



# **RN REFRESHER PROGRAM**

## **STUDENT HANDBOOK**

### **FOR STUDENTS**

### **ENTERING SPRING 2022**

THE RN REFRESHER (RNR) PROGRAM IS A NON-COLLEGE CREDIT OFFERING OF NURSING CONTINUING EDUCATION AT BELLEVUE COLLEGE. **ALL POLICIES AND PROCEDURES ARE INCLUDED IN THE STUDENT HANDBOOK.**

This handbook serves as the Program syllabus (contract between students and faculty) and as a resource to answer many questions common to RNR students. Please continue to refer to it during your program.

If, at any time, you have any questions, need clarification, or have any suggestions, please speak with the program coordinator. Your classmates may have different goals or needs and may not be the best source for information appropriate to your own unique situation.

# **Introduction to Bellevue College**

## **The Bellevue College Mission (<https://www.bellevuecollege.edu/futurevision/mission/>)**

Bellevue College is a student-centered, comprehensive and innovative college, committed to teaching excellence that advances the life-long educational development of its students while strengthening the economic, social and cultural life of its diverse community. The college promotes student success by providing high-quality, flexible, accessible educational programs and services; advancing pluralism, inclusion and global awareness; and acting as a catalyst and collaborator for a vibrant region.

### ***Vision***

Bellevue College is the region's college of choice, based on its excellence, innovation, and national recognition for exemplary programs.

### ***Core Values***

We, the Board of Trustees, faculty, staff and administration of Bellevue College, place students at the center of all we do and support and promote the excellence of their efforts. We affirm and embody pluralism; value collaboration and shared decision making; and honor creativity and innovation. We consider it our duty to anticipate changing demands in education and welcome the opportunity to shape its future. We acknowledge our responsibility to society and embrace the belief that widespread access to excellent postsecondary education is the cornerstone of a democratic society.

### ***Student Information***

#### **Affirmation of Inclusion (<https://www.bellevuecollege.edu/inclusion/>)**

Bellevue College is committed to maintaining an environment in which every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination. We value our different backgrounds at BC, and students, faculty, staff members, and administrators are to treat one another with dignity and respect. (Adopted by the All College Council, June 1992).

BC reaffirms its policy of equal opportunity regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran. This policy applies to all programs and facilities, including, but not limited to, admissions, educational programs, and employment. BC is committed to providing access and reasonable accommodation in its services, programs, activities and education for individuals with disabilities.

Any discriminatory action can be a cause for disciplinary action. Coordination of the compliance efforts at BC with respect to discrimination laws is under the direction of

Charles Sims, Interim Vice-President for Human Resources, Bellevue College, 3000 Landerholm Circle SE, Bellevue, WA 98007-6454, VOICE: (425) 564-2266 TTY: (425) 564-4184.

**Students with Special Needs:** (<https://www.bellevuecollege.edu/drc/students/>)

Students with disabilities who have accommodation needs are required to meet with the Disability Recourse Center (DRC) office, room B132 (telephone 425.564.2498 or TTY 425.564.4110), to establish their eligibility for accommodation. The DRC office will provide each eligible student with an accommodation letter. **Students who require accommodation in class must review the DRC accommodation letter with each instructor during the first week of the quarter.** Students with mobility challenges who may need assistance in case of an emergency situation or evacuation should register with Disability Support Services, and review those needs with the instructor as well.

**BC Performance Expectations for All Enrolled Students:**

(<http://www.bellevuecollege.edu/policies/id-2050/>)

“Cheating, stealing and plagiarizing (using the ideas or words of another as one’s own without crediting the source) and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue College. **Examples of unacceptable behavior include, but are not limited to: talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates.** The instructor can refer any violation of the Student Code of Conduct to the Dean of Student Services for possible probation or suspension from Bellevue College. Specific student rights, responsibilities and appeal procedures are listed in the Student Code of Conduct, available in the office of the Dean of Student Services.”

**Family Education Rights and Privacy Act (FERPA):**

(<http://www.bellevuecollege.edu/policies/id-2600/>)

Disclosure of information concerning permanent education records is governed by FERPA. Information considered confidential can be released only with written permission of the student. Refer to the BC Course Catalog or BC Student Handbook for additional information.

