or higher in nursing core classes and general education classes. Students who fail to achieve at least 80% in a core nursing class or a "C" grade or higher in a general education class by the end of the semester will fail the course. Clinical components of theoretical courses are an integrated requirement for that specific course, and clinical components must be mastered in order to pass the corresponding course.

Should a student not successfully pass any course with a grade of "C" or higher, that student may repeat the course once. In the event that a student fails two courses, they will receive an academic dismissal. The student may reapply after one year.

Repeating courses has a direct impact on financial aid available to the student. Check with the financial aid officer for further information. Applying for readmission does not guarantee acceptance into a program.

Should a student be dismissed from the college due to academic dishonesty or improper behavior, they will not be readmitted to the college, and will remain responsible for all financial obligations to the college.

Academic Counseling

Administrative staff are available to students during regular office hours or by email and instructors may be contacted by email for discussion of course or program academic concerns. Administrative staff and instructors will reply to emails received Monday through Friday within 24 hours. Faculty may assist students in study habits and provide limited tutoring concerning specific content. The staff may make referrals to outside resources. Additional support may be offered by the RN to BSN Completion Program student support staff member, assigned to the student upon enrollment.

Code of Academic Integrity

Bolivar Technical College is an academic community whose fundamental purpose is the pursuit of knowledge. It is believed that academic integrity is vital to the success of this educational endeavor and without it, the opportunity to develop the full understanding of the material is missed (Harding, Carpenter, Finelli, & Passow, 2004). The value of education awarded by an institution is based on the belief that graduates earn their education honestly, and that graduates have the knowledge and skills inherent to that education. The faculty at Bolivar Technical College believe that quality education leads to quality care. The college accepts this responsibility to the community and to the profession of nursing by expecting academic integrity of students and faculty.

The highest standards of ethical and professional conduct are integral to success in the nursing programs. As members of the nursing profession, the student shares a commitment to adhere to the American Nurses Association Code of Ethics for Nurses. The faculty's duty is to maintain an environment supportive of personal growth, as well as to ensure the provision of safe and effective health care to the public.

The nursing faculty at Bolivar Technical College believes students who develop values of nursing during their course of study will portray those values as a nurse. The values of nursing include lifelong learning, diversity, individuality, respect, responsibility, and integrity. These values are essential to continued success in the profession of nursing.

Code of Ethics for Nurses

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions, and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

American Nurses Association (2015)

Attendance Policy

Satisfactory progress towards earning a bachelor's degree means students must meet the following academic and attendance requirements:

1. Students will participate in weekly class assignments, threaded discussions, quizzes, and exams. Synchronous (scheduled) learning events may be scheduled that require student attendance. Students will be notified at the start of the class of these scheduled events.
2. Students who do not complete an assigned task within a week, will be counted as absent for the event. If student does not participate in academic events for two consecutive weeks, an administrative withdraw will occur and student will be removed from the class.
3. Late work will not be accepted. No quiz or exam will be given early.

Phone number: Bolivar Technical College (417) 777-5062
The school has staff to answer calls at 0700.

Clinicals

In courses with a clinical component, students will take part in online clinical experiences where concepts from course work will be put into practice. Shadow Health's Digital Clinical Experiences allow students to practice the skills they need to care for their patients in a safe and standardized environment available 24/7. Shadow Health Digital Clinical Experiences are assigned to augment course work and are detailed in the course syllabus. Students are required to complete weekly assignments satisfactorily to meet attendance and clinical requirements for the course.

Program Termination

A student may be terminated from the nursing program due to excessive absenteeism, unprofessional or unethical conduct, failure to master course or clinical objectives, violation of rules and regulations, unpaid tuition, falsifying application information, or academic dishonesty. In addition, nursing students may be dismissed from the program based on patient care safety issues, or failure to maintain clinical site expectations.

Grievance and Appeal Policy

The successful accomplishment of the school's mission requires prompt consideration and equitable adjustment of any appeal or grievance. It is the desire of the administration and staff to address appeals or grievances informally, and the supervisors, instructors, employees, and students are expected to make every effort to resolve problems as they arise.

