Associate Degree in Nursing (ADN) Student Handbook

Winter 2025 - Summer 2025

Bellevue College
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Introduction to the Bellevue College Nursing Program

The faculty and staff of the Bellevue College Associate Degree in Nursing (ADN) program value you and your participation and want to help you succeed. We are committed to health care equity and to building an inclusive environment for learning.

The ADN Student Handbook will provide you with important information about the policies, curriculum, and expectations of the nursing program. Students are responsible for knowing and following the contents of the handbook. Contact information for the nursing faculty can be found at the Staff and Faculty webpage. Prospective and current students can contact the program at bellevueADN@bellevuecollege.edu. Program offices are located at T-308.

When students complete the online acceptance form as part of their Canvas orientation, they acknowledge having read and understood the nursing program policies and procedures outlined in this handbook. Students are also responsible for adhering to BC policies and procedures.

ADN Program Outcomes

Upon completion of the Nursing AAS-T degree, students should be able to:

- Demonstrate clinical reasoning and use clinical judgment to provide safe care and promote human flourishing at the individual and family levels.
- Provide Patient-Centered Care through a lens of social equity to culturally diverse individuals and families.
- Collaborate in the management, coordination, and delivery of interprofessional care for diverse individuals, families, and communities.
- Demonstrate professional behaviors that reflect values consistent with lifelong learning, cultural humility, and ethical standards.
- Provide value-effective communication as an individual and as a team, using information technology to support and provide safe patient care.

Common Abbreviations Used in this Document

APIP – Academic performance improvement plan **BC**
= Bellevue College
CPIP = Clinical performance improvement plan
HSEWI = Health Sciences, Education and Wellness Institute (the division of BC to which the ADN program belongs) **ADDD** = Automated Drug Dispensing Devices **ADN** = Associate Degree in Nursing **RN** = Registered Nurse **RN-BSN** = Registered Nurse to Bachelor of Science in Nursing

Section 1: Associate Degree in Nursing (ADN) Program General Information

1.1 Accreditation and Other Authorizations

NLN CNEA

The Bellevue College Associate Degree in Nursing program is accredited by the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA).

NLN CNEA
The Watergate
2600 Virginia Avenue, NW, 8th Floor
Washington, DC 20037 (February 2019 – February 2025) https://cnea.nln.org/

WABON

The ADN program is approved by the Washington State Board of Nursing (WABON) (formerly the Washington State Nursing Care Quality Assurance Commission

WABON
Town Center 2
111 Israel Rd. S.E.
Tumwater, WA 98501
nursing@doh.wa.gov

WA Dept of Health

The ADN program is approved by the Washington Department of Health: multiple locations.

1.2 ADN Vision, Mission, Core Values, and Philosophy

A grid showing the alignment between the ADN program vision, mission and core values and the Bellevue College [things] can be found ADN program webpage.

VISION

The Bellevue College ADN Program stands as the region's associate degree in nursing (ADN) program of choice, distinguished by its commitment to excellence and innovation in nursing education. The ADN faculty and staff are dedicated to enhancing the health, well-being, and overall quality of life for our students, patients, and the community.

MISSION

The Bellevue College ADN program is a student-centered program, committed to educating a diverse nursing workforce to meet the unique healthcare needs of our local and global community. The program develops graduates who are prepared to pass the NCLEX examination, to practice as registered nurses, and continue lifelong learning and education. The ADN program cultivates nursing graduates who become valuable and active contributors to our local, regional, and global health community.

CORE VALUES

Bellevue College Nursing upholds its mission of excellence in nursing education and practice, guided by core values that are woven throughout the program:

- Health Equity
- Inclusivity & Diversity
- Nursing Excellence
- Clinical Judgement
- Beneficence
- Compassionate Care
- Evidence-based Practice
- Innovation
- Safety

NURSING PHILOSOPHY

In alignment with the mission and goals of Bellevue College and guided by the nursing faculty's vision, mission, and core values, our nursing philosophy emphasizes innovation and excellence in nursing education. It fosters the evolution of a student nurse into a registered professional nurse, equipping them to enter, excel, and continuously advance within the nursing discipline. Graduates are prepared to pass the NCLEX examination and are primed for a lifelong journey of learning and adaptability. The cornerstone of our philosophy is the preparation of nursing graduates who actively contribute to the well-being of our local, regional, and global communities.

The NCSBN clinical judgement model guides the curriculum. Students are prepared to recognize and analyze cues, prioritize concerns, generate solutions, act, and evaluate outcomes. Students apply ethical considerations to navigate complexities in healthcare decision-making.

The ADN curriculum encourages students to develop deep understanding and appreciation of the human experience within healthcare. Swanson's Theory of Caring, with its five caring processes—knowing, being with, doing for, enabling, and maintaining belief—serve as guiding processes throughout each aspect of the program.

Our graduates are equipped with the skills and knowledge necessary to provide care in a safe environment. Our curriculum reflects a commitment to the Quality Safety Education in Nursing (QSEN)

competencies, which include patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics.

The ADN program aligns with the National League of Nursing's (NLN) ADN Competencies, which provides expectations for nursing graduates. These competencies encompass Human Flourishing, Nursing Judgment, Professional Identity, and a Spirit of Inquiry. In our program, we nurture an understanding of Human Flourishing that extends beyond physical well-being to embrace the holistic health of individuals and communities. Graduates are equipped with the skills and knowledge to provide patient-centered care that promotes physical health, as well as emotional and psychological well-being. Nursing Judgment is a core element of our curriculum, where students learn to apply critical thinking, clinical reasoning, and ethical decision-making to complex healthcare situations. Our emphasis on Professional Identity ensures that our graduates uphold the highest standards of professionalism, ethics, and accountability in their nursing practice and that they form a deep and enduring commitment to the profession. Lastly, we foster a Spirit of Inquiry, encouraging graduates to seek out evidence-based practices, engage in continuous learning, and contribute to the ongoing advancement of nursing knowledge. Through a comprehensive and robust curriculum, our nursing program prepares graduates to excel in these competencies, making them valuable contributors to the healthcare landscape. Our philosophy champions global awareness, inclusivity, and international nursing connections, culminating in the establishment of an all-embracing community. Success for our students is facilitated by recognizing the diverse learning styles of all students, including non-traditional or disadvantaged students. We provide a collaborative environment wherein students actively participate in the learning process. Practical, hands-on learning is facilitated through simulation and clinical experiences, while technology and informatics are harnessed to deliver an education that is innovative, accessible, and responsive to the dynamic demands of modern healthcare.

The Bellevue College ADN Nursing Philosophy is based upon the concepts of:

- Kristin Swanson's Theory of Caring
- National League of Nursing (NLN) Core Competencies
- American Nurses Association (ANA) Code of Ethics
- Quality Safety Education for Nurses (QSEN)
- Academic Progression in Nursing (APIN) in Washington State
- Professional Identity Role Formation (ISPIN)
- Commission for Nursing Education Accreditation (CNEA) Standards • Bellevue College Vision, Core Values, and Mission

1.3 Curriculum Design Model

ADN education is designed around program learning outcomes and course outcomes in the following areas:

- Caring theory
- Professional and ethical standards
- Teamwork
- Quality improvement
- Evidence-based practice

- Informatics
- Health Equity
- Clinical judgement
- Safety

Teaching methodologies are based on cognitive (thinking), affective (feeling), and psychomotor (doing) domains of learning. Adult learning theories inform a collaborative environment where the student is an active participant in the learning process. Simulation provides experimental hands-on learning. Technology and informatics facilitate innovative, accessible learning. The curriculum design model is based on a cycle of evaluation and revision that responds to changing healthcare demands.

