



Nursing Student Handbook

2024-2025

ButlerCC.edu/nursing



Butler
Community College

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ACCREDITATION

Butler Community College is accredited by the Higher Learning Commission and by the Kansas State Board of Regents.

The Higher Learning Commission

30 North LaSalle Street, Suite 2400
Chicago, IL 60602
(800)621-7440
www.hlcommission.org

Kansas State Board of Regents

1000 SW Jackson Suite 520
Topeka, KS 66612-1368
(785)430-4240
www.kansasregents.org

The Nursing Program is also accredited by the Accreditation Commission for Education in Nursing (ACEN) and the Kansas State Board of Nursing.

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE Suite 1400
Atlanta, GA 30326
(404)975-5000
www.acenursing.org

Full ACEN continuing accreditation pending through Spring 2032. Next continuing accreditation pending is Spring 2032.

Kansas State Board of Nursing

900 SW Jackson St, Suite 1051
Topeka, KS 66612-1230
(785)296-4929
www.ksbn.org

Full continuing approval for the first level through Spring 2028. The next review for continuing approval for the first level is Spring 2028. Full ADN continuing accreditation and review as recommended by ACEN.



LETTER FROM THE ASSOCIATE DEAN

Welcome! I am very pleased to welcome you to Butler Community College's nursing program. Butler's nursing program is steeped in rich tradition and well respected in the community, region and state.

Well known for the quality education provided, Butler has consistently prepared the Associate Degree level graduate for successful licensure and entry into professional practice.

Our innovative and progressive faculty are committed to providing a learning environment that promotes critical thinking, clinical judgment and clinical reasoning skills. Multiple educational learning strategies are embraced, recognizing that the greatest form of learning comes from the student becoming engaged with the learning environment.

Our state-of-the-art Learning Studios and Clinical Learning Center provide an incredible environment for your learning. The Clinical Learning Center offers a simulation lab that provides a wide range of clinical experiences for you, providing a natural bridge between nursing content and the actual clinical setting.

Butler is an AVID (Advancement Via Individual Determination) Institution and AVID promotes the skills of Writing, Inquiry, Collaboration, Organization, and Reading as fundamental strategies for success in learning environments. AVID strategies guide the flipped classroom environment and requires students to use these skills to promote learning.

The world of nursing is rapidly changing; the level of expertise and expectations for the professional nurse continue to increase. Butler's nursing program consistently responds with agility to the changes occurring in the practice setting.

The future of nursing holds exciting opportunities. The possibilities are as diverse as the practice settings available for professional nursing. The privilege to make a difference in a patient's life is amazing and humbling. I welcome you to join the Butler nursing community as we work to improve the health of the communities we serve.

Janet M. Schueller, MSN, RN, CNE

Associate Dean of Health, Education, & Public Services



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COLLEGE MISSION, VISION AND LEARNING COLLEGE PRINCIPLES

VISION: Butler Community College will be an innovator in shaping the future for students, faculty, staff, and the community in a caring environment through dynamic instruction, programs, and support services.

MISSION: Butler Community College inspires and prepares students for lifetime success through inclusive, innovative, affordable, and quality education while advancing community vitality.

Learning PACT

The nationally recognized Butler Learning PACT is the instructional approach which Butler, as a Learning College, uses to facilitate the preparation of students to function as principled, productive individuals who are responsible, involved lifelong learners. The Learning PACT promotes a group of skills and knowledge that learners develop during their Butler experience. These Learning PACT skills and knowledge are vital for any adult to function successfully in the everchanging world of the 21st century. A learning outcome is a body of knowledge or a set of skills which a student masters through doing coursework. If the student masters that learning outcome through the coursework, then he/she is equipped to make use of that body of knowledge or set of skills in the future. The Learning PACT is the list of the college wide learning outcomes which are the foundation for General Education at Butler. A faculty-driven process which used input from all segments of Butler stake- holders and a wide array of other American community college personnel and members of the regional and national business world formulated the list of Learning PACT skills. The Learning PACT is integrated throughout all of the college's academic and student life programs in coursework, co-curricular activities, and all other learning opportunities.

The Learning PACT skills fall into four categories:

P = Personal Development Skills

(including personal management, interpersonal interaction)

A = Analytical Thinking Skills

(including critical thinking, problem solving)

C = Communication Skills

(including creation and delivery of messages, reception and interpretation of messages)

T = Technological Skills

(including general computer use, discipline-specific technology)



DEPARTMENT OF NURSING MISSION AND PHILOSOPHY

Our Mission

Butler Community College Department of Nursing through inclusive education prepares lifelong learners with the knowledge, skills and attitudes necessary to fully qualify to be professional nurses who contribute to meeting health care needs of the communities they serve.

Our Philosophy

This statement is the collective philosophy of the Department of Nursing Faculty and supports the Mission, Timeless Institutional Values, and Learning PACT of Butler Community College, as well as a deep commitment to health promotion. This philosophy encompasses the established professional standards for nursing education based on the National League for Nursing (NLN) competencies for Associate Degree graduates and the Quality and Safety Education for Nurses (QSEN) competencies which guide the curriculum. These core competencies have been incorporated into the Kansas State Board of Nursing (KSBN) Core Outcomes for the Associate Degree Nurse (ADN), which are mandated for all Kansas ADN programs.

The Butler Associate Degree Nursing graduate is prepared as a generalist and is committed to patient-centered care in advocating for the optimal health of the individual and family. As a leader possessing professional knowledge, skills and attitudes, the nursing graduate acknowledges the diversity, dignity, worth and right of each individual. The nursing graduate uses best current evidence within a critical thinking framework to guide nursing judgment and clinical decision making to provide safe and quality nursing care. The nursing graduate collaborates with other health care professionals to promote quality health outcomes, and utilizes current information and technology to support decision making.

The faculty believe that adult learners have preferred learning styles, have unique life experiences that influence learning, and possess the desire to be actively involved in the learning process. Based on Knowles' and Kolb's experiential theories of learning, faculty believe that the student assumes primary responsibility for learning while faculty provide educational opportunities in a variety of learning environments that are designed to advance the student's application of nursing concepts, develop the students' professional nursing role, and foster lifelong learning.

The Department of Nursing actively collaborates with both internal and external stakeholders in the ongoing development of mutually beneficial learning opportunities. Faculty participates within the learning environments serving as initiators, facilitators, role models and resource persons.

The faculty supports the Kansas Articulation Plan, which promotes advanced standing for licensed practical nurses into Butler's nursing program. Through partnerships, Butler's nursing program provides educational mobility for students and graduates who desire to continue formal education.



CURRICULAR FRAMEWORK

Concept-Based Curriculum

The Butler Nursing Program uses a Concept-based Curriculum (CBC). A concept-based curriculum (CBC) is a paradigm shift in nursing 2 education. The focus of the CBC is to identify the most important concepts for the new nurse to know; then to facilitate the learning of that concept at the deepest level possible to facilitate critical thinking and to improve clinical judgment. Our desire is that the student will have a deeper understanding of the concepts that will enable them to transfer knowledge to various clinical situations. This strategy is learning-centered and is supported in the evidence from multiple different disciplines such as neuroscience, psychology and the study of learning. The organizing framework moves the curriculum from the simple to complex and acute to chronic altered health states of clients. Concepts will be taught across the lifespan, which means that all populations of clients, from newborns to geriatric, will be explored within each concept for relevant differences within that population.

The nursing curricular framework was developed by nursing faculty using a concept-based approach (Ignatavicius, 2018), QSEN Core Competencies (2011) and NLN ADN Competencies for graduates of Associate Degree and Diploma programs (2010), as a guide to organize the curriculum. After review of the competencies, faculty adopted the following **Core Organizers**:

- 1. Evidence Based Practice:** Evidence Based Practice incorporates the best available evidence for nursing care to question assumptions, and advocate for the improvement in the quality of care for patients, families and communities.
- 2. Patient Centered Care:** Nurses advocate for the engagement of patients and families as full partners in their health care. Patient Centered Care requires compassion and respect for the patients' and families' preferences, values and needs.
- 3. Teamwork and Collaboration:** Teamwork and Collaboration fosters open communication, mutual respect, and shared decision making to achieve quality patient care within nursing and interprofessional health care teams.
- 4. Safety and Quality:** Safety and Quality initiatives minimize the risk of harm to patients, families, communities, and providers by using continuous quality improvement data to evaluate and revise care processes.
- 5. Professionalism and Leadership:** Professionalism and Leadership in nursing involves delegation, accountability, integrity, confidentiality, legal-ethical standards, and knowledge of current political processes.
- 6. Information and Technology:** Information and Technology are utilized to communicate, manage knowledge, mitigate error, and support decision making throughout the program.
- 7. Nursing Judgment:** Nursing Judgment utilizes nursing science and evidence in developing, planning and evaluating care in order to provide quality and safe nursing care to patients, families, and communities.

Using the core organizers as a guide, faculty identified concepts that support these core organizers. Butler's nursing faculty identified 18 Health/Illness concepts and 9 Professional concepts to facilitate a strong foundation of learning for students.



Health/Illness Concepts

- Acid/Base Balance
- Clotting
- Cognition
- Comfort
- Coping
- Elimination
- Fluid and Electrolyte Balance
- Gas Exchange/
Oxygenation
- Immunity
- Metabolism
- Mobility
- Mood & Affect
- Nutrition
- Perfusion
- Perioperative Period
- Reproduction/
Sexuality
- Sensory Perception
- Tissue Integrity

Professional Concepts

- Evidence-based Practice (EBP)
- Health Care Delivery Organizations
- Information and Technology
- Legal/ Ethical
- Clinical Judgment
- Patient Centered Care
- Professionalism and Leadership
- Safety and Quality
- Teamwork and Collaboration

Quality and Safety Education for Nurses (QSEN) Competencies

Nursing educators have always valued quality and safety, yet changes in nursing practice are requiring new approaches for preparing students to provide safe, quality care. Embedding QSEN competencies across nursing curricula, beginning with early clinical courses, is essential. The knowledge, skills and attitudes for each competency provide the environment for how Client Needs are taught. Butler Nursing Department maps the QSEN competencies into the course and learning outcomes for the program. (Cronenwett, 2007). The graduate will be able to demonstrate the knowledge, skills and attitudes related to (QSEN, 2022.):

- 1. Patient Centered Care:** Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.
- 2. Teamwork and Collaboration:** Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
- 3. Evidence-based Practice:** Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.
- 4. Quality Improvement:** Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
- 5. Safety:** Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.
- 6. Informatics:** Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.



National League for Nursing (NLN) ADN Competencies

The National League for Nursing is a national organization dedicated to promoting excellence in nursing education that sets standards for nursing programs, beginning at the practical level through the doctoral level. Butler incorporates the essence of the competencies set for the associate degree nurse which includes (NLN, 2023):

- 1. Human Flourishing:** Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.
- 2. Nursing Judgment:** Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context.
- 3. Professional Identity:** Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.
- 4. Spirit of Inquiry:** Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.