Students have the right to appeal any action or decision that directly affects their academic performance or records such as grades, probation, warnings, suspension of financial aid or dismissal from a program, etc. due to not making satisfactory academic progress. Grievances or appeals submitted signed by a group will not be addressed. The student should first request consideration of a decision from the person who initiated the action.

An appeal regarding a final grade should be made within fifteen business days of the last day of a class and should initially be addressed to the instructor of the class. If a student is not satisfied with the result, the student may file an appeal following the steps listed below.

Appeals may be granted based on error or unanticipated mitigating circumstances, which may include, but are not limited to: Loss of transportation, civic duties, conflicting personal responsibilities, illness, death of a close relative, etc. that may affect a student's attendance or classroom performance. The grievance and appeal policy outlined below does not apply to actions taken in response to positive drug screens. Please refer to substance abuse policy.

When an appeal is requested, suspension of financial aid or dismissal from a program is delayed until the appeal has been decided. Students who have appealed are expected to continue in their program until the appeal is decided. When an appeal is not granted, the date of suspension of financial aid or dismissal from a program will be the date of the original action. Should the student withdraw immediately following the denial of an appeal, the student will not be charged for any attendance following the date the student was originally suspended from financial aid or dismissed from a program.

Step 1: Students with a complaint relating to a particular class or instructor should discuss it first with that instructor. If the complaint is not resolved satisfactorily, within three (3) business days following the documented meeting with the instructor, the student should present his/her complaint as outlined in Step 2.

Step 2: A student may present his/her grievance to the program director (or campus director as applicable). All grievances will be submitted in writing. If a satisfactory solution is not achieved, within another three (3) business days from the receipt of the campus director's decision, the student may proceed with Step 3.

Step 3: A student may then present the grievance to the Bolivar Technical College president. All grievances will be submitted in writing. If a satisfactory solution is not achieved, within another three (3) business days from the receipt of the president's decision, the student may proceed with Step 4.

Step 4: A student may then present the grievance to the Board of Directors. The student has three (3) business days to present the grievance in writing to the Board of Directors after Bolivar Technical College's president has decided. The decision of the Board of Directors is final.

Complaints against the school may be registered with:

Accrediting Bureau of Health Education Schools (ABHES)
7777 Leesburg Pike, Suite 314N
Falls Church, VA 22043
1- 703-917-9503

Missouri Department of Higher Education
205 Jefferson Street
PO Box 1469
Jefferson City, MO 65102-1469
1-800-473-6757

Graduation Requirements

To graduate, students must have earned a minimum cumulative grade point average of 2.00 and successfully completed the required number of courses in their program of choice within the maximum number of credits that may be attempted. Students must have a grade of "C" or higher. Upon satisfactory completion of their program, students will receive a bachelor's degree in nursing.

General Information and Regulations

Tobacco-Free Facilities

Effective July 1, 2013, BTC is a tobacco free school and campus.

The tobacco-free policy prohibits the use of tobacco products in our college and all adjacent areas. Tobacco products cannot be used by students/employees anywhere on the grounds or inside the facilities.

Furthermore, students/employees may not smoke, use tobacco, or vape in any form while wearing their BTC ID badge, at any clinical facility, or college activity representing BTC.

Students/employees may NOT smoke in their vehicles while on campus. Employees/students with an offensive odor in their clothing may be asked to change or be sent home on their own time to change clothes.

The administration recognizes that smoking is a personal choice, and students/employees may smoke or use other forms of tobacco while off duty and off college grounds as long as they are not representing BTC in an official capacity.

Classroom and Clinical Expectations

When interacting in the online environment, students will be held to standards of academic integrity and conduct. Students and instructors will show collegiate respect in all communication. Any student who does not interact with peers or instructors in a professional manner may be dismissed from the program. Students participating in online clinicals will be held to standards similar to those of in-person clinical rotations. Communication with patients will be professional and therapeutic. Decisions made in scenarios and those represented in assignments should promote health and patient safety at all times. A decision that would indicate patient harm may result in loss of points for the assignment or dismissal from the program.

Nursing Student Conduct Policy

Student nurses are expected to maintain mature, professional conduct. Student conduct is expected to reflect integrity and trust. Problems with behavior will require counseling/conference with the instructor of the course or clinical rotation. Serious or repetitive problems of behavior will require counseling/conference with the Program Director. Written documentation will be required and student will be provided with a copy of the documentation and expectations for correction. Students consistently exhibiting unprofessional behavior may be subject to disciplinary action. Conduct is a critical element considered in evaluation of the student(s).

