



**BELLEVUE
COLLEGE**

RN REFRESHER PROGRAM STUDENT HANDBOOK

FOR STUDENTS ENTERING Fall 2022

THE RN REFRESHER (RNR) PROGRAM IS A NON-COLLEGE CREDIT PROGRAM 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 the students and the 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 and needs and may not be the best source of 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 Bi-annually.

. 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

| | | |
|------------------------------|---------------|---|
| Online Theory | \$1500 | Must be paid to Tomolo Institute by Orientation date. This includes the following: <ul style="list-style-type: none"> • Registration fee \$60 • Online Course Fees \$105 • Campus related Fees <ul style="list-style-type: none"> - Comprehensive fee - Student transportation fee - Environmental suitability fee - Technology fee |
| Skills Lab and Preceptorship | \$2278.50 | Must be paid to Tomolo Institute by the start of skills lab. This includes the following: <ul style="list-style-type: none"> • Liability Insurance \$23.50 • Castle Branch Immunization & Background Check Tracker \$120 • CPNW Clinical Placement Fee \$75-100 |
| Books | See book list | Can be rented on Amazon for minimal cost |

*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 | 48-72 hours |
| Quizzes | 75% | 2 | Access your results when quiz closes on Canvas |
| Medication Administration Exam | 75% | 2 | Access your results 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. 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-313 or T315 .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: Medication 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
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.

Functional Abilities Required for RN Refresher Students

Students in the RN Refresher Program at Bellevue College must demonstrate functional abilities necessary to assess a client’s needs.

Manual Dexterity:

- Write clear and legible nursing progress notes
- Manipulate small objects

Mobility:

- Remain at a client’s side for a prolonged period of time without sitting for purposes of monitoring and observation
- Perform CPR
- Manually position clients that are lying in a bed or sitting in a chair
- Lift fifty (50) pounds of weight without assistance
- Push an occupied wheelchair, shower chair or stretcher
- Move immobile clients from stretcher to bed, bed to stretcher, or bed to chair and back alone or with assistance from personnel
- Do not require any assistive devices to ambulate (cane, walker etc.)

Processing Client Information:

- Respond to communication by clients with or without direct view of client’s face

- Respond to monitor alarms, emergency signals, and call bells from client's in a noisy environment
- Identify changes in vital signs, and initial assessment findings and report and take action appropriately.
- Identify odors such as smoke and spoiled food
- Identify cyanosis, absence of respirations, and movements of clients rapidly and accurately
- Visually monitor clients in dimmed light
- Protect confidential information (HIPAA)

Emotional Stability:

- Provide emotional support to clients
- Adapt rapidly to environmental changes and multiple task demands
- Maintain adequate concentration and attention in client care settings

Critical Thinking Skills:

- Identify cause and effect relationships
- Sequence information in a manner that is logical and understood by others
- Make sound clinical judgments and decisions based on standards of nursing care
- Seek assistance when clinical situations require a higher level of expertise/experience

Communication Skills:

- Speak, comprehend, read and write English to meet need for accurate and clear communication
- Respect differences in clients
- Communicate with preceptor in a timely manner regarding patients' needs and students' weekly goals
- Establish and maintain effective working relations with clients and co-workers
- Provide information in an accurate and effective manner
- Report any changes on patient's condition to preceptor
- Convey information to others through graphic, print, and/or electronic media in an accurate, timely, and comprehensive manner

Professional Behavior:

- Be punctual
- Seek learning opportunities whenever possible while in the clinical setting
- Act as a professional person and accept responsibility for own actions. Maintain integrity and accept feedback from preceptors as a learning opportunity and make appropriate changes in behavior or skills
- Identify own strengths and areas for growth in assigned setting
- Follow the dress code and other policies of the clinical facility

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.

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|---|
| RNR Student Handbook Acknowledgement |
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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



Clinical Placements Northwest

Student/Faculty Clinical Passport Requirements

This is a digital PDF and should not be handwritten.