The Kansas ADN Outcomes, the Butler Learning PACT skills and the QSEN competencies provide the structure of the Department of Nursing's organizing framework. Client needs from the National Council of State Boards of Nursing's (NCSBN, 2023) organize the content within the framework, as does the ANA Standards of Practice and the QSEN Knowledge, Skills & Attitudes. There are 4 categories of client needs from the NCLEX-RN Test Plan as and are outlined in the table on the next page.



CLIENT NEED	DEFINITION
Safe and Effective Care Environment	<p>The nurse promotes achievement of client outcomes by providing and directing nursing care that enhances the care delivery setting in order to protect clients, and health care professionals.</p> <p>This client need includes 2 subcategories:</p> <ul style="list-style-type: none"> • Management of care Providing and directing nursing care that enhances the care delivery setting to protect clients, family/significant other and health care personnel. • Safety and infection control Protecting clients, family/significant other and health care personnel from health and environmental hazards.
Health Promotion and Maintenance	<p>The nurse provides and directs nursing care of the client and family/significant other that incorporates the knowledge of expected growth and development principles; prevention and/or early detection of health problems; and strategies to achieve optimal health.</p>
Psychosocial Integrity	<p>The nurse provides and directs nursing care that promotes and supports the emotional, mental and social well-being of the client and family/significant other experiencing stressful events, as well as clients with acute or chronic mental illness.</p>
Physiological Integrity	<p>This client need includes 4 subcategories: The nurse promotes physical health and wellness by providing care and comfort, reducing client risk potential and managing health alterations.</p> <ul style="list-style-type: none"> • Basic care and comfort Providing comfort and assistance in the performance of activities of daily living. • Pharmacological and parenteral therapies Providing care related to the administration of medications and parenteral therapies. • Reduction of risk potential Reducing the likelihood that clients will develop complications or health problems related to existing conditions, treatments or procedures. • Physiological adaptation Managing and providing care to clients with acute, chronic or life-threatening physical health conditions.

Client needs are used to guide the exam content to prepare the students for the National Licensure Exam.



EDUCATIONAL MODEL FOR NURSING PROCESS

ANA Standards of Practice and Professional Behaviors

Integrated throughout the nursing courses are the American Nurses Association (ANA) Standards of Practice. The Standards of Practice describe a competent level of nursing care as demonstrated by the critical thinking model known as the nursing process. The nursing process includes the components of assessment, diagnosis, outcomes/planning, implementation and evaluation. “Nurses use theoretical and evidence-based knowledge of human experiences and responses to collaborate with healthcare consumers to assess, diagnose, identify outcomes, plan, implement, and evaluate care that has been individualized to achieve the best outcomes.” (ANA 2022, page 8)

Clinical Judgement Models

Nurses use a variety of reasoning patterns alone or in combination. Reflection on practice is often triggered by a breakdown in clinical judgment and is critical for the development of clinical knowledge and improvement in clinical reasoning. Tanner’s Model of Clinical Judgement and the National Council of State Boards of Nursing’s (NCSBN) Clinical Judgement Measurement Model (CJMM).

Tanner’s Clinical Judgement Model identifies the processes of clinical judgment that reflect the way nurses think in practice and is characterized by four aspects of the reasoning process: noticing, interpreting, responding and reflecting. As students learn to think like a nurse, the processes develop from noticing to interpreting, to responding, and then reflecting.

NCSBN’s CJMM was designed to explore new ways of testing clinical judgment in the nursing profession as part of the licensure examination. Its purpose is to help nurse educators and clinicians evaluate candidates’ clinical judgment and identifies the functions in the cognitive process that a nurse employs during decision-making – functions that align closely with the Nursing Process.



PROGRAM LEARNING OUTCOMES

Department of Nursing Program Learning Outcomes/Kansas ADN Outcomes

The Department of Nursing's terminal intended learning outcomes are the Kansas ADN Outcomes. These outcomes are the same for all Associate Degree programs in Kansas and were developed as part of the ADN Nursing Program Alignment by the Kansas Board of Regents. The outcomes were reviewed and revised in 2022 with required implementation by Fall 2023. These outcomes are referred to as End-of-Program (EOP) Student Learning Outcomes (SLOs).

1. Integrate caring behaviors in practicing the art and science of nursing within a diverse population.
2. Implement professional standards and scope of practice within legal, ethical, and regulatory frameworks.
3. Collaborate with clients and members of the inter-professional health care team to optimize client outcomes.
4. Formulate safe and effective clinical judgments guided by the nursing process, clinical reasoning, and evidence-based practice.
5. Provide leadership in the management of care to meet client needs using available resources and current technology.
6. Generate teaching and learning processes to promote and maintain health and reduce risks for a global population.
7. Demonstrate effective communication methods to manage client needs and to interact with other healthcare team members.



INFLUENCING FACTORS

AVID Strategies

Butler Community College is an Advancement Via Individual Determination (AVID) higher educational institution. Butler and the Nursing Program are committed to helping students achieve both personal and educational success. AVID supports college readiness and success for all students through learner-centered strategies that focus on AVID's Writing, Inquiry, Collaboration, Organization, and Reading (WICOR) skills. Application of these skills makes learning a more expressive, focused, engaged, structured, and deeply informed activity, and our trained teachers will show you how.

General Education Courses

General education courses, also known as support courses, provide foundation content that is necessary for the success of the nursing student. Examples of these courses are English and Anatomy and Physiology.

Accreditation / Community / Stakeholders

The Kansas State Board of Nursing (KSBN) is the regulatory agency for nursing. In addition to granting licensure to practical as well as professional nurses, it also oversees the schools of nursing in the state of Kansas. The Kansas Nurse Practice Act states what the requirements are for approved nursing programs including curriculum guidelines, faculty qualifications, clinical resources, educational resources and student policies. Changes in the Kansas Nurse Practice Act influence the curriculum of the school.

The Accreditation Commission for Education in Nursing (ACEN) is a national organization that is responsible for accrediting nursing education programs. Butler Community College is accredited by ACEN and has received approval for continuing accreditation for 8 years. "Accreditation is a voluntary, peer-reviewed, self-regulatory process by which non-governmental associations recognize educational institutions or programs that have been found to meet or exceed standards and criteria for educational quality. Accreditation also assists in the further improvement of the institutions or programs as related to resources invested, processes followed, and results achieved." (ACEN, 2023)

Clinical agencies and community partners provide feedback through Advisory Council meetings about changing health care needs and the educational needs of professional nurses. This feedback assists the department of nursing to keep the curricular content current and to better prepare our graduates for the workplace.

The Department of Nursing makes a commitment to be aware of community health care needs.

Summary

The Butler Community College Department of Nursing organizing framework terminology is evident in all nursing courses and reflects ANA Standards of Practice, QSEN knowledge, skills and attitudes, NLN Competencies, and NCSBN Client Needs. Nursing courses are aligned to promote student success and for the student to ultimately achieve end-of-program student learning outcomes (EOPSLOs) which demonstrate achievement of the outcomes set forth by KSBN and KBOR Core Alignment for ADN nursing programs. These outcomes reflect various national standards for the ADN student, as well as reflect specific Butler Learning PACT skills. Butler Community College's Nursing Program is committed to helping students competently demonstrate Kansas ADN Core Outcomes.



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CURRICULUM SEQUENCE: NURSING DEPARTMENT

FIRST SEMESTER - PREREQUISITES

Course Title (CRN)	Credit Hours
English Composition I (EG 101)	3
General Psychology (BS 160)	3
Anatomy & Physiology (BI 240*)	5
College Algebra (MA 135/equivalent)	3

SECOND SEMESTER - 1ST SEMESTER NURSING PROGRAM

Course Title (CRN)	Credit Hours
Pathophysiology (BI 231) - 16 weeks	4
1ST 8 Weeks:	
Health Assessment for the Practice of Nursing (NR 101)	3
Professional Nursing 1 (NR 116)	1
2ND 8 Weeks:	
Patient Centered Care 1 (PCC 1): Foundations (NR 102)	4
Pharmacology for Nursing 1 (NR 161)	1

All courses in a nursing semester must be successfully completed in order to progress to the next course or semester. Professional nursing and pharmacology for nursing are integral to the PCC courses; therefore, students who fail the nursing support courses (pharmacology or professional nursing) will be unable to meet the clinical requirements in the PCC courses, and will thus fail the PCC course and will need to repeat both. Students will not have to repeat nursing courses that they have successfully completed, as long as they are within the Delayed Return time frame.

THIRD SEMESTER - 2ND SEMESTER NURSING PROGRAM

Course Title (CRN)	Credit Hours
Developmental Psychology	3
Therapeutic Nutrition	3
Patient Centered Care 2 (PCC 2): Common, Acute and Chronic Health Problems (NR 122)	7
1ST 8 Weeks:	
Pharmacology for Nursing 2 (NR 262)	2
2ND 8 Weeks:	
Professional Nursing 2 (NR 117)	1

All courses in a nursing semester must be successfully completed in order to progress to the next course or semester. Professional nursing and pharmacology for nursing are integral to the PCC courses; therefore, students who fail the nursing support courses (pharmacology or professional nursing) will be unable to meet the clinical requirements in the PCC courses, and will thus fail the PCC course and will need to repeat both. Students will not have to repeat nursing courses that they have successfully completed, as long as they are within the Delayed Return time frame.

FOURTH SEMESTER - 3RD SEMESTER NURSING PROGRAM

Course Title (CRN)	Credit Hours
Microbiology (BI 250*)	5
Patient Centered Care: Complex Physical and Mental Health Problems (PCC 3) (NR 243)	7
1ST 8 Weeks:	
Pharmacology for Nursing 3 (NR 263)	2
2ND 8 Weeks:	
Professional Nursing 3 (NR 218)	1

All courses in a nursing semester must be successfully completed in order to progress to the next course or semester. Professional nursing and pharmacology for nursing are integral to the PCC courses; therefore, students who fail the nursing support courses (pharmacology or professional nursing) will be unable to meet the clinical requirements in the PCC courses, and will thus fail the PCC course and will need to repeat both. Students will not have to repeat nursing courses that they have successfully completed, as long as they are within the Delayed Return time frame.

FIFTH SEMESTER - 4TH SEMESTER NURSING PROGRAM

Course Title (CRN)	Credit Hours
English Composition II or Public Speaking (EG 102 or SP 100)	3
1ST 10 Weeks:	
Patient Centered Care 4 (PCC 4): Multisystem or Emergent Health Problems (NR 244)	5
Last 6 Weeks:	
Concept Synthesis	4

*Requirements for A&P and Microbiology, see page 22.

For course descriptions, see the Course Catalog.