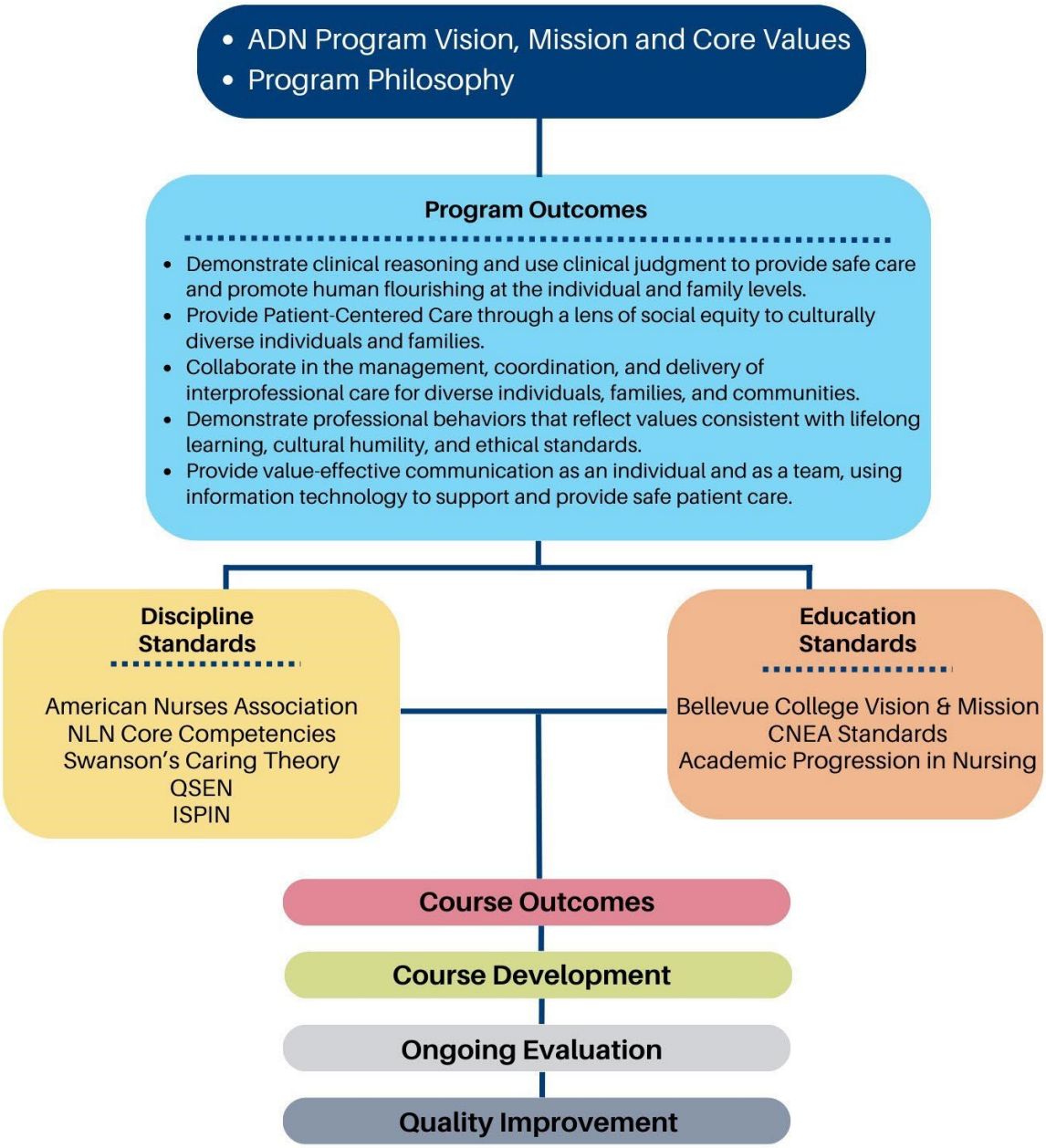
Nursing curricula are designed using frameworks and data from these professional sources:

- Washington Center for Nursing Statement on Academic Progression in Nursing
- Department of Health and Human Services Patient Bill of Rights
- DTA (Direct Transfer Agreement) Washington State guidelines
- Swanson's Caring Theory
- American Nurses Association (ANA) Nursing Code of Ethics
- National League for Nursing Core Competencies
- National Student Nurses' Association Code of Ethics
- Best Practices & Teaching Methodologies NLN Certified Nurse Education

- Bellevue College Mission/Values
- Global Initiatives Programs
- Quality and Safety Education for Nursing

BELLEVUE COLLEGE

HEALTH SCIENCES, EDUCATION AND WELLNESS INSTITUTE
ASSOCIATES IN NURSING PROGRAM
CURRICULUM DESIGN MODEL



1.4 Faculty Cohort Advisors

Each nursing student cohort will be assigned a nursing faculty cohort advisor. The faculty cohort advisor will be able to provide direction regarding courses and college resources. Advisors are available to meet with students regarding personal and academic support by appointment.

1. Winter 2023 Cohort – Teaessa Chism **Graduates 1224**
2. Spring 2023 Cohort – Katie Malkin **Graduates 0825**
3. Fall 2023 Cohort – Jennifer Celms **Graduates 0625**
4. Winter 2024 Cohort – Muntaha Alibrahim **Graduates 1225**
5. Spring 2024 Cohort – Shadi Kanan **Graduates 0826**
6. Fall 2024 Cohort – Lisa Tedeschi **Graduates 0626**
7. Winter 2025 Cohort – Marilu Bumgardner **Graduates 1226**
8. Spring 2025 Cohort- Dianne Caraway **Graduates 0827**
9. Fall 2025 Cohort – Teaessa Chism **Graduates 0627**

1.5 Communication Chain

If students have concerns about the nursing program or classes, it is expected that students will follow these lines of communication:

Lecture/Clinical/Skills Instructor
↓
Course Coordinator and Faculty Cohort Advisor
↓
ADN Program Chair
↓
Associate Dean of Nursing
↓
Dean of Health Sciences, Education and Wellness Institute

1.6 Complaint Resolution

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. Both Bellevue College and the ADN program have processes in place to address various complaints. See below for the ADN Complaint Policy.

Section 2. Bellevue College Information and Resources

2.1 Institutional Commitment to Inclusion

Bellevue College seeks to "develop and maintain an intentionally inclusive environment." To achieve that end, the college has adopted BC Policy 4000 Institutional Commitment to Inclusion. The college has also established additional policies and procedures to ensure that every member of the campus community feels welcome to participate in the life of the college, free from harassment and discrimination. The nursing program adheres to BC's commitments and supports a diverse community of students, faculty, and staff.