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.

| SUBMITTED ONCE | SUBMITTED EVERY YEAR |
|---|---|
| <p>TUBERCULIN STATUS</p> <ul style="list-style-type: none"> Initial 2-step TST is required AND confirmation of initial 2-step completion. If no records of previous positive TB tests or more than 12 months since last TST then 2-step TST OR Negative TB IGRA test within 12 months OR If negative TST within 12 months → 1-step TST If newly positive TST or TB IGRA → F/U healthcare provider (chest X-ray, symptoms check and possible treatment documentation of absence of active M. TB disease) and need to complete health questionnaire If history of positive TST → provide results of TST reading, provide proof of chest X-ray documenting absence of M. TB, medical treatment and negative symptom check If history of BCG vaccine → TST Skin Testing as above or TB IGRA. If negative → OK; If positive → follow-up as above <p>HEPATITIS B</p> <ul style="list-style-type: none"> Series of 3 vaccines completed at appropriate time intervals and post vaccination titer at 6-8 weeks after series completion. If negative titer, then repeat series (consisting of doses #4—#6) and repeat titer 6-8 weeks after #6 dose. OR obtain challenge dose #4 and re-titer after 6-8 weeks OR Provide results of positive titer (anti-HBs or HepB Sab) OR Signed declination for students/faculty who decline vaccination Specific healthcare institutions may require vaccination without exception (i.e., no declination) <p>MMR (Measles, Mumps, Rubella)</p> <ul style="list-style-type: none"> Proof of vaccination (2 doses at appropriate intervals) OR Proof of Measles immunity by titer and Proof of Mumps immunity by titer and Proof of Rubella immunity by titer <p>VARICELLA</p> <ul style="list-style-type: none"> Proof of vaccination (2 doses administered at least 4 weeks apart) OR Proof of immunity by titer <p>TETANUS, DIPHTHERIA, PERTUSSIS (Tdap)</p> <ul style="list-style-type: none"> Tdap required once after age 11 Td required every 10 years after Tdap <p>AUTHORIZATION FOR RELEASE OF RECORD</p> <ul style="list-style-type: none"> Kept on file by education institution <p>MILITARY IMMUNIZATION</p> <ul style="list-style-type: none"> If immunization occurred during Military service <p>ADDITIONAL REQUIREMENTS (if applicable) Some healthcare settings may have additional requirements, such as the following:</p> <ul style="list-style-type: none"> Vehicle Insurance (for access to VA & Military Facilities) Personal Health Insurance Drug Screen Hepatitis A Vaccine Current First Aid Card Proof of U.S. Citizenship Color Vision Test Food Handlers License <p>Students and Faculty will be informed prior to clinical experience if optional or additional requirements need to be met.</p> | <p>TUBERCULIN STATUS</p> <ul style="list-style-type: none"> Annual TST OR Annual TB IGRA test If newly positive TST/IGRA results → F/U with healthcare provider (chest X-ray, symptoms check and possible treatment documentation of absence of active M. TB disease) and may need to complete health questionnaire. Previously documented positive TST results and prior negative chest X-ray results. Complete Annual Symptom Check Form. If any "yes" responses → F/U with healthcare provider. <p>INFLUENZA</p> <ul style="list-style-type: none"> Proof of seasonal vaccination(s) OR Signed declination for student/faculty who decline vaccination Specific healthcare institutions may require vaccination without exception (i.e., no declination) http://flushot.healthmap.org/ <p>BACKGROUND CHECKS</p> <ul style="list-style-type: none"> National Criminal Background Check and Washington State Patrol Background Check (WATCH) upon admission/re-admission and re-entry/hire to program to include all counties of residence & all Washington State counties per RCW43.43.830 and OIG and GSA screens. Excluded Provider search on: <ol style="list-style-type: none"> OIG http://exclusions.oig.hhs.gov/ (conducted bi-monthly by CPNW) GSA http://www.sam.gov (conducted bi-monthly by CPNW) Washington State Patrol Background Check (WATCH) annually thereafter Criminal History Disclosure (annual) and kept on file by education institution (If your school does not provide a disclosure form you can find one by clicking here) <p>LICENSE (If individual is licensed as any healthcare provider [RN, LPN, NAC, etc.] and in what specific State)</p> <ul style="list-style-type: none"> Current Unencumbered <p>INSURANCE</p> <ul style="list-style-type: none"> Professional Liability \$1,000,000/3,000,000 policy (This may be coverage via the school or individual) <p>CPR</p> <ul style="list-style-type: none"> You are required to complete an American Heart Association (AHA) BLS Provider Course and have a current Course card/eCard. AHA BLS Provider Resuscitation Quality Improvement Program (RDI) meets this requirement. <p>REQUIRED EDUCATION</p> <ul style="list-style-type: none"> Each healthcare organization will communicate to faculty and students any required educational content to be completed prior to participation in the clinical experience. The Clinical Passport is intended to follow a student through their academic program and therefore updated when any field expires and/ or from year to year. There is no need to introduce or start a new Passport each academic year. |