Students may be terminated for any of the following reasons: failure to follow school rules and regulations, cheating, theft, destroying or vandalizing school or an individual's property (student will be held responsible for cost of any damages), conduct/profanity/gestures/comments or jokes considered undesirable, unethical or unprofessional conduct, insubordination, weapon usage, the possession, distribution, or usage of drugs/alcohol on the facilities or at any school activity. Facilities must be left clean and orderly. Food or drinks may only be consumed in pre-designated areas.

Children are not permitted in instructional facilities and/or clinical facilities at any time.

Professional Conduct Policy

All forms of unprofessional behavior are prohibited, and will result in disciplinary action including possible dismissal. It is expected that those who observe incidents of misconduct to provide a written and signed report of such incidents to course faculty or the director of the program as soon as possible.

A. Unethical/Unsafe Professional Behaviors:

Violations include, but are not limited to:

1. Inadequate preparation for clinical rotation
2. Falsifying information or reporting falsified information
3. Breach of client confidentiality/Health Insurance Portability and Accountability Act
4. Unsafe nursing practice*
5. Violation of the American Nurses Association's Code of Ethics for Nurses (page 7)
6. Violation of signed Academic Integrity statement

***DEFINITION OF UNSAFE NURSING PRACTICE**

Unsafe nursing practice is behavior conflicting with that expected of a reasonably prudent licensed nurse and has the potential to cause physical or emotional harm to the client. Nursing students will perform within their level of competency, be aware of limitations of their knowledge, have sound rationale for nursing care, and ask for assistance when performing any tasks outside of their level of knowledge or competency. Failure to follow infection control procedures or other safety protocols also constitutes unsafe nursing practice.

Unethical/Unsafe professional behavior may result in failure of assignment. Additional penalties, including dismissal from the program, may apply depending on severity of incident or repeat occurrences.

- B. Academic Dishonesty is defined as students providing or obtaining unauthorized help in academic coursework, or accepting recognition for work which is not theirs (Kaufman, 2008).

1. Cheating is behaving in a dishonest way in order to achieve your goal (Cambridge Online Dictionary).

Examples of cheating include, but are not limited to:

- a. Copying from another student's work, examination paper or other exam instrument (i.e. computer)
- b. Allowing another student to copy from any work, an examination, paper, or other exam instrument
- c. Unauthorized use of books, notes or other materials to complete an examination, quiz, project or other academic assignment
- d. Unauthorized collaboration with others on a test, quiz, assignment or other academic project
- e. Using or processing unauthorized or concealed materials (such as notes, formula lists, cheat sheets, Web sites) during an examination
- f. Receiving communications such as, but not limited to notes, text messages, phone messages, computer-based message or nonverbal signs during examinations
- g. Disclosing examination questions or topics to other students;

receiving information about examination questions or topics from other students

- h. Submission or use of falsified data
 - i. Theft of or unauthorized access to an examination
 - j. Submission of the same work for credit in more than one course, without obtaining permission of all faculty beforehand
2. Plagiarism is the unauthorized use or close imitation of the language and thoughts of another and the representation of them as one's own original work. (Dictionary Com., 2009)

Examples of plagiarism include, but are not limited to:

- a. Quoting another person's actual words, sentences, phrases, paragraphs or entire piece of written work without acknowledgement of the source
- b. Using another person's ideas, opinions or theory, even if it is completely paraphrased in one/s own words, without acknowledgement of the source
- c. Borrowing facts, statistics, illustrations or other materials that are not clearly common knowledge without acknowledgement of the source
- d. Copying another student's written work, computer file or other academic assignment
- e. Allowing a student to copy written work, computer file or other academic assignment
- f. Collaboration on or sharing of an assignment in any form (written or computer file) which is then submitted as individual work of each student
- g. Submission of the same work for credit in more than one course, without obtaining permission of all faculty beforehand
- h. Unintentional acts of plagiarism are defined as those involving acknowledgement of sources but incorrect use of citations or citation format

Incidents of academic dishonesty result in a zero for the assignment and may result in dismissal from the program.