2.2 Family Educational Privacy Act Rights (FERPA)

BC Policy 2600P Disclosure of Student Information – Family Educational Rights and Privacy (FERPA) (Procedures) describes the college's compliance with federal law protecting student information. Under FERPA students have the following rights:

- The right to limit disclosure of "personally identifiable information," known as directory information.
- The right to inspect and review their education records.
- The right to request to amend their education records.
- The right to file a complaint with the U.S. Department of Education concerning an alleged failure by the institution to comply with FERPA.

The college notifies all registered students of these rights and provides other information about student records at the beginning of each quarter using BC email addresses.

2.3 Campus Resources

Bellevue College provides a range of information and services to support students in areas such as academics, technology, mental health, campus life, and safety.

Academic Success Center

www.bellevuecollege.edu/asc/

Provides tutoring and academic support for all students enrolled at Bellevue College. Services include specialized tutoring labs for math and writing as well as drop-in tutoring for most subjects, one-onone tutoring appointments, workshops, and resources for lending equipment such as textbooks and calculators.

Academic Writing support for Nursing students

www.bellevuecollege.edu/hcml/staff/alex-jones/

Alex Jones is the health sciences, education, and wellness institute writing specialist. She offers free writing, tutoring and learning services specifically for students in the health sciences. Appointments can be scheduled at Alex Jones' contact page.

Benefits Hub

www.bellevuecollege.edu/benefits-hub/

The United Way of King County Benefits Hub assists students with housing support, food access, emergency aid, and financial information. Students can sign up for an appointment online.

Care Team

www.bellevuecollege.edu/careteam/

The CARE Team takes a proactive and coordinated approach to promote the safety and well-being of Bellevue College students, faculty and staff, and visitors. The CARE Team strives to provide support to those who may be struggling academically and/or with personal concerns.

Counseling Center

www.bellevuecollege.edu/counseling/

BC's trained mental health professionals assist students with issues that could impact academic performance or with goal setting and planning. Students can sign up for appointments by going to the Bellevue College Counseling Center form. Some services are available on a drop-in basis.

Disability Resources Center (DRC)

www.bellevuecollege.edu/drc/

This resource provides advocacy and classroom accommodations, including specialized materials, technology, and equipment for students with documented disabilities.

Emergency Alerts

www.bellevuecollege.edu/alerts/

Students can sign up to receive text alerts that notify the campus community about class cancellations, campus closures, or any emergency that could pose a safety concern.

Early Learning Center

www.bellevuecollege.edu/childcare/

This resource provides affordable, quality childcare to children ages 3 months to 6 years, an on-site Head Start program, and resources and classes for parents.

Financial Aid

www.bellevuecollege.edu/fa/

This resource provides financial resources to eligible students through an evaluation process. Resources include federal, state, and college funds, which include grants, loans, scholarships, veterans' benefits, and work-study jobs.

Multi-Cultural Services (MCS)

www.bellevuecollege.edu/mcs/

This resource provides culturally sensitive support services to BC students in the area of academic skill-building development, faculty and peer mentorship, student advocacy, information sharing, connecting to resources, and community building.

Public Safety

www.bellevuecollege.edu/publicsafety/

BC Public Safety focuses on the safety of students, faculty, and staff. Public Safety can be reached 24/7 either at their office number 425.565.2400 or at 425.466.9365. Students can file a report about campus concerns or accident or injury with public safety.

Student Central

www.bellevuecollege.edu/current-students/student-central/

This one-stop hub includes enrollment services, financial aid, evaluations & graduation, and placement and testing services.

Title IX Office

www.bellevuecollege.edu/about-us/values/title-ix/

The BC Title IX Office ensures compliance with Title IX of the Education Amendments of 1972, a law that prohibits gender- and sex-based discrimination in educational programs that receive federal funds.

TRiO

www.bellevuecollege.edu/trio/

This resource provides academic and personal support for eligible students who are first- generation college students, low-income students, or students with a documented disability. Services include tutoring, study skills, advocacy, laptop computer lending, activities, and transfer assistance.

Information Technology Services (ITS)

www.bellevuecollege.edu/its/

ITS offers an array of services to ensure that students have the technological support they need to succeed. These services include:

- Technology Resources for online access.
- Laptop loaner program
- How to get started with Canvas

Veterans Services

www.bellevuecollege.edu/veterans/

This resource is designed to assist military service members and their families with their journey through college, career, and beyond.

Workforce Education

www.bellevuecollege.edu/we/

This resource helps eligible individuals get the skills they need to enter or re-enter the workforce. All training programs include advising, career planning, connections to additional funding sources, and assistance with financial aid and related agencies.

Section 3. Program Requirements and Sequencing

The ADN Program is a part of the Bellevue College Health Sciences, Education and Wellness Institute (HSEWI) Division. Information about the ADN program (AAS-T degree) is available at the Bellevue College Catalog, the ADN program webpage, the Associate Degree in Nursing (ADN) Application Instructions webpage, and the Associate Degree in Nursing (ADN) Plan of Study webpage.

The ADN plan of study includes a full-time and a part-time progression. The Nursing AAS-T page in the BC Course Catalog provides the full credit requirements for the AAS-T degree. Students who want to transfer credits from another accredited institution should go to the Transfer Credits to Bellevue College webpage or contact Student Central.

Because the ADN program is sequenced strategically, progression through the program is dependent upon the successful completion of prior coursework. Prerequisite and corequisite courses are specified in the official plan of study and cannot be taken out of order or separately.

In addition to the plan of study, each student develops a personalized Education Plan (ED Plan) in collaboration with their advisor and the program manager.

3.1 Plan of Study for Full-Time Progression (beginning Winter 2024)

Plan of Study for ADN Program FULL-TIME PROGRESSION (6 Quarters)			
Year	**Quarter 1**	**Quarter 2**	**Quarter 3**
ADN Year 1	**NURS 120** (6 credits) Nursing Fundamentals **NURSL 121** (3 credits) Nursing Fundamentals Lab **NURS 121** (3 credits) Nursing Fundamentals Clinical	**NURS 122** (6 credits) Nursing Care of the Adult Client I **NURSL 123** (1 credit) Nursing Care of the Adult Client I Lab **NURS 123** (5 credits) Nursing Care of the Adult Client I Clinical	**NURS 124** (6 credits) Nursing Care of the Adult Client II **NURSL 125** (1 credit) Nursing Care of the Adult Client II Lab **NURS 125** (5 credits) Nursing Care of the Adult Client II Clinical
ADN Year 2	**NURS 248** (4 credits) Population Health **NURS 249** (4 credits) Care of the Client Within Their Environment **NURS 250** (4 credits) Health of the Mind	**NURS 254** (4 credits) Nursing Care of the Pediatric Client **NURS 255** (3 credits) Nursing Care of the Pediatric Client Clinical **NURS 256** (4 credits) Nursing Care of the Maternal Client **NURS 257** (1 credit) Nursing Care of the Maternal Client Clinical	**NURS 260** (3 credits) Transition to Professional Nursing **NURS 261** (4 credits) Pre-Professional Nursing Preceptorship **NURS 262** (5 credits) Ethics and Professionalism in Healthcare

Please note: the full-time option does not offer courses in the summer.