## **Introduction to the BC RN Refresher Program**

Bellevue College (BC) offers an RN Refresher Program (RNR) consisting of two courses: 1) classroom didactic/theory content; 2) clinical lab, simulation and clinical preceptorship in a health care setting. These courses are approved by the Washington State Nursing Care Quality Assurance Commission and meet all requirements for Core and Medical-Surgical Nursing as defined in the Washington Administrative Code. All courses are taught by nurse educators with clinical expertise. The program is offered annually.

The program includes 110 hours of online instruction in core nursing content, including approximately 40 hours in specialty nursing content. The health care setting clinical experience is divided into two parts:

1. Twenty-four hours of skills laboratory experience on the BC campus.
2. A simulation/ clinical preceptorship, working directly with an RN preceptor for 160 hours.

To complete the program requirement, all RNR students need to complete a total of 160 clinical hours. If for any reason you are unable to attend the simulation day these hours will need to be added to your precepted experience.

College services such as the library, the Women's Center, and the Child Care Center are available to students in this program.

### **Philosophy and Purpose of the Registered Nurse Refresher Program**

Nursing is a professional practice discipline that demands continuous learning. Registered nurses (RNs) may choose not to practice nursing for some period of time, yet they remain valuable resources to the community. RNs who have a strong foundation in professional practice from past experience can return to active nursing through a planned program of didactic learning and clinical practice. The faculty of the Bellevue College RNR Program believe that this program supports the learning needs of returning RN students and helps to meet the community's need for registered nurses.

### **Philosophy of Adult Learning**

The RNR Program faculty believe that program participants are adult learners who can articulate their learning needs. Each participant has unique needs; comes with a different background; has a variety of nursing experiences; learns in different ways; and has rich life experiences on which to build additional learning. Adult learners are actively involved in the learning process and seek meaningful learning opportunities to meet their individual learning needs.

### **Conceptual Framework**

The nursing process is used as the construct for learning and practice. The nursing process is based on biologic, physiologic, psychosocial, and ethno-cultural issues. Throughout the curriculum, use of the nursing process allows the student to focus on patient needs, professional interactions, and legal and ethical aspects of professional nursing. Swanson's Caring Theory is the foundation for the curriculum.

### **Admission to the RNR Program**

The program is open to RNs who have been out of active practice or who want updated knowledge and clinical practice in adult, acute medical-surgical nursing. Once the RNR Application is completed, the Program Chair of Continuing Nursing Education (CNE) will contact you to set up an advising session. This advising session includes reviewing your application, gathering additional information regarding education and experience that will help facilitate setting up the clinical experience.

RN Theory Review Only is open to all nurses and nurse educators. WA State RN Licensure is not required.

### **Program Withdrawal**

A student who withdraws from the program for any reason will receive a certificate for hours attended for theory, but will not be eligible for a Certificate of Program Completion. Please notify the Program Chair if you are withdrawing from the program.

#### **Refunds for Withdrawal:**

Withdrawal requests must be made to the Program Chair and are required in writing (letter or email) to officially withdraw from the RNR Program. Withdrawals are refunded per college policy and registration calendar.

### **Program and Progression Requirements**

The RNR Program is a two-quarter program (five-six months). By enrolling in the program, the student commits to the entire educational process by attending on-line theory classes, followed by skills labs and then clinical experiences. Fulfilling the program requirements within the designated time frames. **The program makes every effort to adhere to the published course schedule; however, circumstances may require students to be flexible in attending experiences that will enhance learning or changing class dates in case of instructor request.**

All students must complete and pass the 110 hours-theory course before going on to the clinical experience. Students must meet defined skills lab and simulation performance standards to advance to the preceptorship.

### **Program Completion**

Students earn a Certificate of Program Completion upon satisfactory completion of 160 hours of clinical practice and a minimum of 110 hours of theory. **Each student's final Certificate of Completion will indicate actual hours of theory and clinical practice attended.**

### **Pre-Clinical Requirements**

1. **A signed affiliation agreement** must be completed between the agency for your clinical experience and Bellevue College prior to the start of any experience. Most major hospitals in Washington already have signed agreements with Bellevue College and it will be at the discretion of the agency to agree to place a student in their requested area for the experience.
2. **Clinical Placements Northwest (CPNW) Passport**—Bellevue College has agreed to have all students complete the CPNW Passport before being placed for the practicum clinical experience. In order to complete the passport, you must have the following:

- a. **Proof of Immunizations:** The requirements include: Tuberculin Test, Hepatitis B, Influenza, Tetanus/Diphtheria/Pertussis (TD/Tdap), Measles, Mumps, Rubella (MMR) Vaccine, Varicella Vaccine (Chickenpox). Please follow passport instructions for approval of immunizations [Appendix A](#)
  - b. **CPR Certification:** Health Care Provider Basic Life Course, American Heart Association.
  - c. **Background Check:** All students placed for clinical experiences complete the national background check through [CastleBranch.com](#).
  - d. **Liability Insurance:** The Bellevue College Liability Insurance is attached as a fee to the clinical course of the RNR Program.
3. **License or Limited Education Authorization**  
Each participant completing a clinical experience in the state of WA will be required to hold a current RN License or have a Limited Education Authorization from the WA Quality Assurance Commission. If you have a lapsed license from a state other than WA and have never been licensed in WA, you will apply for licensure by Endorsement. If you have a lapsed or inactive WA license you will apply for licensure with the Expired Registered Nurse Activation Packet. The paperwork for this process is available at the following web site: <https://www.doh.wa.gov/Portals/1/Documents/Pubs/669404.pdf>
4. **Documentation:** All students are required to submit a Resume, signed release of information form and a clinical preference form before clinical placement procedures are implemented.

#### Courses and Fees

Registration Fee	\$ 60	Paid to Tombolo Institute
Online Theory	\$1400	Must be paid by Orientation date
Online Course Fee	\$105	
Skills Lab and Preceptorship	\$2000	Due before the start of skills lab
Liability Insurance	\$23.50	
Castle Branch	\$120	For Immunization and background check
CPNW*	\$75	
Books	See book list	

\*Bellevue College is part of the North Puget Sound Clinical Placements Northwest (CPNW) and a fee is required to place students in all preceptor rotations. The fee for placement for CPNW is \$100/ student.

#### Book List

Lewis, S.M., Dirksen, S.R., Heitkemper, M.M. and Bucher, L. (2017). *Medical-Surgical nursing: Assessment and management of clinical problems*. (10th Ed.). St. Louis: Mosby-Elsevier Mosby, Inc. ISBN-13: 978-0323328524  
ISBN-10: 0323328520 You can rent it on [Amazon](#) for a reasonable price.

Lane-Lilley, L. Rainforth-Collins. S, Snyder, J., (2019). *Pharmacology and the nursing process*. (9th ed.). St Louis: Mosby-Elsevier Inc. ISBN-13: 978-0323529495  
ISBN-10: 0323529496 You can rent on [Amazon](#) for a reasonable price

**Optional:** Silvestri, L. A. and Silvestri A. E. (2018). *Saunders Q & A Review for the NCLEX-RN® Examination* (7th Ed) Mosby-Elsevier Mosby, Inc. ISBN-13: 978-0323428729  
ISBN-10: 032342872X You can rent on [Amazon](#) for a reasonable price

## Objectives of the RNR Program

The objectives of the RNR Program focus on specific learning needs of registered nurses who have been out of direct care practice for some time. This is an intentionally rigorous program so that returning RNs will be able to meet the challenges of today's health care environment. Students who complete this program are prepared for entry level nursing positions.

### Theory Course:

The program includes 110 hours of online instruction in core nursing content, including approximately 40 hours in specialty nursing content. This content is delivered via the Canvas learning management system (LMS). Canvas is a web-based software that allows courses to be housed in a secure web space enabling sharing of course content, communication platform via BC email, online learning activities and assessments. Student access to Canvas: <http://bellevuecollege.edu/canvas/>. Student orientation link: <https://bc.instructure.com/courses/411354/>. How to view your grades on Canvas: <https://community.canvaslms.com/docs/DOC-10666-421254359>. If you are having difficulty at any time with the Canvas LMS please contact the help desk at 425-564-HELP

Participants in the RNR Theory portion of the program must complete, two assignments, five quizzes, five module exams and one medication administration exam. These exams and quizzes have been scheduled to evaluate satisfactory completion of the Nursing RNR course objectives and competencies as outlined in the modules. Specific due dates for completion of these are listed in the RNR Calendar. The exams may consist of multiple choice, fill in the blank and short answer questions from the module competency statements, course objectives and material. The Exams and quizzes will be graded electronically on the Canvas LMS system. Students must pass all exams and quizzes at the 75% level. Students who do not achieve a score of 75% will be provided a second opportunity to retake the exam. Students who do not have a cumulative score of 75% on all exams and quizzes will not be able to participate in clinical activities.