STATEMENT OF PROFESSIONAL ACCOUNTABILITY

The nursing faculty at Butler Community College believes that nurse educators within a community college setting must assume responsibility for acting in an accountable manner in the following areas:

1. Accountability toward the patients, in order that:

- Students under the educator's supervision will provide patient centered care.
- Patients' rights are protected and advocated for, in collaboration with other members of the healthcare team, by the students responsible for their nursing care.
- Patients will have reasonable assurance that the Butler nursing graduate will demonstrate the essential knowledge, skills, and attitudes of a professional nurse.
- Students will minimize the risk of harm to patients through both system effectiveness and individual performance.

2. Accountability toward the profession of nursing, in that:

- Faculty assumes responsibility for continued development within the knowledge and practice components of the nurse educator role.
- Students will be provided a program of study that adequately supplies the nursing knowledge, attitudes, and skills that will stand them in good stead as competent members within the profession of nursing.
- Faculty, charged with the responsibility for induction of new members into the profession of nursing, have reasonable assurance that graduates will fulfill the established standards of practice for the nursing profession.
 - o Demonstrate an adequate base of nursing knowledge, skills and attitudes of a professional nurse.
 - o Demonstrate safe and effective evidenced based practices.
 - o Demonstrate patient centered care.
 - o Demonstrate effective collaborative behaviors in order to assure the provision of quality health care.
 - o Demonstrate adequate critical thinking abilities to effectively apply evidence- based practice to nursing care and clinical judgment.
- Faculty, charged with the responsibility for induction of new members into the profession of nursing, when reasonable assurance is not possible in the performance of the student in the above areas, will not support the progression of the student within the program of study in nursing.

3. Accountability toward the students within our program of study in nursing, (Due Process) in that

- Students will be provided a program of study in nursing that adequately supplies the nursing knowledge, attitudes, and skills that will stand them in good stead as competent members within the profession of nursing.
- Students will be given adequate opportunities to perform nursing skills under the supervision of a qualified nurse educator who will give direction to learning experiences and provide an appropriate role model.
- Students will receive appropriate feedback from the supervising nurse educator utilizing clinical evaluation tools in order to assist students in recognizing and evaluating their development toward becoming a member within the profession of nursing.
- Students will receive appropriate feedback regarding any deficits in performance of nursing behaviors that might prevent successful completion of program outcomes and whenever possible (or needed), will receive counseling regarding other career opportunities which more realistically fit the student's capabilities.



4. Accountability toward the college, in that:

- The nurse educator will contribute in a responsible manner toward the planning and implementation of a program of study in nursing that is responsive to the needs of the community, the learning needs of the students, the parameters of the community college setting and the expectations of accrediting agencies.
- The nurse educator will not knowingly contribute to or support situations that impede, disrupt or jeopardize the learning experiences of the students within the program of study, and will not be reluctant to take appropriate action to prevent or alleviate such situations.
- Those students who have adequately demonstrated nursing behaviors that meet the educational outcomes of the program of study in nursing provided by the college, and who are capable of performing accountably within the parameters of the level of nursing practice for which the degree is to be granted, will progress in the nursing program.

5. Accountability toward the community, in order that:

- Butler Community College will provide educational opportunities in the field of nursing for those individuals within the community who are qualified applicants.
- Graduates of the program of study in nursing will be adequately able to meet the healthcare needs within the community in an accountable, competent manner.
- Health care agencies within the community will have reasonable assurance that nursing employees who are graduates of the accredited program of study in nursing will be capable of possessing the professional knowledge, skills and attitudes of a professional nurse.
- Health care agencies within the community will have reasonable assurance that the graduate nurse will partner with individuals, families, and communities and collaborate with other health care professionals to promote quality health outcomes and patient centered care.

6. Accountability from a personal perspective, in that:

- The nurse educator will educate and prepare future nurses with the knowledge, skills, and attitudes necessary to fully qualify them to be licensed as professional nurses and to contribute to meeting the health care needs of the communities it serves. (Mission statement)

Developed by: Janiece Olson

Spring 1982

Revised/Reviewed 2/89; 2/90; 6/92; 5/00; 5/01, 3/11, 8/13, 9/14, 6/15, 6/17, 9/19, 6/22; 7/23; 6/24



ADMISSION POLICIES

Introduction

A nursing class is admitted each semester, and by location, guided by student/faculty ratio and availability of clinical facilities. Applications are accepted throughout the year. Prospective nursing students are encouraged to complete the required information as early as possible. Students receive written notification of the decision from the Nurse Administrator for the Department of Nursing. Admission to the college is the first step in the process for the prospective nursing student. Admission to the college does not ensure admission into the nursing program. The admission policies of the Department of Nursing fall within the general guidelines of the college.

CLEP Test

Students wishing to CLEP nursing prerequisite courses should check the current college catalog for the college level examination program (CLEP) testing information. However, since credit hours are issued without grades for a CLEP exam, and since part of the entrance into the program is based on the combined earned grades of the three prerequisite courses, the CLEP course is considered equivalent to a grade of “C” which will be reflected in the earned grade points computation.

Technical Standards

Nursing at the Associate Degree level involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of nursing functions. Therefore, in order to be considered for admission or to be retained in the program after admission, all applicants should possess:

- Sufficient visual acuity, such as needed in the accurate preparation and administration of medications, and for the observation necessary for patient assessment and nursing care.
- Sufficient auditory perception to receive verbal communication from patients and members of the health team and to assess health needs of patients.
- Sufficient gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of equipment required in meeting health needs.
- Sufficient communication skills (speech, reading, writing) to interact with individuals and to communicate needs promptly and effectively as may be necessary in the individual's interest.
- Sufficient intellectual and emotional functions to plan and implement care for individuals.

Additionally, any health condition that the student may have that would pose a safety concern to clients, faculty, students, clinical facility employees or to the student themselves will not be allowed to participate in the clinical setting.

Affirmative Action and Title IX

The Affirmative Action Officer for the college is the college Associate Vice President of Human Resources. The Title IX Coordinator is the coordinator of the Title IX Team.

Students with Special Needs

The Disability and Services Department, in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990, is committed to improving access to educational opportunities and providing reasonable accommodations for any individuals with disabilities which limit their life functioning.

Disability Coordinator, Teressa Eastman at: teastman@butlercc.edu or at 316-322-3321.



ADMISSION PROCESS FOR GENERIC STUDENTS

STEP 1: ADMISSION TO THE COLLEGE

Butler Community College is an open Admission Institution, offering classes to individuals representing a full spectrum of academic ability. A free Application for Admission is required.

The following applicants may be admitted:

- Graduates of accredited high schools.
- Individuals who have completed the General Educational Development (GED) test.
- Any person who can benefit by a course or program of instruction, providing his/her high school class has graduated. We recommend checking with an academic advisor.

Submit official high school transcript, GED scores or official transcripts from other colleges, universities or schools attended to the Registrar's office.

College admission does not automatically mean admission to the nursing program.

STEP 2: ADMISSION TO ASSOCIATE DEGREE OF APPLIED SCIENCE NURSING PROGRAM

Students seeking admission to the nursing program must first be admitted to Butler and must also apply for admission to the Associate Degree nursing program.

- Completion of the online application to the Nursing Program is the student's responsibility.
- Butler Nursing Program grants admission twice a year with qualified applicants each fall and spring semester to the El Dorado campus
- Butler Nursing Program also grants admission with qualified applicants each fall semester to the Winfield campus
- The Kansas State Board of Nursing approves the number of applicants admitted each semester and by location, guided by student/faculty ratio and availability of clinical facilities.
- All required application materials must be received in the Nursing Department by May 20th for admission into the following fall semester, and by September 20th for admission the following spring semester.
- Prospective students must understand the qualifications for applicants for licensure as a Professional Nurse in Kansas. The Kansas State Board of Nursing will not license individuals with certain criminal offense history. You may inquire via the KSBN Web site at <https://ksbn.kansas.gov/wp-content/uploads/NPA/74-1112.pdf>
 - Qualifications for writing the state board licensure examinations. <https://ksbn.kansas.gov/wp-content/uploads/NPA/65-1115.pdf>
 - Grounds for disciplinary action/denial of license. <https://ksbn.kansas.gov/wp-content/uploads/NPA/65-1120.pdf>
 - Crimes against persons. http://www.kslegislature.org/li/b2023_24/statute/021_000_0000_chapter/021_054_0000_article/

A prospective student must:

1. Complete program prerequisites:

English Composition I

General Psychology

College Algebra (MA 135/equivalent)

Anatomy & Physiology (*A&P successfully completed within the past 5 years OR provide documentation of successful completion of A&P (greater than 5 years) and evidence of currently working in a healthcare setting providing direct patient care (using A&P knowledge such as LPNs, EMTs, Paramedic, military medic) for at least 1000 hours over the previous 12 months. Both Anatomy and Physiology must be included and total at least five credit hours.*)



Note: For students currently enrolled in prerequisites at the time of application, official final grades are to be received in the Nursing Department office no later than May 20 for fall admissions, and September 20 for spring admissions. Applicants will not be considered if currently enrolled in a class at the time of the deadline

2. Complete the Admission Assessment Exam.

The Test for Essential Academic Skills (7th edition) will be offered at Butler El Dorado campus. The TEAS test can be taken at the El Dorado testing center. You must provide a photo ID and a receipt of payment. To schedule a test please email testing@butlercc.edu or call 316-322-3223. Students must register to take the exam prior to the chosen exam date. It is a computerized exam and will be monitored in a campus computer lab. The applicant is responsible for the nonrefundable exam fee, which must be paid at the time of registration. The TEAS exam may be repeated three times per year and a max of 7 times total. When a new TEAS version is implemented, Butler will accept the previous version for application to the nursing program for 3 years. After 3 years' time, the applicants will need to retake the most current version. The best composite score will be used in the selective admission formula. It is the student's discretion as to when they choose to take the exam: before, during or following completion of prerequisite courses.

The exam must be taken in time to document the score with the nursing office prior to the application cut off dates. If the exam administrator is different than Butler, the applicant must request that the exam results be sent to the Butler Nursing Department by the testing company. Butler will not accept hand carried, faxed or mailed exam results from the applicant.

3. Submit the application for the Nursing Program.

The Nursing Application is available on the Butler Nursing website. Prospective students must understand the applicant qualifications for licensure as a Professional Nurse in Kansas. These qualifications can be obtained from the Kansas State Board of Nursing:

Kansas State Board of Nursing Landon State Office Building
900 SW Jackson Street Suite 1051
Topeka, Kansas 66612-1230
Main: 785-296-4929
<http://www.ksbn.org/>

4. Submit all original and official college transcripts from any college previously attended to the registrar's office showing completed prerequisites.

5. Submit documentation of patient care experience if not already submitted with the online application.

6. All application materials must be received in the Nursing Office on or before May 20, for the following fall semester, and on or before September 20 for the following spring semester to guarantee consideration for admission.