3.2 Plan of Study for Part-Time Progression (beginning Winter 2024)

Plan of Study for ADN Program PART-TIME PROGRESSION (10 QUARTERS)				
Year	**Spring Quarter 1**	**Summer Quarter 2**	**Fall Quarter 3**	**Winter Quarter 4**
ADN Year 1	**NURS 120** (6 credits) Nursing Fundamentals	**NURS 121** (3 credits) Nursing Fundamentals Clinical **NURSL 121** (3 credits) Nursing Fundamentals Clinical Lab	**NURS 122** (6 credits) Nursing Care of the Adult Client I	**NURS 123** (5 credits) Nursing Care of the Adult Client I Clinical **NURSL 123** (1 credit) Nursing Care of the Adult Client I Lab
	Spring Quarter 5	**Summer Quarter 6**	**Fall Quarter 7**	**Winter Quarter 8**
ADN Year 2	**NURS 124** (6 credits) Nursing Care of the Adult Client II	**NURS 125** (5 credits) Nursing Care of the Adult Client II Clinical **NURSL 125** (1 credit) Nursing Care of the Adult Client II Lab	**NURS 254** (4 credits) Nursing Care of the Pediatric Client **NURS 255** (3 credits) Nursing Care of the Pediatric Client Clinical	**NURS 256** (4 credits) Nursing Care of the Maternal Client **NURS 257** (1 credit) Nursing Care of the Maternal Client Clinical **NURS 262** (5 credits) Ethics and Professionalism in Healthcare

Plan of Study for PART-TIME PROGRESSION, continued				
	Spring Quarter 9	**Summer Quarter 10**		
ADN Year 3	**NURS 248** (4 credits) Population Health **NURS 249** (4 credits) Care of the Client Within Their Environment **NURS 250** (4 credits) Health of the Mind	**NURS 260** (3 credits) Transition to Professional Nursing **NURS 261** (4 credits) Pre-Professional Nursing Preceptorship		

By enrolling in the nursing program, students commit to attend the required classes, clinical, and labs and to fulfill the requirements of each course within the designated timelines defined by the program.

Section 4. Instruction/Content

Instruction is conducted using various teaching modalities: theoretical instruction (on-ground or hybrid), nursing skills labs, simulations, and face-to-face clinical (direct patient care). It is an expectation that students be punctual and attend theory courses, clinical experiences, and nursing skills labs on the assigned days and at the specified times. Please refer to each course syllabus for specific details.

4.1 Credit and Clock Hours

The ADN program follows BC Policy 3050 Credit Hours and Credit Load to establish credit hours. A credit is a unit of measure for college work. For theory courses, credits are based on a one-to-one ratio, based on a typical 11-week quarter. For example, Nursing Fundamentals, NURS 120, is a 6-credit course and requires 66 hours of classroom attendance for the quarter.

Nursing clinical and lab courses are considered “guided practice” and have a ratio of a credit hour to a clock hour of 1:2. For example, Nursing Fundamentals Clinical, NURS 121, is a 3-credit clinical course and requires a total of 66 clock hours in simulation and clinical experiences over the quarter (the number of hours varies per week).

Senior Practicum NURS 261 Pre-Professional Nursing Preceptorship is considered a “field-based experience” course with a clock-hour ratio of 1:3. This 4-credit course requires 132 clinical hours of simulation and clinical experiences for the quarter.

4.2 Clinical Experiences

Clinical experiences are conducted at healthcare organizations who have entered into a contract (affiliation agreements) with Bellevue College to host nursing students. Clinical experiences include onsite healthcare hours, simulation hours, and virtual clinical hours. It is the student's responsibility to be flexible and adhere to the clinical schedule set forth by the clinical healthcare partners.

4.3 Clinical Attendance Requirements

To participate in clinical experiences, students must submit all required clinical onboarding paperwork to the healthcare partner before the designated deadline. Please keep in mind that Bellevue College does not set or control clinical site standards or documentation requirements. These requirements are separate from a student's employment at a site and must still be completed. Failure to submit paperwork by the designated deadline prohibits the student from participating in clinical courses and will have to create a re-entry plan with the associate dean of nursing.

If you are not able to attend a mandatory clinical experience, you may need to discuss deferral options with your faculty cohort advisor. Not all clinical experiences have make-up options.

Section 5. ADN Policies

Students enrolled in the ADN program must follow all Bellevue College policies and procedures (posted at bellevuecollege.edu/policies), with exceptions explained through the ADN policies listed below. Students must adhere to the Bellevue College Student Conduct Code (BC Policy 2050, WAC (Washington Code) 132-126), which applies on campus and at any clinical site at which a student is attending a clinical experience. The BC Student Conduct Code describes the rights and responsibilities of students in the Bellevue College community, including due process rights, appeal routes, and behavior expectations.

The text of ADN policies is available in this handbook; some protocols and standard operating procedures (SOP) are available on the ADN Guiding Practices for Students webpage (bellevuecollege.edu/nursing/adnstudents/).

Note on policy changes: This handbook is reviewed and revised every year for the fall quarter. In some cases, changes may be made during the academic year. Students are notified of changes to BC Policies and Procedures via their BC email address. Students are notified of changes to nursing program policies through a change summary sent to their BC email address with a link to the updated handbook.

Admissions Policy

The ADN program follows BC Policy 2200 / 2200P Admissions Rules, which permit additional criteria for admission based on program accreditation and limited capacity. Current requirements for admission to the ADN program, including prerequisites, corequisites, and testing requirements, are available at the BC Catalog. Prospective students must apply for general admission to BC and follow instructions for selective admission to the nursing program found on the Associate Degree in Nursing (ADN) Applications Instructions page.

The ADN program adheres to BC Policy 4150 Equal Opportunity in Education and Employment, which stipulates that Bellevue College does not discriminate on the basis of "the presence of any sensory,

mental, or physical disability.". However, because of the demands of the nursing profession, the program stipulates some functional abilities. These are described in section 7 of this handbook.

Complaint Policy

Bellevue College has policies and procedures in place to address disputes and student complaints.

- BC Policy 3000P Grade Dispute (Procedures)
- BC Policy 1440P Discrimination, Harassment, Retaliation (Procedures)
- BC Policy 1450 / 1450P General Complaint Resolution
- BC Policy 1445P Title IX Sexual Harassment Complaint (Procedures)
- BC Policy 1460 / 1460P Bias and Hate Related Procedures and Protocols

Students in the ADN program should follow BC policies and procedures to resolve academic and other complaints. Students who have questions or those whose issues are not resolved should contact the dean of health sciences, education and wellness institute (HSEWI). If an issue cannot be resolved to the student's satisfaction, the student may file a written complaint with the associate dean of nursing or the dean of HSEWI.

Clinical Practice Expectations

Clinical experiences are an essential aspect of the nursing curriculum. Because students are learning at healthcare sites that are not part of Bellevue College, they are required to follow the rules and requirements of the clinical sites and maintain a high level of professionalism.

Attendance

Students must attend at least 85% of their scheduled clinical experiences, simulations or labs. Students whose attendance falls short of 85% will not progress in the program and will need to re-take the clinical course, subject to availability. Students will be required to arrange a re-entry plan with the associate dean of nursing.