C. Uncivil Behaviors:

Examples of uncivil behavior include, but are not limited to:

- 1. Behavior disruptive to the educational process:
 - a. Consistently missing deadlines
 - b. Refusal to comply with faculty requests
- 2. Discourteous, disrespectful, and impolite behavior directed toward faculty or other students/persons at clinical facilities or in the classroom:

- a. Use of profanity
- b. Rudeness, belittling, or use of judgmental tone
- c. Taunting, harassing, or bullying
- d. Threatening behavior or words, personal attacks, or unfounded accusations
- e. Use of racial, ethnic, sexual, or other discriminatory slurs

Disrespectful communication, incivility, and behaviors that are distracting to the learning environment will not be tolerated. Any threats made against faculty or disrespectful conduct will be reported to the director and will result in penalties to the student.

Students Rights and Responsibilities Related to Conduct

It is the student's right to:

- 1. A quiet, safe, respectful and positive learning environment.
- 2. Respectful consideration from faculty and administration.
- 3. Assurance of personal and record confidentiality.
- 4. Communicate with instructors regarding learning needs and program concerns.
- 5. Competent instruction and achievable objectives.
- 6. Knowledge and awareness of school policies.

It is the student's responsibility to:

- 1. Be quiet, dignified, and courteous in interactions.
- 2. Provide a positive classroom environment which is conducive to a positive learning experience.
- 3. Respect self, classmates, and instructors.
- 4. Accept responsibility for your thoughts, communication and behavior.
- 5. Respect the rights of classmates, instructor's, coworkers, and clients.
- 6. Uphold school policies and procedures.

Computer Requirements

Computers are an essential part of all programs at BTC. Students are required to have one of the following:

- 1. A personal computer with word processing software, web camera (with microphone) and reliable internet access. Or,
- 2. Access to a personal computer with word processing software, web camera (with microphone) and reliable internet access.

BTC students may use the school's computer labs/ physical library anytime they are available during regular business hours. Online library services are available 24/7 through LIRN (www.lirn.net).

Course content can be accessed via mobile devices; however, functionality may be impacted. Therefore, a desktop or laptop is required for the viewing and completion of course work.

| | Minimum | Recommended |
|-----------------------|---|--|
| Operating system: PC | Microsoft Windows 8.1 | Microsoft Windows 10 |
| Operating system: Mac | macOS X 10.10 (Yosemite) | macOS X 10.15 (Catalina) |
| Processor | Intel: i5 Processor AMD: Quad Core 2 Ghz | Intel: i7 Processor AMD: Ryzen 3 |
| Hard Drive | 250 GB standard hard drive | 250 GB solid state hard drive or greater |
| Memory | 8 GB random access memory (RAM) | 16 GB RAM or greater |
| Network | Integrated Gigabit Ethernet and Wi-Fi ac/a/n | Integrated Gigabit Ethernet and Wi-Fi ac/a/n |
| Devices | 720p Webcam and Microphone | 1080 (HD) Webcam and USB Headset with microphone |
| Internet Connection | LAN, cable or DSL connection of 5Mb down/1Mb up | LAN, cable or DSL connection of 10Mb down/5Mb up |

*The Windows version must be a 64 bit OS. Windows 10 S Mode and Windows RT are not supported: support.microsoft.com/en-us/help/4456067/windows-10-switch-out-of-s-mode

** Mac OS 10.10 and newer is supported, but there are some applications that require Windows OS. Be prepared to run a Windows OS instance if you elect to use a Mac system by installing Boot Camp: support.apple.com/en-us/HT201468

*** How to test your computer speed: [speedtest.net](https://www.speedtest.net)

- How to update Windows OS: support.microsoft.com/en-us/help/4027667/windows-10-update
- How to update macOS: support.apple.com/en-us/HT201541

| Supported Internet Browsers: |
|-------------------------------------|
| Mozilla Firefox—Version 65 or newer |
| Google Chrome—Version 73 or newer |
| Microsoft Edge—Version 17 or newer |
| Apple Safari—Version 11 or newer |

| Browser Settings |
|---|
| Java script must be enabled: Help |
| Cookies must be enabled: Help |
| Pop-ups must be enabled: Help |

Bolivar Technical College students may access the Free Version of Microsoft Office 365 for Students. Enroll using your *BTC student email* at: <https://www.microsoft.com/en-us/education/products/office>

Students have access to the LMS Moodle through [Google Play](#) and [Apple App](#) stores by searching for **Open-LMS**. Choose student access and enter learning.bolivarcollege.edu. You may now sign in using your Moodle credentials.