### RN Refresher Grading Policy

Exercise	Pass Requirement	Attempts Allowed	Turn Around Time for Grading
Assignments	Complete /Incomplete	As needed	48 hours
Quizzes	75%	2	Access your results when quiz closes on Canvas
Medication Administration Exam	75%	2	Access your results when exam closes on Canvas
Exams	75%	2	Access your results when exam closes on Canvas.

### CONTACTING THE INSTRUCTOR:

Due to the Family Educational Rights and Privacy Act (FERPA) all communication between students and faculty must be through the Bellevue College main server. Per this policy an instructor can only contact you through your BC email or the Canvas site. If you email the instructor from your Hotmail/Gmail account they cannot respond. The preferred way to contact the instructor is through BC email at [lisa.tedeschi@bellevuecollege.edu](mailto:lisa.tedeschi@bellevuecollege.edu). A concerted effort will be made to respond to all emails within 24-48 hours during the week. Email will not be reviewed over the weekend.

### Theory Course Objectives

Upon completion of the online theory course, the student will be able to:

1. Demonstrate nursing process in various case scenarios.

2. Demonstrate therapeutic communication techniques with clients, instructors and peers.
3. Identify cultural factors that can affect care across the lifespan.
4. Examine current trends in nursing practice that influence the delivery of healthcare.
5. Discuss the National Council of State Boards of Nursing (NCSBN) rights of delegation and the WA State Scope of Practice Decision Tree.
6. Describe the pathophysiology, clinical manifestations, pharmacological treatment and collaborative care of adult clients with multiple medical disorders.
7. Discuss the significance of Evidenced-based Practice (EBP) in the relation to improving patient care and outcomes.

### **Skills Lab/ Simulation Experience**

Skills Lab/ Simulation gives the student opportunity for repetitive practice of basic nursing skills prior to clinical experience. Each student is expected to practice self-directed learning, asking questions, practicing until beginning mastery skill ability is achieved.

Lab classes are held in T-315. Expectations for students include:

- Dress professionally, as expected in the clinical setting.
- Bring a stethoscope and a watch with a second hand,
- Come prepared by reading the guidelines and videos posted in CANVAS before class
- Print off the skills checklists assigned. Multiple skills are covered in each class.

Students will demonstrate skill attainment/skill refreshment to skills lab faculty. Faculty will determine if a student needs more practice to provide safe and effective care. If so, individual supervision will be given first, followed by more practice, and then re-return demonstration. Completed skills checklists serve as written evaluation of skills acquisition.

**Medication and IV Fluid Dosage Calculation Examination:** Medications errors are a source of mistakes in healthcare that causes poor patient outcomes. All students are expected to demonstrate safe medication calculations. This includes math calculations of medication dosages and IV drip rates. Math skills are assessed by a written exam.

- Students must pass at the 75% level.
- **Students who achieve scores of <75% will discuss test results with the instructor to identify appropriate required remedial work.** Students who do not submit acceptable remedial work by the assigned date will not be able to participate in preceptorship activities.

### **Skills Lab/ Simulation Experience Objectives:**

Upon completion of the skills lab/simulation, the student will be able to:

1. Demonstrate clinical practice skills using proper safe technique.
2. Develop assessment skills currently expected by staff in acute care settings.
3. Gain personal confidence in their nursing skills and role as a RN.
4. Demonstrate competency in medication calculation and various medication administration techniques.
5. Engage in planning patient care through a simulation activity.
6. Demonstrate increased personal confidence in the RN role.

### **Preceptorships**

Student interest in particular preceptorships will be informally discussed early in the program, during the 1st workshop orientation review & again later in the program. The preceptorship experience requires 160 clinical practice hours. If you attended the

simulation day those hours can be counted as part of the 160 hours.

Each RN Refresher student works directly with a Registered Nurse preceptor in an acute care setting, clinic, or other setting appropriate to the student's learning goals. The program has established contracts with many practice sites for RN Refresher student placement in hospitals, clinics, and other practice sites. A wide variety of experiences are available but the program does not guarantee that students with very specific placement requests can be accommodated.

The primary goal in identifying an appropriate preceptorship is for the student to get experience consistent with the student's eventual employment goals. A job may or may not result from the preceptorship. Students should be able to have a positive experience from the many agencies on that we contract with.