7. Address all application materials to:

Selective Admissions
Department of Nursing
Butler Community College
901 S. Haverhill Road
El Dorado, KS 67042-3280
nursing@butlercc.edu



STEP 3: RANKING FOR FINAL SELECTION

The nursing program has a selective admission process for each campus (El Dorado and Winfield) in which students are rank ordered based on the following:

- Sum of grades from the following pre-requisite courses (Anatomy and Physiology, English Composition I, and General Psychology)
- TEAS Composite score 65.6% or higher
- Completion of a “Navigating Challenges in...” PD course (PD134 ...College Health Sciences Pathways is preferred) or equivalent with a B or higher
- Patient Care experience from certified or accredited programs- (examples include Certified Nurse Aide, Patient Care Tech, Emergency Medical Service, Medical Assistant, and Physical Therapy Assistant.....)

Anatomy & Physiology	General Psychology	English Comp 1	TEAS Composite %	PD 134 or other “B” Grade	Patient Care Experience	151 PTS MAX
20 pts Max 10 pts Min	12 pts Max 6 pts Min	12 pts Max 6 pts Min	99 pts Max 65.6 pts Min	1 pts Max	5 pts Max	151 pts Max

**Applicants must score at the TEAS Exam National mean or higher on the adjusted individual total score, a minimum of 65.6% to be considered for admission.*

Points for grades earned are determined as follows: A=4 points/credit hour, B= 3 points/ credit hour, C=2.

- Students must have successfully completed the math requirement, but it will not be included in the grade point calculation for selection.
- Only official transcripts and verification of admission assessment exam scores will be used to determine admission ranking.
- Applicants not meeting the deadline will not be considered for admission.
- In the event the final applicant score cannot discriminate to a single applicant, application materials of the applicants with the same final applicant score will be reviewed with selection based on most highly qualified applicant.
- All selected and non-selected applicants will be notified in writing by Butler’s nursing department.
- Applicants will be selected from a list of qualified applicants that is based on their desired campus.
- Students on the wait list will be offered open slots as they are available at either campus.
- All selected and non-selected applicants will be notified by Butler’s Nursing Department.

STEP 4: SELECTED STUDENT RESPONSIBILITIES FOR ACCEPTANCE

Admission to the program is contingent upon completing the following student responsibilities: a satisfactory background check, negative urine drug test, and completion of all clinical requirements and vaccinations.

- Selected applicants are given a specified time period to complete the required student responsibilities to accept their position in the class.
- If any selected applicants either do not accept, do not complete the required responsibilities on time, or if any accept and then withdraw prior to the beginning of classes, the vacancy created will be offered to the next highest ranked applicant.
- See CLINICAL REQUIREMENTS AND POLICIES section of this handbook for complete listing of all clinical requirements.

Reapplication

- o Applicants who are not selected for admission are asked to communicate in writing their desire to reapply for the next class to the Nursing Department prior to the May 20 and September 20 deadlines.
- o Files of applicants who do not communicate a desire to reapply will be deleted.



ADMISSION PROCEDURE FOR ADVANCED STANDING OF LICENSED PRACTICAL NURSES

Articulation Plan

In support of the Nursing Education Articulation Plan for Kansas, Butler Community College Department of Nursing provides an opportunity for articulation of the licensed practical nurse (LPN) into the second year of the associate degree nursing curriculum. This is offered only on the El Dorado campus. At the time of graduation, the student has earned an Associate in Applied Science Degree and is eligible to take the National Council Licensure Examination - Registered Nurses (NCLEX-RN).

Butler Community College believes in the concept of educational and career mobility, encouraging each individual to continue to build on the foundation of education and experience already achieved in reaching individual potential. The nursing faculty encourages the LPN to evaluate resources and personal abilities in order to establish realistic career goals.

Licensed Practical Nurses (LPNs) are provided the opportunity to apply for advanced standing within the nursing program. Specific requirements for advanced standing can be obtained by:

- Accessing the Butler Nursing website for Admission Process for Advanced Standing for LPNs
- E-mailing your name and address to Department of Nursing at: mridder@butlercc.edu and requesting Advanced Standing Materials be sent to you.
- Calling the Department of Nursing 316-322-3140.

ADMISSION PROCESS FOR ADVANCED STANDING OF LPNS

STEP 1: ADMISSION TO THE COLLEGE

Butler Community College is an open Admission Institution, offering classes to individuals representing a full spectrum of academic ability. A free Application for Admission is required.

STEP 2: ADMISSION TO THE ASSOCIATE DEGREE NURSING PROGRAM

- LPNs seeking admission to the associate degree nursing program must be admitted to Butler and must also apply for admission to the Advanced Standing for LPN-to-RN Nursing Program
- Completion of the online application to the Nursing Program is the student's responsibility. The application is on the Butler website on the Nursing page.
- Butler Advanced Standing Nursing Program grants admission twice a year with qualified applicants each fall and spring semester to the El Dorado campus
- All required application materials must be received in the Nursing Department by May 20th for admission into the following fall semester, and by September 20th for admission the following spring semester.
- Prospective students must understand the qualifications for applicants for licensure as a Professional Nurse in Kansas. The Kansas State Board of Nursing will not license individuals with certain criminal offense history. You may inquire via the KSBN Web site at <https://ksbn.kansas.gov/wp-content/uploads/NPA/74-1112.pdf>
 - Qualifications for writing the state board licensure examinations. <https://ksbn.kansas.gov/wp-content/uploads/NPA/65-1115.pdf>
 - Grounds for disciplinary action/denial of license. <https://ksbn.kansas.gov/wp-content/uploads/NPA/65-1120.pdf>
 - Crimes against persons. http://www.kslegislature.org/li/b2023_24/statute/021_000_0000_chapter/021_054_0000_article/



Kansas State Board of Nursing
Landon State Office Building
900 SW Jackson Street, Suite 1051
Topeka, Kansas 66612-1230
Main: 785-296-4929
<http://www.ksbn.org/>

- Applicants must have a current LPN license in the State of Kansas that will be verified by the nursing program.
- Applicants must submit proof of successful completion of a Kansas LPN IV certification course or evidence of previous PN curriculum that meets IV certification requirements..
- Applicants must submit all original and official college transcripts from any college previously attended to the registrar's office showing completed prerequisites and a copy of transcript of practical nursing education.
- The following courses (24 college credit hours) must be completed successfully (with a grade of "C" or better; cumulative GPA of 3.0 or higher) to be eligible for advanced standing:

Anatomy & Physiology*	5 credits
Pathophysiology	4 credits
English Composition I	3 credits
General Psychology	3 credits
College Algebra (MA 131 or above)	3 credits
Developmental Psychology	3 credits
Therapeutic Nutrition	3 credits
Total	24 credits

Note: For students currently enrolled in prerequisite courses at the time of application, official final grades are to be received in the Nursing Department no later than May 20th for admission into the following fall semester, and by September 20th for admission the following spring semester. Applicants will not be considered if currently enrolled in a class at the time of the application deadline.

Additional courses required for the Associate of Applied Science in Nursing degree:

Concurrent or before NR 243: Microbiology**	5 credits
Concurrent or before NR 244: English Comp II or Public Speaking	3 credits

* A&P successfully completed within the past 5 years OR provide documentation of successful completion of A&P (greater than 5 years) and evidence of currently working in a healthcare setting providing direct patient care (using A&P knowledge such as LPNs, EMTs, Paramedic, military medic) for at least 1000 hours over the previous 12 months. Both Anatomy and Physiology must be included and total at least five credit hours.

** Microbiology must be taken either before or concurrently with 3rd semester NR243 and must be at least 5 credit hours.

Courses taken at other institutions must be from an accredited community college or four-year school in order to transfer and be eligible for credit.



STEP 3: RANKING FOR FINAL SELECTION

- The number of positions available in the second and third semester nursing classes varies with each class depending on the number of students progressing through the curriculum. A minimum sixteen third semester positions are dedicated to qualified advanced standing applicants each semester.
- Applicants will be ranked in descending order according to the following criteria:
 - GPA of the required prerequisites
 - 2 points for at least 1 year or more of work experience as an LPN
 - 2 points for completion of a “Navigating Challenges in...” PD course (PD134 ...College Health Sciences Pathways is preferred) or equivalent with a B or higher
- Only official transcripts and/or verification of final grades will be used.
- Applicants meeting the designated deadline will be given first consideration for admission.
- Applicants not meeting the deadline cannot be guaranteed consideration for admission.
- In the event the final applicant score cannot discriminate to a single applicant, all application materials of the applicants with the same final applicant score will be reviewed with selection based on the most highly qualified applicant.
- All selected and non-selected applicants will be notified in writing by Butler’s nursing department.

STEP 4: SELECTED STUDENT RESPONSIBILITIES FOR ACCEPTANCE

Admission to the program is contingent upon completing the following student responsibilities: a satisfactory background check, negative urine drug test, and completion of all clinical requirements and vaccinations.

- Selected applicants are given a specified time period to complete the required student responsibilities to accept their position in the class. Information on how to complete the screenings will be included in the contingent acceptance letter.
- If any selected applicants either do not accept, do not complete the required responsibilities on time, or if any accept and then withdraw prior to the beginning of classes, the vacancy created will be offered to the next highest ranked applicant.
- See **CLINICAL REQUIREMENTS AND POLICIES** section of this handbook for complete listing of all clinical requirements.
- Upon official acceptance into the nursing program the student will enroll in Health Assessment for the Practice of Nursing (3 credits), and Nursing Concepts for Advanced Standing (3 credits) courses, prior to entering third semester. These courses will introduce the philosophy and conceptual framework of the nursing curriculum and other content to prepare the student for upcoming nursing courses.
- After successful completion of Health Assessment for the Practice of Nursing and Nursing Concepts for Advanced Standing, the requirement of the first-year nursing course(s) will be waived. No grade will be earned, however, successful completion of the first level of the nursing program is acknowledged.
- Applicants who are not selected for admission are asked to communicate, in writing, their desire to reapply for the next class to the Nursing Department prior to the May 20th and September 20th deadlines.
- Files of applicants who do not communicate a desire to reapply will be deleted.

Technical Standards

Nursing at the Associate Degree level involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of nursing functions. Therefore, in order to be considered for admission or to be retained in the program after admission, all applicants should possess:

- Sufficient visual acuity
- Sufficient auditory perception
- Sufficient gross and fine motor coordination
- Sufficient communication skills
- Sufficient intellectual and emotional functions



Additionally, any health condition that the student may have that would pose a safety concern to clients, faculty, students, clinical facility employees or to the student themselves will not be allowed to participate in the clinical setting.