Use of Technology and Social Media

Policy: Nursing students may not collect, share, or post any material that could potentially violate patient/family confidentiality or professional behavior guidelines on social media sites. Although Moodle and other online tools used in a nursing course are not considered social media sites, students are expected to observe professional standards for communication in all interactions.

Nursing students must follow the related policies of the clinical sites and the school.

Students may be subject to disciplinary action by the school and the clinical site for comments that are either unprofessional or violate patient privacy. HIPAA regulations apply to comments and images made and shared on social networking sites. Violations involving Moodle or other online tools are subject to the same prosecution as with other HIPAA violations.

Students are expected to conduct themselves as professionals, and, therefore, should refrain from negative posts regarding school, courses, classmates, or instructors.

Guidelines:

1. Social media includes but are not limited to blogs, podcasts, discussion forums, online collaborative information and publishing systems that are accessible to internal and external audiences (i.e., Wikis), RSS feeds, video sharing, and social networks like Instagram, Twitter, and Facebook.
2. Collecting, sharing, and posting on social networking sites are subject to the same professional standards as any other personal interactions. The permanence, worldwide access, and written nature of these postings make them even more subject to scrutiny than most other forms of communication.
3. Restricted postings include but is not limited to protected health information – individually identifiable information (oral, written, or electronic) about a patient’s physical or mental health, the receipt of health care, or payment for that care.
4. Online postings or discussions of specific patients are prohibited, even if all identifying information is excluded. It is possible that someone could recognize the patient to which you are referring based on the context. Remember, if you wouldn’t want YOUR own health information being posted to the internet, do not post that of anyone else.
5. Under no circumstances should photos or videos of patients or photos depicting the body parts of patients be taken or displayed online.
6. Statements made by you within online networks will be treated as if you verbally made the statement in a public place.

Electronic communication and information devices are a part of everyday life for most people today. However, being a professional nurse includes discriminating when, where and how technologies are to be appropriately utilized. Students should use hospital or agency computers for patient care related tasks only.

Instructors are to bring any violations to the attention of the course coordinator immediately.

Source: Modified from Wegmans School of Nursing- St. John Fisher College, Rochester, NY, Clinical Instructor Guidelines & Information (2013).

Drug and Alcohol Prevention

The following details the BTC drug and alcohol prevention policy. While this policy is most impactful to students who attend classes on campus, it is the recommendation that practicing professional nurses should avoid the abuse of substances that impair judgement and could result in patient harm.

Bolivar Technical College is committed to providing a healthy, safe, and learning environment for their students, faculty, staff and guests. Part 86, the Drug and Alcohol Abuse Prevention Regulations (EDGAR) requires, that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees both on school premises and as a part of any of its activities.

BTC has created a program that complies with the Drug-Free Schools & Community Act (DFSCA) to do the following:

1. Annually notify each employee and student, in writing, of standards of conduct; a description of appropriate sanctions for violation of federal, state, and local law and campus policy; a description of health risks associated with alcohol and drug use; information on available treatment programs.
2. Develop a sound method for distributing annual notification information to every student and staff member each year.
3. Conduct a biennial review on the effectiveness of its alcohol and drug use program and the consistency of sanction enforcement.
4. Maintain its biennial review material on file so that, if requested to do so by the US Department of Education, the campus can submit it.

DFSCA Biennial Review Information

The regulations do not specify a date by which the biennial review must be completed and on file – they simply require that a campus complete a review every two years. Since the regulations went into effect in an even-number year (1990), BTC will conduct a biennial review by the end of each even number calendar year, and the review will be conducted by the President, Campus Director, and Registrar.

Documentation

Reports filed through the disciplinary process are made available for review to determine whether incidents or types of reports are increasing. Any changes in prevention or intervention initiative can then be made to address trends. Within the last two years, no student has been terminated from any program due to alcohol abuse or illicit drug usage.