Clinical Placements

Students placed at an external site or practicum must follow the business, local, state, and federal requirements that apply to that site. Clinical placements will only be allowed if students are compliant with paperwork deadlines. A student who cannot be placed in a clinical site or complete required clinical work for whatever reason may request a deferment of up to four consecutive quarters. During the deferment, the student may remain registered in the program. If the college is not able to find an appropriate clinical site during the deferment period because of the student's failure to complete onboarding paperwork or be compliant with the regulations of a site or sites, the student is dismissed from the program.

Onboarding Requirements to Participate in Clinical

Students will not be cleared to attend clinical courses if the onboarding Clinical Passport and the CastleBranch Summary Report are not compliant by the designated due date found in the Canvas Clinical Onboarding course. Failure to accept and comply with the given requirements and deadlines will result in students not being able to progress in the program and a re-entry plan will need to be developed with the ADN Program Chair.

Student Medication Administration Testing Requirement

All students must take the assigned Assessment Technology Institute (ATI) medication administration test every quarter prior to participation in their clinical experience. In order to administer medication at a clinical placement, the student must demonstrate 90% competency on this test. A full description of this requirement can be found at the ADN Guiding Practices for Students webpage.

Changing Placements

A student can exchange their clinical placements with another student within clinical courses, as outlined by the clinical coordinator in the clinical onboarding course. As with any clinical placement, changing placements will only be allowed if students are compliant with paperwork deadlines. Once a change has been made, further changes are not permitted.

Vaccination Requirements at Clinical Sites

Students enrolled in a clinical practice course must follow the vaccination requirements for the clinical site. Bellevue College does not make any guarantees of placement for practicum or external sites to students not fully vaccinated. Healthcare partner facilities and businesses may deny access to the site to students not fully vaccinated (all vaccinations listed on the Clinical Passport), which may result in an inability to fulfill academic requirements. Alternatives to clinical work and site placements may not be available, and students may not be able to finish the program. The ADN program cannot guarantee placement at a clinical site that permits a medical or religious vaccine exemption

Communication with Healthcare partners

In compliance with affiliation agreements, students and faculty with scheduling or other concerns should not contact the healthcare partner directly. Students and faculty should discuss coordination or scheduling with the clinical placement coordinator.

Mandatory Clinical Orientation Scheduling

In some cases, a student will be placed with a healthcare partner that requires a clinical orientation scheduled during Bellevue College academic breaks. Students must attend these mandatory orientations. There are no make-up opportunities for site-specific clinical orientations. A student who does not attend a mandatory clinical orientation will forfeit the clinical experience, will not progress in the nursing program, and will need to meet with the course coordinator and faculty advisor to discuss a re-entry plan.

Students enrolled in the ADN program who plan to travel during academic breaks should anticipate that a mandatory orientation might be scheduled by the healthcare partner and consider delaying travel or purchasing travel insurance.

Performance Evaluation of Clinical

Student performance will be assessed using the Clinical Evaluation Tool (CET) designated for each clinical course. Performance on written assignments and oral presentations will be included in this evaluation. **Attendance is mandatory** for clinical experiences. If students do not meet the clinical evaluation tool requirements, the clinical experience may be affected and could result in not meeting course outcomes.

The letter grade of “SATISFACTORY” (pass/S) or “UNSATISFACTORY” (fail/U) is assigned at the end of the quarter and reflects the clinical performance throughout the rotation.

Clinical Performance Improvement Plan (CPIP)

When faculty determine course objectives are not being met and/or a safety concern is present, a CPIP may be initiated. This written plan is discussed during a meeting between the student and instructor. The CPIP describes criteria/behaviors requiring change and, together, the student and instructor identify strategies to improve the student's clinical performance. This plan alerts the student that their clinical performance must improve to be successful in the course.

Clinical Protocol for Medication Administration

All students are responsible for reading and adhering to these protocols, which are found on the ADN Guiding Practices for Students webpage.

Dismissal, Readmission, and Appeals Policy

Dismissal from a Course or the Program

Students who are found in violation of the BC Student Conduct Code (BC Policy 2050) or who violate the professional behavior standards for nursing may be dismissed from a course or the program. Because of ADN program sequencing, dismissal from a course will result in dismissal from the program. The decision to dismiss a student from a course or the program is made by the associate dean of nursing in collaboration with the nursing faculty.

Examples of behaviors that may result in dismissal from a course or the nursing program include, but are not limited to, any of the following:

- Violations of standards of nursing conduct or practice (Washington Administrative Code 246-840-710) or unprofessional conduct (Revised Code of Washington 18.130.180).
- Unethical or unprofessional conduct or behavior as described in the ADN Professional Behavior Policy.
- Academic dishonesty as described in the BC Student Conduct Code.
- Lack of safety in internship/practicum or lab experiences, including failure to: ▪ Fulfill internship/practicum preparations or onboarding by deadlines.
    ▪ Maintain appropriate boundaries with patients and staff. ▪ Adequately prepare or provide for safe patient care.
- Pattern of behavior or a single incident of serious misconduct that reflects poorly on the ADN program, health sciences, education and wellness institute (HSEWI) division, or clinical agencies, including aggressive, intimidating, or disruptive behavior to others such as patients, staff, faculty, and peers.
- Failure or refusal to follow healthcare facility policies or syllabus requirements, standards, or guidelines.
- Failure to advance skill development of clinical reasoning.
- Lack of participation in remediation or non-adherence to learning plans.
- Dismissal or suspension from the college for violation of the BC Student Conduct Code.
- Receiving a failing grade ("C-" or below/"NC" or "W") in more than two courses.

If a Student is Dismissed from a Course for Any Reason:

- The course faculty will submit a grade of F.
- Tuition will be refunded based on the schedule of tuition refunds by the college.
- The student must withdraw from all nursing courses because dismissal from any nursing course results in dismissal from the ADN program overall. (If a student receives a failing grade or a "W," for academic reasons, a student will be allowed to resume their education plan through space-available reenrollment.)
- The ADN program will retract any notification of good standing. Students who leave the program for any reason are no longer eligible to work as nursing technicians. Washington State law (WAC 246-840-900) requires that the nursing program must notify the Washington State Board of Nursing of any student working as a nursing technician who is no longer in good standing the program. Eligibility for working as a nursing technician resumes if a student re-enrolls and meets all eligibility requirements described in WAC 246-840-860.

Readmission, Reenrollment, or Reentry After Interruption of Course Enrollment (General)

A student's progress in the ADN program may be interrupted in one of several ways: inability to progress academically, dismissal for professional behavior, dropping a course, official withdrawal from a course (BC Policy 2450), or a leave of absence (see ADN Leave of Absence and Reentry Policy). Students who leave the program for whatever reason but plan to return should schedule an exit interview with the associate dean of nursing. Policies in effect for the year in which the student returns supersede previous policies.

A student who fails either NURS 120 or NURS 121 must reapply for space-available readmission to the program.