In order for a student to participate in a preceptorship at any agency, there must be an Affiliation Agreement (contract) signed by both the College and the agency. The process of negotiating this agreement can take several months. It may not be possible in terms of time to complete an agreement with a new agency that a student identifies as desirable as a preceptorship site depending on the degree of negotiation needed to complete the agreement.

The program chair & program clinical coordinator is responsible for matching students with available preceptorship opportunities. Students should not individually approach agencies about preceptorships. Some agencies or units may want to interview a student prior to a preceptorship placement or may have specific experience requirements. Not all students are eligible or appropriate for all preceptorship opportunities.

Preceptors give written feedback to students at midterm and after the final clinical experience. If a student is having any difficulties with the preceptor or the agency, he or she should discuss the problems and issues with the program ~~director~~ chair when they arise. Program faculty will visit the clinical site to discuss the student's progress at the request of the faculty, student, preceptor, or agency.

From the Affiliation Agreement between BC and the agency is the following paragraph:

*"Training Site will have the right to take immediate temporary action to correct a situation where a student's actions endanger patient care. As soon as possible thereafter, Training Site's clinical education Supervisor will notify School of the action taken. All final resolutions of the student's academic status in such situations will be made solely by School after reviewing the matter and considering whatever written factual information Training Site provides for School; however, Training Site reserves the right to terminate the use of its facilities by a particular student where necessary to maintain its operation free of disruption and to ensure quality of patient care."*

If a student is directed by an agency to discontinue a preceptorship due to unsafe or unacceptable practice, the RN Refresher Program is under no obligation to place that student at another preceptorship site.

### **Student Learning Outcomes for Preceptorship**

Upon completion of the preceptorship experience the student will be able to:

1. Use the nursing process as a systematic approach in providing nursing care.
2. Apply information from the basic sciences and nursing theory to patient care.
3. Demonstrate skill and safety in providing patient care.
4. Use current technology for documentation and provision of patient care.
5. Exhibit professional accountability and practice within the ethical and legal framework of nursing.
6. Demonstrate proficiency in performing technical skills.
7. Assess patients in a variety of health care environments.
8. Manage current technology for documentation and provision of patient care.
9. Communicate effectively with patients, families and the health care team.
10. Administer medications and treatments in a safe and timely manner.
11. Provide patient and family teaching as appropriate.
12. Comply with institutional policies and procedures.
13. Develop and evaluate the achievement of personal and professional goals.

### **Documentation of Preceptorship Activities**

All required documents related to preceptorship activities must be submitted to the program director before the Certificate of Program Completion is awarded. In addition, for students who have a Limited Education Authorization, documentation must be complete and submitted before the Nursing Commission is notified that the student has successfully completed all program requirements. Required documentation will be discussed during a scheduled preceptorship orientation session.

### **Dress Code for Clinical Practice**

1. Bellevue College photo identification must be worn at all clinical preceptorship sites if not provided by the clinical site.
2. Waterproof watch with a second hand. Or you may pin the watch to your uniform.
3. Minimal jewelry — plain wedding band and small, non-dangling earrings. No other facial or tongue jewelry is permitted. Limit rings to no more than 2 rings with low settings to prevent glove tearing and scratching patients. Limit wrist jewelry to a watch and, if necessary, a Medic Alert bracelet. Other bracelets and necklaces are not appropriate and should be left at home.
4. Hair and/or beard must be neat and well groomed. Hair must be neatly pinned up and pulled back from the face. Hair is to be above the shoulder. Do not wear perfume, aftershave or other personal care products with heavy scents.
5. Natural nails must be short (may not extend beyond the tip of the finger) and trimmed with unchipped, pale polish or no polish.
6. Clean white shoes with white or neutral hosiery or socks. No open toed shoes, clogs, or sandals. New or nearly new mostly white athletic shoes are fine.
7. White or colored scrub-type pants may be worn with colored tops. **Avoid solid teal, yellow, burgundy or navy scrubs as these colors are worn by other workers in some hospitals.** A print scrub top is usually a good choice if unsure of what color to choose. You can get uniforms at Acorn Uniforms, 12611 Northup Way Bellevue, WA 98005 [www.acornuniforms.com](http://www.acornuniforms.com)  
Hours: Mon-Fri: 9:30- 6 pm, Sat: 10-5:30, Sun: 12-4
8. No clothing that is primarily intended for recreational purposes should be worn.
9. Students who do not meet the dress code requirements will be required to leave the clinical practice site and will be considered absent for that day.