Policy/Program

BTC has a zero tolerance for drug or alcohol usage on school premises or at any facility used by the school for additional training.

Through an assessment of the previous two years of activity, the following components have been identified as actively in place:

1. Random drug screening for any student or employee if deemed necessary.
2. Information session regarding drug and alcohol abuse/prevention is given during student orientation at the beginning of each new program and in the student catalog.

3. Drug and alcohol abuse prevention is embedded throughout the curriculum utilizing a variety of methods to include but not limited to guest speaker expertise, field trips, clinical rotations, classroom assignments & projects, etc.
4. Employees are provided with information on policies related to alcohol and illicit drug use through distribution of the Employee Handbook.

The consumption of ALCOHOLIC BEVERAGES and ILLEGAL DRUGS on the property of BTC is ABSOLUTELY PROHIBITED, and violators will be prosecuted by local law enforcement agencies. Prohibited unlawful use includes violation of the Missouri law prohibiting possession or use of alcohol by persons under 21 years of age and all other state and federal laws regulating use, possession or distribution of alcohol or drugs. Also, prohibited are the unlawful or unauthorized use and/or possession of narcotics, drugs, drug paraphernalia and/or other chemicals; the distribution and/or sale of alcoholic beverages and the unlawful or unauthorized distribution and/or sale of narcotics, drugs and/or chemicals. Students and employees are notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol on the school's property or as part of the school's activities are prohibited and will be grounds for immediate dismissal from a program or employment. Any student or employee whose behavior is illegal, endangering the safety of students or employees, or considered to be disruptive to normal college activities will be dismissed immediately. Those employees or students dismissed for illegal behavior will be reported to the appropriate authorities and subject to the penalties of federal, state, and city laws.

Legal Sanctions

Local, state, and federal laws prohibit the unlawful possession, use, distribution, and sale of alcohol and illicit drugs. Criminal penalties for violation of such laws range from fines up to \$20,000 to imprisonment for terms up to and including life.

Health Risks: Specific serious health risks are associated with use of illegal drugs and alcohol. Some of the major risks are:

- Alcohol and other depressants (barbiturates, sedatives, and tranquilizers): addiction, accidents as a result of impaired ability in judgment, overdose which can result in death, damage to a developing fetus, heart and liver damage.
- Marijuana: addiction, panic reaction, impaired short-term memory, increased risk of lung cancer and emphysema, and impairment of driving ability.
- Cocaine: addiction, heart attack, seizures, lung damage, severe depression, paranoia, psychosis. Similar risks are associated with other stimulants such as speed and uppers.
- Hallucinogens (acid, LSD, PCP, MDMA, etc.): addiction, unpredictable behavior, emotional instability, violent behavior, organic brain damage in heavy users, convulsions, and coma.
- Narcotics (heroin, Demerol, Morphine, Codeine, etc.): addiction, accidental overdose, and risk of hepatitis and AIDS from contaminated needles.
- Inhalants (harmful gases and aerosols, glue, nitrous oxide, etc.): loss of consciousness, suffocation, damage to the brain and central nervous system, sudden death, nausea and vomiting, nosebleeds, and impaired judgment.

A drug screen may be requested of a student and/or employee who demonstrates drug and/or alcohol use. All expenses related to screening, counseling, treatment, and rehabilitation are the responsibility of the student and/or employee.

If a student or employee is terminated from a program/employment for positive results on a drug screen, and he/she wishes to appeal the decision, the following steps must be completed:

1. Notify the program director or campus director in writing within 24 hours (excluding weekends) following termination of the decision to appeal. This time limitation is due to the time constraints concerning specimens maintained by the laboratory.
2. Request that Sample B of the split sample specimen be sent to a second independent laboratory for testing. ALL FEES for this additional testing are the responsibility of the student/employee and must be paid at the time the appeal is submitted.

The findings from the second independent laboratory are final, and decisions made regarding student/employee retention resulting from those findings are final.

BTC strongly encourages a student or employee who might be dealing with a drug or alcohol abuse to seek counseling, treatment, and/or rehabilitation. BTC will aid with referrals or other methods to connect the student or employee with counseling, treatment, and/or rehabilitation. The drug and alcohol abuse resources are available in the near-campus community, on-line, and/or by telephone.