Conditions for Reenrollment in Classes

Students who have had an interruption in course enrollment for academic reasons in any course (other than NURS 120 or NURS 121) are allowed one opportunity to reenroll only if the following occurs in any combination of theory or clinical courses:

- failure ("C-" or below/"NC") + failure ("C-" or below/"NC")
- failure ("C-" or below/"NC") + withdrawal ("W")
- withdrawal ("W") + withdrawal ("W")

Students remain eligible for reenrollment into the course sequencing only on a space-available basis.

Petition for Readmission to the Nursing Program

Students whose progress was interrupted or who were dismissed from the ADN program and seek reenrollment must submit a petition for readmission to the ADN program chair and the associate dean of nursing according to the following deadlines,

- Return for Fall enrollment: 11th Day of the Spring quarter prior to Fall
- Return for Winter enrollment: 11th Day of the Fall quarter prior to Winter
- Return for Spring enrollment: 11th Day of the Winter quarter prior to Spring
- Return for Summer enrollment: 11th Day of the Spring quarter prior to Summer

Students who have been dismissed from Bellevue College for a student conduct violation are not eligible to apply for readmission.

- Readmission to the nursing program is dependent upon space available.
- Petitions for readmission are reviewed by full-time faculty.
- Students will be notified of the ADN program's decision regarding readmission in writing. A student may appeal this decision using the process described below.
- Readmission is contingent upon a strong potential for successful completion of the program.
- Readmission will be allowed only once. If a student is readmitted after leaving the program for any reason and does not successfully complete the program, readmission will not be allowed a second time.

Components of the Petition for Readmission to the ADN Program:

Written Personal Statement

This statement should address the circumstances that led to the student's failure to progress, official withdrawal, or dismissal, how those issues have been resolved, and their plan for improvement. The student should include information on outside work, academic advising, and any relevant information that would aid the nursing faculty as they review the petition. If applicable, the documentation submitted for an "Incomplete" grade should be included. Students should refer to BC Policy 3000P2 Incomplete Grades and Course Auditing (Procedures) for instructions.

Supporting Documentation

Documentation of the circumstances that led to a student's failure to progress, official withdrawal, or dismissal and readiness to return to academic study may be requested in the following cases (students should retain their own copies of this documentation):

- Death in the family
- Disabling illness or injury to the student
- Disabling illness or injury to an immediate family member
- Emotional or mental health issues (for the student) that required professional care
- Other unusual circumstances beyond the student's control. Provide any documentation needed to support the claim, if possible. Examples:
    - If a fire or natural disaster occurred at the student's home, provide a statement from the insurance agent.
    - If involving a legal matter, provide a statement from the student's attorney or the police report.
    - If the problem is related to work or childcare, provide a supporting letter from the employer or childcare provider.

Requirements for Students Who Have Been Readmitted to the ADN Program

Students who have had their petition for readmission approved are responsible for the following:

- Complete the BC Term (Quarter) Activation Request, if instructed.
- Sign an agreement for all conditions set forth by the ADN program for readmission, which may include, but is not limited to:

- BC probationary status
- Remedial coursework
- Satisfactory retesting of theory and practicum skills
- Description of proposed coursework for degree completion, based on course availability, prerequisites, and program requirements
- Register for required coursework
- Attend and engage in all activities required of newly admitted students in their cohort

Failure to meet any of the conditions above may result in the offer of readmission being rescinded immediately and the student may be dismissed from the program.

Reapplication into Another Degree Program Following Dismissal, Official Withdrawal, or Failure to Progress from the ADN Program

Students who have withdrawn from the ADN program who seek to pursue a different Bellevue College degree program must apply using the admissions process for that program.

Dropping Individual Courses

Because coursework is carefully sequenced, dropping or withdrawal from any course will inhibit a student's progression and cause delays in program completion. For this reason, a student should consult with their faculty cohort advisor and/or the associate dean of nursing to discuss the reasons for a course drop or withdrawal.

As a courtesy, students should notify course faculty if they plan to drop a course. This may impact students' financial aid packages for current and future academic years.

Appeals for Grades or Dismissals

Students who wish to dispute a grade should follow the process described in BC Policy 3000P Grade Dispute. Students may appeal BC Student Conduct Code sanctions through the process described in that code.

Students dismissed from the ADN program for lack of academic progress or for failure to comply with the ADN Professional Behavior Policy may appeal that decision by submitting a written statement to the dean of health sciences, education, and wellness institute within 21 days of the dismissal notification sent to the student's BC email address. The statement of appeal should provide a brief statement explaining why the student is seeking review of the dismissal. Failure to file a timely notice of appeal constitutes a waiver of the right to appeal, and the dismissal decision shall be deemed final. The dean of HSEWI will meet with the student, investigate the matter, and respond within 14 business days with either a final determination or an extension of the investigation, if necessary. The decision of the dean of HSEWI is final.

Dress Code Policy

Whether on campus—in a lab, simulation or classroom—or at a clinical site, students should dress appropriately for a health-care professional. Clinical sites have their own dress code guidelines to follow in areas such as jewelry, ID badges, hairstyles, nails, tattoos, piercings, and facial hair. When attending clinical experiences, students should follow the guidelines of the specific clinical site. Students in violation of this policy will be required to leave the clinical site.

Students attending clinical experiences must wear the following:

- BC photo badge or a facility-issued badge, if provided
- Watch with a second hand or digital counter
- Clinical uniforms: Acorn brand royal blue top and bottom, embroidered with the BC logo on the upper left front (Acorn embroidery only)
- A plain white, grey, or black undershirt worn under the uniform top, if desired • Limit jewelry to items that will not interfere with nursing care

Students should not:

- Wear perfume or other scented products such as fabric softeners, aftershave or lotion
- Chew gum or chew tobacco
- Wear open-toed or open-heeled shoes or clogs
- Wear shoulder length or longer hair unless it is pinned up and pulled back from the face

When visiting a clinical site to obtain a clinical assignment, students must:

- Wear appropriate casual business clothes and a BC photo badge or, if applicable, facility identification badge
- Not bring family members, pets, or significant others to the nursing unit

Examinations, Tests, and Quizzes Policy

Exams in the ADN program are crucial to determining readiness to take the National Council Licensure Examination for RNs (Registered Nurses) (NCLEX-RN). Scheduled examinations, quizzes, and tests must be taken at the assigned times based on the syllabus. If a student is unable to take the test at the scheduled time, a 5% reduction of exam score per day will be applied to the final exam/quiz score. It is the student's responsibility to notify the course coordinator to make alternative arrangements with Placement & Testing Services. Refer to individual course syllabi for course-specific grading information.

- Before beginning an exam, students are required to place all personal items (including cell phones) in a designated area. Items allowed with students include pencils, Scantron, highlighters, food or beverages, and exams.
- Exams, tests, and quizzes must not be removed from the classroom at any time without the permission of the instructor.
- Exam, test, and quiz questions (including choices) may not be transcribed, photocopied, or electronically copied to preserve the integrity of the assessment.
- Cell phones must be turned off and stowed with the student's personal belongings in front of the classroom.
- If a student leaves the classroom during an exam for any reason, the exam and Scantron will be turned in and the student will not be allowed to re-enter the classroom.