For Information:

- Contact Michele Ridder, Advanced Standing Coordinator at mrigger@butlercc.edu
- Contact the Nursing Department at nursing@butlercc.edu



ADMISSION PROCEDURE FOR STUDENTS REQUESTING TRANSFER INTO THE PROGRAM

Students wishing to transfer from another nursing program to complete the requirements for registered nurse licensure must send all official transcripts including their nursing transcript and any other transfer hours to the Nursing Department. A letter of recommendation from the dean or director of the prior nursing program is required. This letter is to be sent to the Nurse Administrator for the Butler Department of Nursing. Based on space availability, an evaluation will be completed on an individual basis to determine what semester or course level of the program the student may transfer.

A letter requesting the evaluation of transfer eligibility must accompany the official transcripts and be mailed to:
Butler Community College, Selective Admissions
Department of Nursing
901 S. Haverhill Rd.
El Dorado, KS 67042

Pending space available, the student is selected on a competitive basis by the combined GPA of the prerequisite courses if there are more applicants than spaces. Prerequisite courses are the general education courses listed prior to the semester the student is eligible for being admitted. For example, a student eligible for admission to 2nd semester would need to have English Comp. I, General Psychology, Anatomy and Physiology, College Algebra or equivalent and Pathophysiology. Pending completion of the student's responsibilities as referenced in the Clinical Requirements and Policies sections of this handbook, students may accept their position.



PROGRESSION POLICIES

Academic Progression

The Kansas State Board of Nursing requires evidence that the vocational and/or associate degree nursing graduate has successfully completed all curriculum requirements before they will accept the graduate's application to write the NCLEX-PN or NCLEX-RN licensure exams. Students must receive passing grades (C or above) in all required courses, which includes satisfactory completion of course clinical criteria, as well as receiving a "C" or better on the theory component of the course. GPA in required courses must be 2.0 or greater.

All courses in a nursing semester must be successfully completed in order to progress to the next course or semester. Professional nursing and pharmacology for nursing are integral to the Patient Centered Care (PCC) courses; therefore, students who fail the nursing support courses (pharmacology or professional nursing) will be unable to meet the clinical requirements in the PCC courses, and will thus fail the PCC course and will need to repeat both. Students will not have to repeat nursing courses that they have successfully completed, as long as they are within the Delayed Return time frame.

Students who withdraw or receive a D or F in any nursing course (NR 101, NR 116, NR 102, NR 161, NR 122, NR 262, NR 117, NR 118, NR 218, NR 263, NR 243, NR 244 or NR 246) may repeat the course once utilizing the following process:

- The student must communicate with lead faculty to discuss the circumstances of their course failure/withdrawal.
- It is the student's responsibility to initiate a request for readmission to the program. The written request should be submitted to the Nurse Administrator of the nursing program. The Nurse Administrator will solicit a recommendation from course faculty and other appropriate sources to make a determination for readmission.
- Students will be readmitted pending determination and space available.
- Readmission is contingent upon successful completion of any remediation assigned by lead faculty. This remediation is communicated to the student and monitored by the Course Lead Faculty.

General Education Support Courses

These general education courses, also known as support courses, provide foundation content that is necessary for the success of the nursing student. Examples of these courses are English and Anatomy and Physiology.

- It is the nursing student's responsibility to enroll in the appropriate college general education support courses to assure their progression through the nursing program in a manner consistent with the curriculum sequence. Support courses must be mastered (course grade C or above) before proceeding to the next nursing course within the sequence.)
- Students receiving a D or F in any of the college support courses must repeat the courses in order to raise their grades and continue in the program. However, the student must arrange a conference with the Nurse Administrator in order to discuss the impact of course repetition on curriculum sequence.

Delayed Return Policy

Students requesting to return to the nursing program after an absence must send a written request to the Nurse Administrator and may be considered, pending space available. The Nurse Administrator has the final decision regarding placement. If absent from the program for:

1. One semester
 - a. Repeat the urine drug screen
2. Two semesters (one year) must
 - a. Repeat the criminal background check and urine drug screen
3. Four semesters (two years) must
 - a. Repeat the criminal background check and urine drug screen
 - b. Will not be readmitted to 2nd Semester and must restart the program.
 - c. If seeking readmission into third or fourth semester, must be a licensed LPN.
 - c. If seeking readmission into third or fourth semester, must be a licensed LPN.



Pharmacology Proficiency

Students are expected to apply the principles of pharmacology as they relate to specific course content. (Refer to course syllabi for specific course requirements.) Students will be expected to demonstrate knowledge of pharmacology content within the Patient Centered Care (PCC) courses in order to meet clinical requirements. Students will be required to demonstrate math competency at 90% or higher in the Pharmacology courses. Students will not be allowed to pass medications until the math competency is met.

Student Code of Conduct

Butler Community College expects students to behave in a manner that supports a positive educational environment for all. Upon enrollment, each student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes and functions. The Butler Student Code of Conduct and Academic integrity policies have been developed to achieve that aim and can be found in the Butler Catalog. In an effort to support safe patient care, and promote professional attitudes, the following infractions are considered grounds for immediate dismissal from the nursing program:

- Any form of abuse or harassment towards patients or others
- Stealing from patients or facilities
- Lying about patient care
- Violating HIPAA or hospital policy
- Intentional and willful negligence
- Demonstrating unsafe care
- Impairment of drugs or alcohol during classroom, clinical or lab experiences
- Incivility to faculty, staff, students, clinical staff and patients
- Cheating and/or plagiarism- see descriptions in Academic Integrity section below
- Computer misuse - refer to the *Student Code of Conduct* from the Butler Catalog

Academic Integrity

Academic integrity is the development of knowledge and/or skills without any form of cheating or plagiarism. All Butler students, faculty, staff, and administrators are responsible for upholding academic integrity.

Examples of cheating include, but are not limited to, giving, receiving, or using unauthorized help on individual and group academic exercises such as papers, quizzes, tests, and presentations through any delivery system in any learning environment; impersonating another student; sharing content without authorization; fabricating data; altering academic documents including records, with or without the use of personal and college electronic devices; utilizing an AI-content generator (such as ChatGPT), language translators (such as Google translate), or computer algebra systems (such as Photomath) to complete coursework without proper attribution or authorization

Examples of plagiarism include but are not limited to, representing or turning in someone else's work without proper citation of the source; unacknowledged paraphrase, quotation, or complete use of someone else's work in any form; citing work that is not used; taking credit for a group project without contributing to it; permitting another person and/or organization to write or contribute to any portion of an assignment, which includes hiring a person or a company to author essays and drafts and/or other assignments (research-based or otherwise); utilizing ChatGPT and/or other artificial intelligence without proper attribution or authorization; submitting the same written assignment for more than one class without securing prior permission from instructors; failing to cite oneself as a source when using work submitted in other assignments at Butler Community College or other educational institutions, including high school.

Students will not post exam questions or any form of exam content to Social Media.

Unit exams are independent activities (NO discussion about the exams outside the classroom). Students who arrive late to exams will NOT be able to use a Crib Card and will NOT be given additional time to complete



the exam. If the student desires the full time for the exam, they should not enter the testing room and will need to schedule the exam through the testing center. The student will be counted absent from that exam.

Plagiarism is representing or turning in someone else's work without proper citation of the source. This includes unacknowledged paraphrase, quotation, or complete use of someone else's work in any form. It also includes citing work that is not used and taking credit for a group project without contributing to it.

Faculty members have discretion in handling student violations of the academic integrity policy, but faculty members must consult with their deans or administrators. Faculty members must inform students of violations and their consequences in writing. Students who violate the academic integrity policy will sustain academic consequences set by faculty members, which may include, but are not limited to:

- A warning.
- A zero or failing grade on the academic exercise with repetition of the exercise allowed for reduced or the same amount of original credit.
- A zero or failing grade on the exercise with no repetition allowed.
- A failing grade in the course and removal from it.

Students who violate the academic integrity policy are also subject to administrative consequences, which may include, but are not limited to:

- Reprimand.
- Probation
- Being barred from the course and/or program.
- Reduction or cancellation of a college scholarship.
- Suspension from college activities.
- Suspension from the college for a set time.
- Expulsion from the college.
- Students will be informed of administrative consequences in writing.

Students who have been accused of academic integrity violations may follow the Academic Appeals process listed under Student Grievance Procedures. This process assures due process and procedure. Generally, if dissatisfied with the consequences set by faculty members, students may appeal in writing to appropriate deans or administrators. If dissatisfied with the Student Review and Appeals Committee's decision, students may appeal to the Vice President of Academics, whose decision is final. Students will be notified of appeal results in writing.

Student Appeal Processes

The Butler Nursing Program follows the College's appeals process, including the student disciplinary process, academic appeals process, procedural due process and formal complaint process. Additional information regarding the processes utilized for appeals can be found in the current college catalog in the Enrollment and Academic Information section and the Butler Student Handbook.

Social Media Policy

Butler Community College supports the use of technology inside and outside the classroom, including the appropriate use of social media communication platforms. This support comes with the expectation that students in Butler programs will uphold the ethical standards of their prospective professions and the Butler Community College Student Code of Conduct, with all communication using social media platforms, including but not limited to, Facebook, Twitter, TikTok, Group Me, Discord, or any other platforms.

Federal regulations regarding privacy such as Health Insurance Portability and Accountability Act and Family Education Rights and Privacy Act (HIPAA and FERPA) apply to all personal and academic communication. Student use of photography and/or recording devices is prohibited in all clinical, laboratory, studio, and performance sites, unless formal permission by the instructor of record is granted before the fact.



It is the expectation that students have read and understand the Student Code of Conduct and Federal regulations related to privacy (HIPAA and FERPA). Noncompliance with either policy will result in disciplinary action which may include failure of a course, probation, suspension and/or dismissal from the program.

Cell Phone / Electronic Device Policy

Cell phones, smart watches and any other electronic device are not allowed in the classroom/computer lab during the testing process or any exam related activity unless directed by faculty for the purposes of remote proctoring.

Student Grievance Procedures

The Butler Community College academic appeals process is to be used for disagreements regarding grade assignments or violations of the academic integrity policy.

Additional information regarding the process utilized for appeals can be found in the current college catalog in the Enrollment and Academic Information section.

Student Records

The Department of Nursing maintains student nursing program related records for purposes of admission and progression in the nursing program according to the FERPA (Family Educational Rights and Privacy Act). FERPA grants four specific rights to the adult student:

- The right to see the information that the institution is keeping on the student
- The right to seek amendment to those records and in certain cases append a statement to record
- The right to consent to disclosure of his/her records
- The right to file a complaint with the FERPA office in Washington.

Student records include any information provided by the student to the college for use in the educational process including: personal information, enrollment records, grades, and schedules.

Some information is considered public, or “Directory Information”. This information can be released without the student’s written permission. Directory Information includes: name, dates and place of birth, addresses (both local and permanent), e-mail addresses, phone, dates of attendance, year in school, awards and academic honors, degree received and dates awarded, major program, activity participation, and enrollment status (enrolled or not enrolled).