The following contact numbers and hotlines are available for counseling, treatment and rehabilitation:

Substance Abuse Treatment Locator

- www.findtreatment.samhsa.gov 1-800-662-HELP
or
1-800-662-4357

Alcoholics Anonymous

- www.aa.org

Cocaine Anonymous

- www.ca.org 1-800-347-8998

Nar-Anon

- <http://nar-anon.org> 1-800-477-6291

Springfield

- Alcoholics Anonymous 417-823-7125
- Carol Jones Recovery Center for Women 417-862-3455
- Alternatives Counseling Center 417-883-7227
- Alcohol and Other Drug Information and Referral 417-865-5200

Greene County

- Sheriff's Office 417-868-4040
- Springfield Police 417-864-1810
- Missouri Drug/Alcohol Help Hotline 800-662-4357
- Springfield Alcohol & Drug Treatment 800-435-2890

Polk County

- Bolivar Police 417-326-5298
- Polk County Sheriff's Office 417-777-9020

Graduate Competencies

Upon Completion of the Bolivar Technical College RN to BSN Completion Program, the Graduate will master the following:

- I. Essentials from the Sciences and Liberal Arts:
 1. Synthesize knowledge based on nursing, biologic, and behavioral science to foster critical thinking and guide decision making.
- II. Interprofessional Communication and Collaboration:
 1. Demonstrate communication skills and strategies for health information management to enhance quality of care among the interdisciplinary team.
 2. With a focus on patient centricity and advocacy, employ conflict resolution principles as needed.
- III. Social Justice, Advocacy, and Cultural Competence:
 1. Respect the dignity, worth, and unique individuality of self and others in the application of Humanistic theory to nursing care.
 2. Provide culturally competent care to all persons regardless of race, gender, age, socioeconomic status, beliefs, and religion.
 3. Provide education and promote interventions that address health concerns in diverse populations.
- IV. Nursing as a Role in the Health Care System Today:
 1. Participate in the advancement of the nursing profession for the improved health of the community as well as globally.
 2. Exhibit integrity, responsibility, ethical practices as a nurse committed to holistic, evidence-based, and patient centered care.
 3. Function in the role of care provider, manager, team leader, team member, educator, advocate, and professional with a commitment to life-long learning.
- V. Disease Prevention and Health Promotion:
 1. Function as a leader and change agent in health care delivery to ensure quality care to all persons, especially those that are underserved and vulnerable populations.

2. Facilitate access to preventative measures and provide education to prevent disease and promote health.
- VI. Patient Safety, Evidence-based Practice, and Quality Care:
1. Apply concepts of leadership, autonomy, and management to the practice of professional nursing to enhance quality and safety in health care.
 2. Participate in quality improvement processes with a goal to promote a safe environment for care delivery, safe and effective nursing interventions, and access to timely, efficient, and equitable services within the health care system.
- VII. Information Systems and Health Care Technologies:
1. Apply patient care technologies to address the needs of a diverse patient population.
 2. Use patient care technologies, information management technologies, and communication devices to support safe nursing practice.
 3. Empower patients to actively manage health utilizing current technologies and systems.
- VIII. Clinical Decision Making:
1. Employ clinical decision-making skills within the nursing process to daily work.
 2. Integrate research findings and nursing theory into professional nursing evidence-based practice
 3. Assimilate concepts of leadership, management, and legal and ethical principles into daily clinical decision-making practices.
- IX. Professional Values:
1. Accept responsibility and accountability for the effectiveness of one's own nursing practice and professional growth as a learner, clinician, and leader.
 2. Model compassionate, culturally sensitive, and contemporary professional nursing behaviors in interactions with patients, families, peers, and the interdisciplinary care team.

Faculty

Effective 09/10/2021

Bailee Bailey, MSN, RN

Professional Nursing Program Coordinator/Nursing Faculty (Full time)
Associate of Science in Nursing, Crowder College, Jane, MO
Bachelor of Science in Nursing, Missouri State University, Springfield, MO
Master of Science in Nursing, University of Central Missouri, Warrensburg, MO

Kayla Hendricks, MSN, RN

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