- **Exam scores are not rounded up.**

Grading and Progression Policy

Bellevue College uses a 4-point grading scale for theory courses (see BC Policy 3000: Grading) and has established progressive interventions for students who require additional academic support (see BC Policy 3200 / 3200P Academic Standing). The ADN program has additional grading standards for students in order to prepare them for licensing examinations. A final course grade of "C" or above is required to pass any theory nursing course and a grade of "S" (satisfactory) is required to pass any clinical/lab course. Students who earn a grade below "C" or "S" in any course will be placed on an academic performance improvement plan (APIP) or a clinical performance improvement plan (CPIP) (see the Clinical Practice Expectations Policy) and must retake the course (and corequisite, if applicable) with a passing grade in order to progress in the program. Students who plan to re-take a course under these circumstances must meet with the associate dean of nursing or designee.

ADN Grading Scale for Theory Courses

Passing	**Failing**
A = 95-100	C- = 74-77
A- = 91-94	D+ = 70-73
B+ = 89-90	D = 72-60
B = 86-88	F = < 59
B- = 83-85	
C+ = 80-82	
C = 78-79	

ADN Grading Criteria for Clinical/Lab Courses

A grade of SATISFACTORY means the student meets **all** of the following:

- 80% of all criteria per section on the clinical evaluation tool (for CETs using S/U/N ratings) OR final CET score of greater than 33 (for CETs using effective noticing, interpreting, responding and reflecting)
- Attends 85% of the total clinical hours for the course. For example: Course NURS 125 requires 96 bedside hours. The student must attend 82 bedside hours to meet this criteria.

A grade of UNSATISFACTORY means the student **does not meet any one** of the following:

- Safety standards. If at any time a student endangers the health or safety of a client through carelessness, lack of preparation, or failure to follow the nursing program's policies and procedures, the student may be immediately dismissed from the nursing program.
- Attendance requirements.
- 80% of the criteria per section of the CET at least twice during the clinical rotation (for CETs using S/U/N ratings) OR final CET score of greater than 33 (for CETs using effective noticing, interpreting, responding and reflecting)

- Achieve goals on the Clinical Performance Improvement Plan (CPIP) within the designated time frame.

Progression in the ADN Program

The plan of study (full-time or part-time) dictates the courses, sequence, and corequisites for completion of the ADN degree. Because the ADN program is sequenced strategically, successful progression depends on prior coursework. Courses cannot be taken out of order or separately.

Student progression is dependent on meeting the course requirements (assessments and assignments) described in each course syllabi and maintaining academic performance (78%). Student progression is also dependent on factors such as clinical experience attendance, professional behavior and interactions, and safety concerns. Instructors have the right and responsibility to determine whether the student will be allowed to attend class or internship/practicum based on generally accepted standards of nursing practice, agency policies, and standards of safe practice, as well as the well-being of others in the classroom or clinical setting.

If a student following the full-time (6 quarter) plan of study fails to enroll for more than four (4) consecutive quarters, that student will need to re-apply and be re-admitted to the program in order to continue.

If a student following the part-time (9 quarter) plan of study fails to enroll for more than nine (9) consecutive quarters, that student will need to re-apply and be re-admitted to the program in order to finish.

Note: Failure to progress in the ADN program does not equate to dismissal; however, the ability to repeat coursework or be placed in clinical experiences is subject to space available and cannot be guaranteed. In addition, students may be required to enroll in NURS 198, prepare an updated plan of study, and be approved by the associate dean of nursing.

Academic Performance Improvement Plan

When a student achieves less than 78% on any examination in a course, the course instructor initiates an academic performance improvement plan (APIP). This written plan is discussed during a meeting between the student and the course coordinator/instructor. The APIP records the required need for improvement and, together, the student and course instructor/coordinator identify strategies to improve the student's academic performance. This plan alerts the student that their academic performance must improve to be successful in the course. During the student-faculty meeting, the student can clarify any concerns regarding the APIP. If the student would like a further exploration of the APIP, the student may initiate a meeting with the instructor, course coordinator, and/or ADN program chair. The APIP remains in effect until the end of the quarter and a copy is kept in the student's file.

Graduation Requirements Policy

The following conditions must be met for successful completion of the Nursing AAS-T:

- Complete courses in the degree plan in the plan of study sequence and with a minimum grade of "C" in each theory course and a minimum grade of "S" (satisfactory) in each clinical/lab course.

- Earn a minimum cumulative grade point average of 2.0 in all non-nursing coursework taken at BC.
- Earn a cumulative grade point average of 2.0 or better in the courses applied to the ADN degree, including credits transferred from other colleges.
- Complete the minimum required residence credits at BC: one-third of the credits applicable toward an associate degree.
- Submit official transcripts for credits transferred from other colleges.

Leave of Absence (LOA) and Reentry Policy

Students enrolled in the ADN program may request a leave of absence for personal, family, or emergency reasons by following the process listed below. Students seeking to re-enter the program after a leave of absence or any other interruption of their plan of study will only be readmitted on a space available basis. Any student undertaking a leave of absence will be subject to dismissal if they do not take any credits within the nursing program for one year (365 days). Students must notify the program of their intention to reenter by the due dates listed above for the Petition for Readmission to the Nursing Program.

Students requesting a leave of absence must complete the following:

- Submit a written request for LOA to the associate dean of nursing that summarizes statement of the need for a leave of absence.
- Meet with the associate dean of nursing or designee to discuss the length of time anticipated for the leave and discuss a tentative plan for the completion of coursework.
- Ensure that current contact information is on file with the program manager.
- Maintain regular monitoring of BC email for notices of program information throughout the LOA.

For approved LOA requests, the student will be responsible for the following:

- Sign an agreement for all conditions established by the associate dean of nursing for reenrollment, which may include satisfactory retesting of theory and practicum skills.
- Complete the BC Term (Quarter) Activation Request, if instructed.
- Sign an agreement that includes a new education plan or the completion of the degree, based on course availability, prerequisites, and program requirements.
- Register for required coursework.

Readmission to the program for students who withdraw from the program without arranging a leave of absence cannot be guaranteed. It is recommended that a student withdrawing from the program without arranging a leave of absence should:

- Schedule an appointment with the associate dean of nursing to discuss plans, including possible readmission at a future date. The associate dean of nursing will provide information about readmission, and
- As a courtesy, the student should notify instructions in all courses for which they are registered that they are leaving the program.

Professional Behavior Policy

Being a Safe Practitioner and Accident Reporting

Students are responsible for their behavior and for being safe practitioners. Students who wish to seek advice related to stress management, communication skills, and/or anger management are encouraged to seek support through the BC Counseling Center.

Students who are injured and require immediate attention should call 911. Less severe injuries or accidents that occur to students in the clinical setting should be reported immediately to the clinical instructor. Injuries that require immediate attention may be treated on-site. Any expenses incurred for treatment at the site, or any additional treatment elsewhere, are the responsibility of the student.

Injuries or accidents that occur to students in the classroom/nursing skills lab must be reported immediately to the instructor, if readily available, or to BC Public Safety (425.564.2400 or www.bellevuecollege.edu/publicsafety/).