**Professional Expectations:** Students are expected to abide by the American Nurses Association Code of Ethics for nurses and are also expected to exhibit professional behavior toward all faculty members, health team members, peers, patients and families.

### **Academic Expectations**

Academic dishonesty (“cheating”) involves all methods or techniques that enable a student to gain unfair advantage in the clinical or classroom setting. Cases of academic dishonesty ordinarily result in a grade of F for the assignment and/or dismissal from the RN Refresher program please refer to Bellevue Colleges [Student Conduct Policy](#)

### **Clinical Expectations**

Exhibiting any of the following behaviors may result in disciplinary action:

1. Indications that the student is under the influence of chemical substances
2. Behaviors in the clinical setting listed below:
  - Taking telephone or verbal orders from a physician without the immediate, direct supervision of the preceptor or staff nurse.
  - Leaving the clinical area without notifying preceptor.
  - Falsifying or photocopying medical records.
  - Performing a new skill or procedure for the first time without preceptor’s knowledge or without the direct, immediate supervision of a staff nurse.

### **Complaint Process**

#### **BELLEVUE COLLEGE POLICY**

- Students have both the right to receive clear information and fair application of college grading policies, standards, rules, and requirements as well as the responsibility to comply with them in their relationships with faculty and staff members.
- BC prohibits discrimination against students and employees on the basis of race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation age religion, the presence of sensory, mental or physical disability, or status as a disabled or Vietnam-era veteran.
- BC employees are responsible for ensuring that their conduct does not discriminate against anyone: they are expected to treat people conducting business at BC with respect and may expect the same consideration, in return.
- The college recognizes that disputes may sometimes arise and encourages the parties involved to resolve the conflict informally whenever possible. If resolution cannot be reached, a formal process provides an impartial and equitable way to resolve those conflicts.
- Bellevue College encourages informal resolution of dissatisfactions and maintains procedures for formally expressing and resolving student complaints related to grades, employee misconduct, or allegations of discrimination or harassment. Additional information about complaint procedures may be obtained from the nursing program office, Student Services, or the BC Student Handbook.
- Students who have concerns about grades, assignments, etc. are encouraged to meet with the appropriate course faculty member first.
- If the issue cannot be resolved to the student’s satisfaction, the student may file a written complaint with the Associate Dean of Nursing.
- if no resolution is achieved the student may request a meeting with the Dean of the Health Science, Education and Wellness Institute.
- If the issue cannot be resolved to the student’s satisfaction, the student may consult the BC [1450 General Complaint Resolution](#).

## **RNR Student Handbook Acknowledgement Form**

**This form is a required component of your student record. Please read and provide your electronic signature.**

<b>RNR Student Handbook Acknowledgement</b>
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I acknowledge that it is my responsibility as a student to read and understand the information contained in this handbook and to become acquainted with all academic policies, rules, and regulations promulgated by the College. These policies are in effect for the duration of the program unless modified by the Associate Dean of the Nursing Program. Not every policy statement, rule, or regulation is contained in the RN Refresher Student Handbook. Contents of this handbook were prepared from the best available information at the time of its publication. Although every attempt has been made to ensure that the information contained in this handbook is accurate and complete at the time of printing, the contents of the handbook, including all statements pertaining to the nursing program and graduation requirements, may be subject to change without prior notice.

I understand that in addition to adhering to all program policies in this handbook, I am also responsible for adhering to all clinical site policies as stipulated by the preceptorship. Noncompliance with the policies and procedures as presented may result in a recommendation for withdrawal from the program.


I acknowledge that I have received the Bellevue College RN-Refresher Program Student Handbook

I understand that any questions I have regarding this handbook may be directed to the RN Refresher Program Chair or the Associate Dean of the Nursing Program.