In compliance with FERPA, non-directory information will not be released for students by the college unless students give written permission. A student may have a confidentiality flag placed on their directory information as well by contacting the administrative assistant in the Nursing office, which would prevent any information from being released, even in the case of verification for employment or insurance purposes. The confidentiality flag remains until the student requests its removal. Release of Information permission forms are available in the Registrar’s office.

It is the responsibility of the student to keep their personal data up to date. Name changes must be accompanied by legal documentation, i.e. copy of driver’s license, social security card, or court order. All transcript requests are handled by the Registrar’s office and the request form is available online.

All medical records are directed to College Health.



CLINICAL REQUIREMENTS AND POLICIES

All nursing students at Butler Community College must satisfy clinical requirements by the date provided in the acceptance letter. Contracts between Butler and clinical agencies and recommendations by the Centers for Disease Control Advisory Committee on Immunization Practices (ACIP) and the Hospital Infection Control Practices Advisory Committee (HICPAC) guide these requirements. Students who do not meet clinical requirements will not be allowed to participate in clinical or lab activities.

Student Responsibilities

Background Checks

BCC contracts with clinical agencies which require that all students and instructors entering the agencies for clinical experience pass a background check. This check includes:

- Social Security Number Verification
- Criminal Search (7 years or up to 5 criminal searches)
- Violent Sexual Offender and Predator Registry Search
- HHS/OIG List of Excluded Individuals/Entities
- GSA list of Parties Excluded from Federal Programs
- U.S. Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN)
- Applicable State Exclusion List

Urine Drug Screen

All students must complete a negative urine drug screen prior to being accepted into the program.

Immunization Requirements

All students are expected to meet specific immunization requirements based on the Centers for Disease Control and Prevention (CDC) <https://www.cdc.gov/vaccines/hcp/acip-recs/>. The Immunization Record must be complete and submitted to College Health by the specified date. It is strongly recommended that the student retain a personal record of their immunizations for submission to future employers. Unless otherwise specified, actual proof of immunization is required.

Proof includes:

- 1) Evidence of the vaccination on an official record such as the Kansas Immunization Record (pink card), school or healthcare provider records, or the International Immunization Record (yellow card)
- or
- 2) Positive titer results.

For additional questions about Vaccine and Immunization Requirements, contact College Health:

<https://www.butlercc.edu/info/201100/college-health-and-counseling/416/college-health-and-counseling-locations-and-hours>

or email collegehealth@butlercc.edu

Vaccinations required prior to entry into the nursing program:

- **Tdap** – tetanus–diphtheria–pertussis (Tdap) - Ages ≥ 19 years who have never received a dose of Tdap should receive 1 dose of Tdap. To ensure continued protection, a booster is required every 10 years for health care providers.
- **MMR – measles-mumps-rubella (MMR)** – The student must be immune to measles, mumps and rubella as evidenced by proof of two separate MMR vaccinations according to CDC schedule or lab verified positive titer results. *Caution: If the student needs to receive the MMR, please complete the two–step skin test before proceeding with the MMR. The MMR could be administered with the second step, but not the first step. (CDC, General Recommendations on Immunizations).*



- **Hepatitis B** – The student must be immune to hepatitis B as evidenced by proof of 3 Hep B vaccinations according to CDC schedule or lab verified positive titer results. If a student is not immune to hepatitis B, the first of the three hepatitis B immunizations or a booster must be completed before the start of the clinical experience. All three injections should be completed within the year. This immunization is highly recommended, but students may sign a waiver/refusal form.
- **Varicella** – The student must be immune to varicella as evidenced by proof of two separate Varicella vaccinations according to CDC schedule or lab verified positive titer results. If immunity is not present, then two dose varicella vaccination according to CDC schedule, or a booster must be obtained. Varicella is given on the same dosing schedule as MMR. The 2step TB skin test must be completed prior to the Varicella Vaccine or there is a 28-day waiting period.
- **Pneumococcal** – Pneumococcal vaccine is recommended for healthcare workers and persons with a repeat history of pneumonia.
- **Influenza** – To reduce student illnesses and absenteeism during the influenza season and to reduce the spread of influenza to and from healthcare workers and patients, students must be vaccinated during the flu season (after September 1). Although this immunization is highly recommended, students may sign a declination form and students then must follow specific clinical requirements.
- **Tuberculosis (TB)** –
 - Initial documentation of negative 2-step TB (which is 2 of the single PPD Mantoux TST) or a negative blood test (QuantiFERON (QST) or Tspot.)
 - Annual – while in the nursing program, students must have an annual TB test, either the single step PPD Mantoux TST or the blood test
 - Miscellaneous
 - o For positive TST reactors, a negative chest x-ray and negative symptoms must be documented, or a blood test for TB must be completed.
 - o Clinical affiliates may require an additional TB test within a specified timeframe of starting clinical.
- **COVID-19** – Butler Community College Nursing Program partners with multiple healthcare facilities to provide clinical experiences for nursing students. Some clinical partners require students to be vaccinated for COVID-19 or have proper vaccine exemption documentation. For admission to the Nursing Program, students can provide vaccination card to College Health Services (two injections of Pfizer or Moderna or Novavax, or one injection of the Johnson & Johnson/Janssen COVID-19 vaccine). This immunization is highly recommended, but students may complete a COVID-19 Vaccine Exemption Request form for review and approval. With an approved COVID-19 vaccine exemption, students must follow specific clinical requirements.

Health Record (Annual Physical Exam)

The Health Record must be completed and submitted to Butler College Health Services by the date provided in the acceptance letter and prior to the first day of class for returning students. According to the course syllabus. The Health Record must be completed no earlier than 3 months before the first day of class for the semester. The Butler Health Record form must be used, and signed by a MD, DO, APRN, or Physician Assistant.

Forms are available on the College Health Website:

<https://www.butlercc.edu/info/201100/college-health-and-counseling/419/college-health-forms>

- Entry level health forms for First Time Students Entering the nursing program: First Semester, LPN or Transfer Students.
- Health record form for Butler Department of Nursing Immunization Form – Includes Vaccine record and CPR record
- Updated Health Forms for Students continuing into the second year of the program
- Annual health record form for Butler Department of Nursing. Submit to College Health Immunization Form – Level II

CPR (Cardiopulmonary Resuscitation) Certification



All students must have current CPR certification for Healthcare Workers. Either the American Heart Association BLS Healthcare Provider or the American Red Cross CPR for the Professional Rescuer is acceptable. These certifications must include adult, child, infant and two-person CPR. A copy of the current CPR certification card (both sides) should be turned into college health. Students without current certification will not be allowed to participate in clinical. Butler Allied Health offers the American Heart Association CPR classes. The course is AH 130. See the Butler Interactive Schedule or contact Fire Science for those dates. Online CPR classes without the clinical check-off are NOT acceptable.

Malpractice (Liability) Insurance

Malpractice Insurance is included in the college policy. This policy covers students only while in clinical experiences related to nursing courses.

Health Insurance

Health Insurance must be maintained by the Nursing Student throughout the program.

Dress Code/ Uniform Policy

The dress code for Butler nursing students is based on policies of health care institutions used for clinical experiences.

- Purple scrub pants, purple top, and purple lab coat (available in college bookstore) are worn while giving patient care except for designated clinical areas, such as mental health.
- If the uniform is purchased outside of the college bookstore the uniform color must match what is sold in the college bookstore which is grape purple.
- A plain white, gray, or black t-shirt (short sleeve or long) may be worn under nursing uniform.
- Colored shirts and other types of jackets, including sweatshirts and hooded jackets are not permitted while providing patient care.
- The Butler Community College school identification patch must be purchased in the campus bookstore. The patch is to be worn on the left upper arm of the top and purple lab coat.
- The Butler picture ID (obtained in the Hubbard Center) must be worn with the uniform or lab coat any time the student is in the clinical setting.
- Clean, professional looking leather or synthetic closed toed shoes (not canvas) are to be worn.
- Purple lab coats with school patch, uniform and name tag must be worn when getting clinical assignments.
- Student uniform includes appropriate equipment for the clinical site i.e., a watch with second hand, stethoscope, black ink pen, pen light, Butler Nursing picture ID tag.
- Students are expected to be responsible for maintaining a clean, neat appearance.
 - Hair, beards, and sideburns must be neatly groomed, clean, and present a professional appearance. Facial hair will be close trimmed and must meet requirements of the clinical facility where the student is assigned.
 - Hair must be pulled back and off the shoulders.
 - Hair color should be limited to that which appears to be natural, not extreme or neon colored.
 - Excessive use of cosmetics, fragrances and other accessories will be avoided.
 - Facial jewelry, such as eye, nose, lip or tongue jewelry is prohibited. Ears may be pierced with a single small stud. Gauges must have flesh-colored covers.
- Artificial nails in the clinical setting are prohibited as outlined in the Clinical affiliates policy. Fingernails must be clean natural nails, polish fresh and not chipped. Acrylic and acrylic overlays are prohibited. If the polish cannot be removed with non-acetone polish remover, the polish is prohibited.
- In the clinical learning center and clinical settings, visible tattoos are discouraged. If present, visible tattoos should not portray nudity, vulgar language, or be viewed as offensive. Any student with visible tattoos of a questionable nature will be referred to the Nurse Administrator for further direction. The Nurse Administrator reserves the ability to require covering of any tattoo that is deemed offensive.
- Adjustments to the uniform policy may be required according to the clinical site. Students must abide



by the dress code of their assigned clinical site, which may include the covering of all visible tattoos in the clinical setting. Students will be informed of the dress code policy of their clinical site by their clinical instructor, and students will be expected to follow their assigned clinical site dress code policy at all times. Students will not be reassigned to clinical sites to meet the dress code.

Butler Nursing Student Code of Conduct

Professional behaviors are expected whether the student is participating in lab, simulations, or direct patient care in the clinical environment. All of these are considered clinical time and will thus be evaluated as such.

Students must:

- Display a professional attitude to patients, their families, and other members of the health care team.
- Constantly demonstrate a professional demeanor and remain visibly calm in a variety of clinical settings.
- Constantly exercise appropriate clinical reasoning/judgment skills and have the ability to set priorities.
- Demonstrate the ability to cope with an array of unpredictable situations, be flexible, and remain emotionally stable under stress.
- Demonstrate the ability to self-regulate, professionally accept constructive feedback and remain emotionally stable when performing under stress. Students must be able to cope with a variety of unpredictable situations and demonstrate flexibility.
- Not pose a direct threat or significant risk to the health and safety of others in the class and clinical situation.
- Be able to respond appropriately to emergencies.