**Please go to the following link and enter your electronic signature.**

[https://bellevuecollege.co1.qualtrics.com/jfe/form/SV\\_2aDKKLa6adcBpdk](https://bellevuecollege.co1.qualtrics.com/jfe/form/SV_2aDKKLa6adcBpdk)

# Appendix A



## Student/Faculty Clinical Passport

This is a digital PDF and should not be handwritten.  
 For best results, we recommend the free version of Adobe that can be downloaded by [clicking here](#)  
 For more information on this Clinical Passport [click here](#)

By contract with your academic institution, all students and faculty participating in learning experiences at this healthcare site must meet the following health and safety requirements. The academic institution is responsible for ensuring that requirements have been met prior to participation in the clinical experience. Records will be kept at the academic institution and random review by the clinical affiliates will occur on a regular basis. Documentation must meet requirements at all times. Required immunizations must include mm/dd/yyyy if available.

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Student/Faculty Name: \_\_\_\_\_ DOB: \_\_\_\_\_

College: \_\_\_\_\_

Program: \_\_\_\_\_

Form Verified By: Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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**SUBMITTED ONCE**

☐ **TUBERCULIN STATUS**

**A. Two-step TST#1**

Place Date: \_\_\_\_\_ Read Date: \_\_\_\_\_

Result \_\_\_\_\_ mm ☐ Neg ☐ Pos

If first TST is positive or new positive with no history of disease then an IGRA is recommended to confirm.

**Two-step TST#2**

Place Date: \_\_\_\_\_ Read Date: \_\_\_\_\_

Result \_\_\_\_\_ mm ☐ Neg ☐ Pos **OR**

**B. TB IGRA** Date: \_\_\_\_\_ Result: \_\_\_\_\_

**C. If new positive results** Date \_\_\_\_\_ of Exam/X-ray

**D. History of positive results** Date: \_\_\_\_\_ of Neg X-ray

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☐ **HEPATITIS B** (3 primary series shots [at 0, 1, 6 months] plus titer confirmations 6-8 weeks later) **OR** (2 primary series shots [over 1-month period] plus titer confirmation 6-8 weeks later).

**A. 3-series** (Recombinex HB or Energix-B or Recombivax HB)

**Vaccination Dates:**

1. \_\_\_\_\_ Titer: \_\_\_\_\_

2. \_\_\_\_\_ Date drawn: \_\_\_\_\_

3. \_\_\_\_\_ Result: ☐ Neg ☐ Pos

**If negative titer after initial series of 3 vaccines, then vaccine #4 and re-titer OR #5 and #6 vaccines and re-titer**

4. \_\_\_\_\_ Titer: \_\_\_\_\_

5. \_\_\_\_\_ Date drawn: \_\_\_\_\_

6. \_\_\_\_\_ Result: ☐ Neg ☐ Pos **OR**

**B. 2-series** (HepB 2) **Vaccination Dates:**

1. \_\_\_\_\_ Titer: \_\_\_\_\_

2. \_\_\_\_\_ Date drawn: \_\_\_\_\_

3. \_\_\_\_\_ Result: ☐ Neg ☐ Pos

**C. Immunity by titer (anti-HBs or HepB SAb)**

Date: \_\_\_\_\_

**D. Signed declination** Date: \_\_\_\_\_

**E. History of disease** Date: \_\_\_\_\_

**F. Medical immunity per military code** ☐

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☐ **MMR** (Measles, Mumps, Rubella)

**A. Vaccination Dates**

1. \_\_\_\_\_ 2. \_\_\_\_\_ **OR**

**B. Immunity by titers:** Measles titer Date: \_\_\_\_\_

Mumps titer Date: \_\_\_\_\_

Rubella titer Date: \_\_\_\_\_

**C. Medical immunity per military code** ☐

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☐ **VARICELLA**

**A. Vaccination Dates**

1. \_\_\_\_\_ 2. \_\_\_\_\_ **OR**

Immunity by titer Date: \_\_\_\_\_

**B. Medical immunity per military code** ☐

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☐ **TETANUS/DIPHTHERIA/PERTUSSIS** (Tdap required after 2006, Td required every 10 years after Tdap)

**A. Tdap** Date: \_\_\_\_\_ **B. Td** Date: \_\_\_\_\_

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☐ **AUTHORIZATION FOR RELEASE OF RECORD**

(School keeps this on file)

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☐ **MILITARY IMMUNIZATION** (medical immunity)

\* Exempt status for certain vaccines according to military code: [Click Here](#)

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☐ **ADDITIONAL REQUIREMENTS** (If Applicable) The healthcare organization may have additional requirements that must be completed.