Clinical Learning Center

1. All students must participate in an orientation to the Clinical Learning Center.
2. Use the sign-in sheet (on the shelves to the right when entering the lab) to sign in and out, designating whether student is there for open lab/ independent practice.
3. Students will be expected to participate in laboratory experiences as if they were in an actual health care setting. This includes but is not limited to:
 - Appropriate infection control, hand washing/gloving
 - Proper body mechanics
 - Proper disposal of supplies/needles
 - Proper identification of patient and allergies
 - Safety issues for patient-side rails up, bed low, etc.
 - Psychosocial support-introduction, appropriate interaction with patient
 - Documentation of care
 - Professional behavior, dress and communication between faculty, peers, and patients
4. Do not remove the manikin from the bed, or any part of the manikin, unless supervised by an instructor or the lab facilitator.
5. Return the simulation bed to its original state, ready for the next student:
 - Dispose of trash appropriately
 - Replace used supplies
 - Change linens as needed
 - Return the bed to the original position
 - Clean up spills
 - Put away all supplies and equipment
 - Disinfect all equipment, manikins, furniture prior to leaving room per the institutions Covid-19 plan.
6. Dispose of all needles and biohazard material in the sharps box.
7. Report any incidents or malfunctions to the Lab Facilitator or any nursing faculty.
8. Students are responsible for their personal belongings. Please use coat hangers and shelves as available.



9. No food or drinks are permitted in “patient” rooms.
10. Clinical uniforms with Butler ID badge must be worn in the lab for every activity. (Please bring a stethoscope, a watch with a second hand, and a pen if doing a scenario in the lab). The only exception to the above is if signing up to practice skills independently (without instructor assistance), at which time lab jackets (including Butler ID badge) must be worn. Note: No outerwear other than the Butler grape-colored uniform jacket may be worn in the lab. No offensive odors, including smell of smoke, are permitted on students, their clothing, or their belongings when in the Clinical Learning Center.
11. For the uniform requirement in the Clinical Learning Center, please refer to the Dress Code/ Uniform Policy.

Student Employment at Clinical Agencies

Various clinical agencies employ Butler Community College nursing students in various job capacities.

- If the nursing student is working at a health care agency, and also attending clinical at the same health care agency, it is the student’s responsibility to identify when working/providing care as an employee or in a nursing student role.
- A student’s role with faculty supervision does not carry over to the role of an employee of the hospital when the nursing student is working as a nursing assistant or patient care or nurse technician.
- Students may not wear anything identifying Butler Community College, including name pin, patch, lab coat or uniform when employed by a health care agency.
- When in the clinical environment as a Butler Nursing Student, the student may not portray themselves as an employee of the clinical agency.

Attendance

Student success in college is dependent upon full participation in class activities. Because classroom activities are intended to help students learn, it is expected that students will attend all class meetings and activities. Students are expected to be on time for each session and/or log in regularly, have the required textbook, materials and make satisfactory progress in the class. If students must be absent, they should make arrangements in advance with their instructors, if at all possible. Students are responsible for notifying instructors of any absence.

Withdrawal from a course may affect a student’s financial aid. It is the student’s responsibility to attend and actively participate to make sure they maintain financial aid eligibility.

Procedural Clarifications

All instructors will maintain attendance as required for reporting. Following census reporting, instructors are strongly encouraged, but not required to take attendance.

- For lecture/blended courses:
 - Excessive unexcused absences are defined as missing more than 20% of the total scheduled meeting times for the course.
 - Students who have missed more than 20% of the total scheduled meeting times for the course and are not passing may be withdrawn by the instructor.
- For online courses:
 - Students must actively participate by submitting an academic activity at least once per week.
 - Students who are not actively participating, missing more than 20% of the total length of the course and who are not passing may be withdrawn by the instructor.
 - Simply logging in to the online course does not meet the requirement for active participation.
- If a student is withdrawn by the instructor a “WT” (withdrawn by teacher) will be recorded on his/her permanent record. An instructor cannot withdraw a student who is regularly attending for below average performance. A faculty member cannot withdraw a student after the published last day to



withdraw. Any exceptions to this policy must be approved by the Dean. Students who want to withdraw from the course may do so before or on the published last day to withdraw.

- Student absences for approved college activities will not accrue as excessive unexcused absences. Students will be allowed to make up work missed as a result of college approved activities.
- Students will make up work before the absence or within one week after returning to class. Students will check with each of their instructors prior to the absence to arrange for makeup times. Activity sponsors will publish a timely list of students who will be absent because of an approved college activity.

Confidentiality Statement

Any information, either written or oral, having any relevance to patient care is considered strictly confidential. Discussion regarding patients is restricted to the proper professional environment under supervision of appropriate health care professionals. Under no circumstances is it ever appropriate to discuss one patient with another patient, nor to discuss a patient case in a public area. In the psychiatric areas, if the student finds that the assigned patient is someone with whom acquainted, the student must immediately contact the instructor for another patient assignment. To do otherwise is a breach of confidentiality. A breach of confidentiality may be grounds for dismissal from the nursing program.

Miscellaneous Requirements

Individual agencies may have unique clinical requirements such as completion of modules related to restraints, blood glucose monitoring, TB test within 90 days of starting clinical, and fingerprinting. The student's clinical instructor will inform students of these miscellaneous requirements.

Blood or Body Fluid Exposure Protocol

In the event there is a parenteral (i.e. needlestick or cut) or mucous membrane (e.g. splash to the eye or mouth) exposure to blood or other body fluids, the student is to follow this protocol:

- For sharps exposure wash the skin exposure site well with soap and water. Avoid using damaging substances such as bleach. Do not bleed tissue. Rinse well. For mucous membrane exposure (eye or mouth) flush with copious amounts of water.
- Inform the Faculty member, and the unit manager. Complete necessary incident or agency reports. Leave the clinical area immediately to obtain medical care and advice. Contact your own health care provider immediately (personal physician or the emergency room). The student may also contact Butler CC's College Health Department for assessment, and recommended treatment.
- Depending on the nature of the parenteral exposure, it may be necessary to begin drug treatment within hours of the exposure. For this reason, the Department of Nursing recommends that students seek medical advice immediately after informing the faculty member and the unit manager.
- Neither the clinical agency nor the College is responsible for the cost of the care that is involved in the treatment, management or surveillance of exposure to blood or body fluids. For this reason, the Department of Nursing requires that all students have personal health insurance.

Tobacco Free Campus Policy

1. DEFINITIONS

For the purpose of this policy

- Smoking is defined as the lighting, burning, or use of tobacco or any other material in any type of smoking device or equipment.
- Tobacco includes but is not limited to smoking tobacco, chew snuff, snus, and dipping tobacco. The policy also prohibits the use of lit or unlit cigarettes, electronic cigarettes, clove cigarettes, cigars, pipes, hookahs, bidis, blunts, cigarillos, smokeless tobacco or any item that simulates any of the previously mentioned products.

With prior approval, theatre productions may be exempt from this policy when the use of simulated smoke or tobacco products is integral to a production or performance.



2. BACKGROUND AND RATIONALE

The background and rationale of this policy is because:

- 1) Butler Community College supports the health, safety, and well-being of students, faculty, staff, and visitors.
- 2) The Surgeon General has determined that the use of tobacco and exposure to secondhand smoke cause preventable disease, Butler campuses must be free of tobacco and secondhand smoke. Each year, more than 440,000 people die prematurely of diseases caused by smoking, accounting for 1 out of every 5 deaths in the United States (CDC, 2022). In addition to creating health hazards, tobacco and smoke increase institutional cost, including the costs of paying for fire damage, cleaning and maintenance, property and health insurance, and absenteeism.

3. POLICY

- A. Effective August 1, 2013, Butler Community College prohibits the use of tobacco by students, faculty, staff and visitors on its campuses.
- B. This policy applies to all previously mentioned tobacco products and all visitors, including vendors and contractors.
- C. The use of tobacco products is prohibited:
 - a. In all interior spaces on Butler Community College campuses
 - b. On all outside property or grounds of Butler Community College campuses including partially enclosed areas such as walkways and breezeways
 - c. In Butler Community College vehicles, including buses, vans, and all other College vehicles
 - d. In all indoor and outdoor athletic facilities associated with Butler Community College
- D. Organizers and attendees at public events, such as conferences, meetings, public lectures, social events, cultural events and sporting events using Butler Community College facilities will be required to abide by the tobacco-free policy and procedure. Organizers of such events are responsible for communicating the policy to attendees and for enforcing this policy.
- E. The College prohibits the campus-controlled advertising, sale, or free sampling of tobacco products on campus.
- F. Campus organizations are prohibited from accepting money or gifts from tobacco companies.

4. COMPLIANCE

Butler Community College expects all students, faculty, staff, and visitors to comply with this policy. Members of the campus community may respectfully inform others of the policy to increase awareness and compliance. An individual who notes a violation of this policy should:

1. Informally attempt to resolve the problem by requesting that the violator comply with the policy.
2. If the informal attempt fails, contact the Office of Human Resources or Office of the Vice President of Student Services for referral to the appropriate administrative official.

Repeat violations shall be dealt with according to established student, faculty, and staff codes of conduct, policy and procedures.

Safety

Personal safety is of great concern. When going to and from clinical sites, please keep the following in mind:

- Be aware of your surroundings. Evaluate threat. Be aware of who is around you how many, their affect, and how rapidly they may be approaching you.
- If available, carry a panic alarm.
- Always walk with others to and from parking. Do not walk by yourself.
- Do not park next to a van with the van doors opening on your driver's side.
- Do not appear to be vulnerable by burdening yourself with books and packages or walking slowly as if you were unsure of yourself.



- Keep your distance from other pedestrians. Be wary of those asking for direction or anything else of you.
- As you enter the parking area, have your car key in hand.
- Before you enter your car, look underneath and inside for potential attackers before you unlock your door.
- As soon as you enter your car, lock the doors and keep them locked as you drive. Move from the parking area immediately.
- If you must roll down your window, do not open it enough for someone to reach in and grab you.
- Do not hesitate to call hospital security for escort if you feel threatened.
- If you feel threatened; honk you horn, set off your alarm, scream, or do anything else to attract attention.
- If you are parking at night, park in the best-lighted area of the parking lot or garage.
- Be sure to note the location of your car in the parking area.
- Keep an escape route in mind, should an attacker surprise you.
- Maintain eye contact with a person who is threatening to you. Don't panic. Use your good judgment in these difficult situations. If you observe the above, you will reduce your vulnerability and your risk of attack.

Ethics for Nurses

Life and death decisions are a part of nursing, and ethics are therefore fundamental to the integrity of the nursing profession. Every day, nurses support each other to fulfill their ethical obligations to patients and the public, but in an ever-changing world – there are increased challenges. Butler's Department of Nursing prepares students to be excellent nurses who support their patients and each other and uphold the American Nurses Association's Code of Ethics.