**Other** \_\_\_\_\_ Date: \_\_\_\_\_

**SUBMITTED YEARLY**

☐ **TUBERCULIN STATUS**

**A. Annual TST** (given less than one year from previous TST)

Place Date: \_\_\_\_\_ Read Date: \_\_\_\_\_

Result \_\_\_\_\_ mm ☐ Neg ☐ Pos

Place Date: \_\_\_\_\_ Read Date: \_\_\_\_\_

Result \_\_\_\_\_ mm ☐ Neg ☐ Pos

**B. Annual TB IGRA** (drawn less than one year from previous IGRA)

Date: \_\_\_\_\_ Result: \_\_\_\_\_

Date: \_\_\_\_\_ Result: \_\_\_\_\_

Date: \_\_\_\_\_ Result: \_\_\_\_\_

**C. If New Positive TST or IGRA Exam/Chest X-ray**

Exam Date: \_\_\_\_\_ Result: \_\_\_\_\_

**D. For Known History of Positive/Possible Treatment:**

Complete Annual symptom check

Date: \_\_\_\_\_

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☐ **INFLUENZA**

**A. Healthcare administered seasonal vaccination**

Provider \_\_\_\_\_ Date: \_\_\_\_\_

Provider \_\_\_\_\_ Date: \_\_\_\_\_

Provider \_\_\_\_\_ Date: \_\_\_\_\_

**B. Signed Declination**

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Date: \_\_\_\_\_

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☐ **BACKGROUND CHECK**

**A. National Criminal Background Check** including the Exclusion Provider Search on OIG and GSA upon admission.

Date: \_\_\_\_\_

**B. Provider Search: OIG/GSA—Automatically** (run bi-monthly on 1st and 15th of every month per CPNW) Student on-boarded before cycle: manually run on \_\_\_\_\_

Date: \_\_\_\_\_

**C. Washington State Patrol Check (WATCH)** upon admission and then annually.

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

**D. Criminal History Disclosure** (School keeps this on file) This is to be completed at the same time as WATCH

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Need a Disclosure form? [Click Here](#)

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☐ **LICENSE** (Any healthcare license, registration)

**A. State:** \_\_\_\_\_ **License#** \_\_\_\_\_

Expiration date: \_\_\_\_\_

State: \_\_\_\_\_ **License#** \_\_\_\_\_

Expiration date: \_\_\_\_\_ **OR**

**B.** ☐ Not Applicable

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☐ **INSURANCE**

**A. Professional Liability Policy**

Expiration Date: \_\_\_\_\_

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☐ **AHA/BLS COURSE** (Course must be American Heart Association (AHA) BLS provider.)

**A. Expiration Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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☐ **REQUIRED EDUCATION**

All students and faculty must complete ALL student learning modules on the CPNW website. Any questions, please consult your program.



## Student/Faculty Clinical Passport

This is a digital PDF and should not be handwritten.

For best results, we recommend the free version of Adobe that can be downloaded by [clicking here](#)  
For more information on this Clinical Passport [click here](#)

By contract with your academic institution, all students and faculty participating in learning experiences at this healthcare site must meet the following health and safety requirements. The academic institution is responsible for ensuring that requirements have been met prior to participation in the clinical experience. Records will be kept at the academic institution and random review by the clinical affiliates will occur on a regular basis. Documentation must meet requirements at all times. Required immunizations must include mmm/dd/yyyy if available.

### SUBMITTED ONCE

☐ **COVID-19 Vaccination**  
**A. Vaccine Information**  
Manufacturer: \_\_\_\_\_  
Single or 2 dose series: \_\_\_\_\_  
Date of first dose: \_\_\_\_\_  
Date of second dose: \_\_\_\_\_  
**B. Signed Declaration. Please note that not all facilities will accept declinations. Please see Site Requirements for details.**  
Exemption type: ☐ Medical ☐ Religious  
Date: \_\_\_\_\_

### SUBMITTED YEARLY

☐ **COVID-19 Vaccination**  
**A. Vaccine Information**  
Manufacturer: \_\_\_\_\_ Date of booster: \_\_\_\_\_  
Manufacturer: \_\_\_\_\_ Date of booster: \_\_\_\_\_  
Manufacturer: \_\_\_\_\_ Date of booster: \_\_\_\_\_  
**B. Signed Declaration. Please note that not all facilities will accept declinations. Please see Site Requirements for details.**  
Exemption type: ☐ Medical ☐ Religious  
Date: \_\_\_\_\_ Date: \_\_\_\_\_ Date: \_\_\_\_\_