Refusal to Care

"The American Nurses Association (ANA) Center for Ethics and Human Rights was established to help nurses navigate ethical and value conflicts, and life and death decisions, many of which are common to everyday practice. The Center develops policies designed to address issues in ethics and human rights at the state, national, and international levels. Through its highly visible information, activities, and programs, the Center promotes the ethical competence and human rights sensitivity of nurses in all practice settings and demonstrates ANA's abiding commitment to human rights.

The Code of Ethics for Nurses with Interpretive Statements is the social contract that nurses have with the U.S. public. It exemplifies our profession's promise to provide and advocate for safe, quality care for all patients and communities. It binds nurses to support each other so that all nurses can fulfill their ethical and professional obligations. This Code reflects the proud ethical heritage of nursing; one which will continue, whatever challenges the modern health care system presents." (ANA, 2023)

The Code of Ethics for Nurses with Interpretive Statements 9 Provisions are:

1. Respect for Others
2. Commitment to the Patient
3. Advocacy for the Patient
4. Accountability and Responsibility for Practice
5. Duty to Self and Duty to Others
6. Contribution to Healthcare Environments
7. Advancement of the Nursing Profession
8. Promotion of Community and World Health
9. Promotion of the Nursing Profession

Nursing students are expected to conduct themselves at all times in accordance with the ANA Code of Ethics for Nurses when identifying themselves as a Butler Nursing Student. Failure to do so may result in disciplinary action.



LEARNING RESOURCES AND INSTRUCTIONAL FACILITIES

Nursing Department

On the Butler of El Dorado campus, the nursing faculty offices, learning studios, Connell Nursing Technology Lab and Clinical Learning Center are located in Building #1500 on the 2nd floor.

On the Butler of Winfield campus, the nursing faculty office, learning studio and skills lab are located in Cowley College's Allied Health Center.

Clinical Learning Center

The Clinical Learning Center is open for nursing students Monday through Friday from 8:00 a.m. – 4:00pm, or as posted on lab door. This center is used by students for practice and return demonstration / skill competency testing throughout the nursing program. Skills and technology labs, clinical simulation experiences and clinical performance exams are activities offered for students throughout the program.

Connell Nursing Technology Lab (Computer Lab)

The Connell Nursing Technology lab is open for nursing students to view course materials, nursing software, internet access, and testing.

L.W. Nixon Library

The L.W. Nixon Library, located on the second floor of Building #600, houses the nursing holdings of books, journals, and reference materials. Students are encouraged to utilize the resources within the library and to consult with the professional librarian and staff. The library hours are listed on their web site. The library also has a number of health related databases. There are also libraries at the Butler of Andover and Butler of Rose Hill locations.



FINANCIAL INFORMATION

The Office of Student Financial Aid will correspond electronically with students through their Pipeline e-mail account. Students who prefer to receive correspondence via the postal service, should contact the financial aid office to make this change. Students can do this by sending an e-mail to finaid@butlercc.edu that includes their name, student ID number or the first 5 digits of their Social Security Number (SSN). Students are encouraged to use e-mail as it is the quickest way to communicate.

Butler participates in four federal aid programs and provides institutional scholarships and employment. The receipt of federal funds is determined by a uniform analysis of the student's financial need. Students are required to complete the Free Application for Federal Student Aid (FAFSA), available on the web at www.fafsa.gov.

See full financial aid information in college catalog.

Nursing Scholarship Application Process

In order to be considered for an academic or Foundation Scholarship while in the nursing program, students must complete an online scholarship application each academic year according to posted due dates. To complete this application, you will need to log into MyButlerCC and click on the green "Scholarships" tile. Complete the questionnaire and submit. Nursing students who return the application and who meet the scholarship criteria established will be considered eligible for the awards.

Final scholarship awardees are determined by the Foundation.

Many of the scholarships specify that the student have financial need. This need is determined through the Financial Aid Office and requires the student complete a [Financial Aid Application \(FAFSA\)](#), which are available in the [Financial Aid Office](#). This is only required once each academic year.

Policies Regarding the Selection of Nursing Scholarship Recipients

- Scholarships designated specifically for Nursing will be awarded only to students admitted to the Nursing program.
- Students indicating Nursing as a major, but not admitted to the program, will be considered for general academic scholarship awards.
- Selected recipients will receive an award letter indicating the name and amount of the scholarship award.
- Funds are made available through the Foundation and disbursed through the Financial Aid Office.
- Most scholarship awards are renewable each semester as long as the recipient continues to meet the scholarship requirements. Recipients of Butler nursing scholarships do not have to enroll in and complete 12 credit hours each semester to maintain eligibility for endowed Butler awards. Other academic (non-nursing) scholarships may require the student to carry 12 hours.
- Students selected for a Foundation scholarship will be required to complete a "thank you" note and a student profile form. These will be forwarded to the scholarship donor.
- Each Foundation scholarship recipient will also be invited to the annual scholarship reception held each Fall.

Do not confuse Butler nursing Scholarship awards with the State of Kansas Nursing Scholarship, which does require the recipient to be enrolled in a minimum of 12 credit hours each semester.



INFORMATION FOR STUDENTS PREPARING TO GRADUATE

Degree Check

The student has the responsibility of completing a graduation degree check through the advising office during the second level of the nursing program to ensure the student has met/is meeting the graduation requirements.

Student Honors

Graduating sophomores may earn an additional honor by qualifying for membership in the Order of the Purple or Order of the Gold. Order of the Purple candidacy is announced each spring by the Vice President of Academics. Candidacy for this honor is based on Butler grade point average figures and minimum of 30 resident Butler hours earned the semester before graduation.

Graduates with grade point averages of 3.75 and above are eligible for membership in Order of the Purple. To further qualify for Order of the Gold, graduates must have a combined 4.0 grade point average based on final grade point including any transfer hours, these hours are calculated to include the semester of graduation.

Both honors are based on the student's final Butler grade point average, including developmental hours, and a minimum of 30 resident Butler hours (for Advanced Standing Students, the "Credit by Advanced Placement Examination" hours do not count toward the minimum 30 hours). Academic renewal disqualifies students from eligibility for Order of the Purple or Gold. Repeated courses are acceptable.

If eligibility occurs after final semester grades are included, honors are posted to student's transcript and the award sent at that time.

Complete a degree check in the Registrar's Office to ensure you will meet the graduation requirements.

Qualifications for Writing State Board Licensure Examination

Prospective students must understand the qualifications for applicants for licensure as a Professional Nurse in Kansas. These qualifications can be obtained from the Kansas State Board of Nursing:

Kansas State Board of Nursing
Landon State Office Building
900 SW Jackson Street Suite 1051
Topeka, Kansas 66612-1230
Main: 785-296-4929
<http://www.ksbn.org/>

- Qualifications for writing the state board licensure examinations.
<https://ksbn.kansas.gov/wp-content/uploads/NPA/65-1115.pdf>
- Grounds for disciplinary action/denial of license.
<https://ksbn.kansas.gov/wp-content/uploads/NPA/65-1120.pdf>
- Crimes against persons.
http://www.kslegislature.org/li/b2023_24/statute/021_000_0000_chapter/021_054_0000_article/



ELECTION OF CLASS OFFICERS

Elections during 1st year of the Program

In the 1st semester of the program, class officers are elected for the 1st year of the nursing program. Nominations are opened on the day scheduled for the election. The individual must be willing to accept nomination prior to submitting name. Nominees present a brief summary of their qualifications for the office. The elected offices are President and Vice-president. Election is by hand vote.

Responsibilities by Office:

1. President
Serve as liaison at monthly faculty meetings (Schedule of meetings will be sent to Class Officers at the beginning of the semester).
2. Vice-president
Serve as an alternate at monthly faculty meetings.

Elections during 2nd year of the Program

In the 3rd semester, class officers are elected for the 2nd year of the nursing program. Nominations are opened on the day scheduled for the election. The individual must be willing to accept nominations prior to submitting name. Nominees present a brief summary of their qualifications for the office. The elected offices are: President, Vice-president.

Responsibilities by Office:

1. President
 - *Serve as class liaison at monthly faculty meetings (Schedule of meetings will be sent to Class Officers at the beginning of the semester).*
 - *Pinning Ceremony Address to Classmates.*
2. Vice-president
 - *Serve as an alternate in the event of the President's absence during faculty meetings.*
 - *Lead class in either the "International Council of Nurse's Pledge" or the "Nightingale Pledge", at Pinning Ceremony.*

Student Representation on Nursing Faculty Team

The Nursing Faculty Team has student representatives as a part of team membership. The student representatives to the nursing faculty meetings shall be the elected class President or Vice President from each nursing class currently within the program. Student representatives will be informed of team meeting dates. Student input is highly valued and officers are highly encouraged to attend faculty team meetings.



BUTLER STUDENT NURSING ASSOCIATION

The Butler Student Nursing Association (BSNA) is comprised of students enrolled in the Associate Degree of Nursing program, faculty advisors and consultants. The purpose of the Student Nursing Association is to promote the profession of Nursing, and to contribute to Nursing education in order to provide the highest quality health care. All Nursing and Pre-Nursing students are invited to participate in BSNA activities. For more information, contact Kimberly Hubble at khubble@butlercc.edu.



NOTICE OF NONDISCRIMINATION

Butler Community College is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination, harassment, violence, and retaliation. Butler Community College prohibits any form of discrimination, harassment, violence, threats or attempts to inflict and/or aid in inflicting violence against an employee or student based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, genetic information, marital status, political affiliation and/or any other status protected by federal, state or local law and/or because the person opposed unlawful discrimination and/or participated in an investigation or complaint concerning unlawful discrimination. Lack of English language skill is not a barrier to admission and participation in educational programs and activities. Any person having inquiries regarding special needs, support services, or Butler Community College's compliance with the regulations implementing Title VI, Title IX and the Americans with Disabilities Act of 1990 is directed to contact the coordinators who have been designated to coordinate the educational institution's efforts to comply with the regulations implementing these laws.

Title IX Coordinator:

Sherri Conard
Director of First Year Experience
BOA Student Union Manager
715 E 13th St
Student Life Center, Office 5002C
Andover, KS 67002
sconard@butlercc.edu
316.323.6373

ADA Compliance Officer/Section 504 Coordinator:

Teresa Eastman
Director of Disability Services
Office of Disability Services
901 South Haverhill Rd
Hubbard Center, Office 603E
El Dorado, KS 67042
teastman@butlercc.edu
316.322.3166

Butler Community College
Department of Nursing



STATEMENT OF UNDERSTANDING

I have read the BCC Nursing Department Student Handbook and am aware of its policies relating to my enrollment and activities in the nursing program. I agree to abide by these policies. I am also aware that the policies within this handbook are subject to change and I will be informed of such changes via email or written communication and/or within the course syllabus.

I understand that my failure to complete and turn in all required forms, including this page, will result in my being unable to attend the clinical component until all of my forms have been turned in to the nursing office.

Printed Name _____

Signature _____ Date _____

(This form will be provided the first day of class for you to sign.)