Expectations of Professional Behavior

Students are expected to exhibit professional behavior toward all faculty members, health team members, peers, clients, and their families. ADN program standards for professional behavior are informed by the following resources: the International Council of Nurses Code of Ethics for Nurses, the American Nurses Association Code of Ethics for Nurses, the American Nurses Association Scope and Standards of Practice, the National Student Nurses Association Code of Professional Conduct, and the National Student Nurses Association Code of Academic and Clinical Conduct.

Professional behavior includes, but is not limited to the following:

- Submission of program-related documentation by specified deadlines (e.g., fully compliant clinical paperwork such as the Clinical Passport and site-specific documentation requirements).
- Gifting to instructors is inappropriate.
- Children, significant others, and animals are not allowed in theory classes, clinical experiences, or labs.
- Cellular phones must be set to “vibrate” or “silent” during class. No text messaging during class.
- Students are to comply with facility-specific cell phone policies
- Students will not interfere with the learning of other students

A student will be asked to leave any nursing class or clinical experience if they exhibit any of the following unsafe or disruptive behaviors:

- Impolite, rude, or abusive behavior
- Profanity, argumentative or aggressive behavior toward any person
- Repeated, unnecessary talking during class
- Direct harm to a client
- Breach of client confidentiality
- Refusal to care for a client

- Use of narcotic key
- Transcribing physicians' orders
- Taking telephone or verbal orders from a physician or other health care prescriber
- Leaving the clinical area without notifying the appropriate staff and instructor
- Falsifying or photocopying medical records
- Performing a psychomotor skill for the first time without the instructor's knowledge
- Failure to use Universal Precautions for infection control
- Leaving the facility without removing client-identification data from chart information and any Health Insurance Portability and Accountability Act (HIPAA) violations
- Violation of the American Nurses Association Code of Ethics
- Indications that the student may be under the influence of substances. Behaviors may include:
    - Impaired motor coordination
    - Impaired speech
    - Impaired cognition
- Indications that the student has been cheating on an exam, quiz, or test. These include but are not limited to:
    - Open texts, related notes, or papers within sight of the student
    - A second or already marked scantron
    - Talking with peers
    - Looking at a peer's exam, quiz, or test materials
    - Continuing to write after time is called
    - Copying or reproducing test questions in any manner
    - Accessing non-approved material electronically
- Evidence of plagiarism*:* plagiarize (verb): to use and pass off as their own the ideas or writings of another, to appropriate for use as one's own passages or ideas from another
- A student suspected of cheating, stealing, or plagiarizing will be reported to a BC student conduct officer.
- A student found guilty of cheating and/or plagiarizing will earn a:
    - Grade of 'F' on the assignment
    - Score of '0' on the quiz, exam, or test
    - A student who wishes to contest this grade/score must follow BC Policy 3000P Grade Dispute (Procedures).

Exhibiting any of the above may result in a Clinical Performance Improvement Plan (CPIP), a behavioral contract, or dismissal from the program.

Behavioral Contract

A behavioral contract may be initiated by a faculty member if warranted by student behavior. Once initiated, behavioral contracts remain in effect for the duration of the program. The faculty member will review the contract with the student every quarter. Failure to meet the conditions of the contract may result in failure to progress and dismissal after faculty discussion.

Patient Confidentiality

Patients are entitled to the confidentiality of their medical information. Federal legislation, the Health Insurance Portability and Accountability Act (HIPAA), mandates that no personally identifiable patient information be released without the patient's permission.

Students may share non-identifiable information for course and learning purposes within the confidential clinical site and classroom only.

Clinical agencies require that absolutely no reference to a patient, even if de-identified, be shared electronically via email or on social networking sites such as Facebook. Sharing de-identified patient information on Canvas is permissible as directed by the instructor since Canvas access is password protected. Pictures, audio, or video recordings of patients must never be taken.

Audio, Video Recording, and Social Media

Recording of any kind in the classroom or skills lab requires the instructor's permission. Audio or video recordings obtained by students are for personal academic use only and cannot be distributed or posted on any public site or social networking site including but not limited to YouTube, Facebook, or any blog sites. In addition, no cell phones or other audio/video recording devices should be on a student's person in the clinical setting. Violation of this prohibition may result in dismissal from the program and review under the BC Student Conduct Code.

Safety Event Reporting Protocol

This plan provides guidance to faculty and leadership related to errors/safety events/near misses by students, faculty, preceptors or staff nurse working with students in clinical settings, simulations, and labs. The full text of this plan can be found on the ADN Guiding Practices for Students webpage.

Section 6. Professional Engagement and Licensure

6.1 Nursing Technician – WA State

There is an additional work-related opportunity for nursing students in the state of Washington. Some area hospitals, clinics, and/or nursing homes recognize the role of a Nursing Technician to practice "within the limits of their education, to gain valuable judgment and knowledge through expanded work opportunities" (WAC 246-840-840). This position requires registration with the Washington State Department of Health as a Nurse Technician after you are hired for the role. After successfully completing one quarter of the nursing program, students are then able to apply for a nursing technician position. For more information, please review the following administrative code: WAC 246840-840

6.2 Licensure

Following the successful completion of the ADN Program, the student is eligible to sit for the National Council Licensing Exam (NCLEX RN [Registered Nurse]). The National Council of State Boards of Nursing develops and administers this exam (ncsbn.org). Licensure information is discussed at the start of NURS 260 Transition to Professional Nursing and can also be found on the ADN Guiding Practices for Students webpage (Preparing for National Council Licensure Examination [NCLEX]). Any concerns

regarding the application process should be directed to the Washington State Nursing Care Quality Assurance Commission.

6.3 Graduation from the Nursing Program

Eligibility to apply to take the licensure exam for initial licensure occurs after ALL requirements for the Associate Degree in Nursing have been completed, and the student has applied for graduation. Students must complete the published plan of study and achieve the specified grades below, to graduate from the ADN Program:

- A grade of "C" or better in all theory courses
- A grade of "S" in all clinical courses
- All requirements, including prerequisite and corequisite courses, have been met according to the Nursing AAS-T degree requirements found in the BC Course Catalog.

The student is responsible for completing all college requirements and taking steps to have all account holds removed before BC Evaluations & Graduation will release the final transcript.

Approval to take the NCLEX will not be granted until the "Certificate of Completion" (COC) is submitted by the associate dean of nursing to the Washington State Board of Nursing (WABON), and the student submits an official transcript showing that the degree has been posted to WABON.

- WABON provides information regarding application requirements for licensure.
- NCLEX-RN provides a test plan for taking the NCLEX-RN Examination.

6.4 Nursing Advisory Board

The primary purpose of advisory committees is to serve as advisors to the college, providing advocacy, recommendations, and support for quality professional-technical degrees. The ADN program advisory board meets regularly to advise the faculty and help to evaluate and update the curriculum.

6.5 Professional Nursing Organizations

ADN students are encouraged to participate in the following professional nursing organizations:
National Student Nurses' Association (NSNA) / NSNA Code of Ethics
Organization for Associate Degree Nursing (OADN)

These organizations provide resources to nursing students such as guidance on ethics and professional behavior. The American Nurses Association also publishes a Code of Ethics for Nurses.

6.6 Clinical Judgment Information

The National Council of State Boards of Nursing (NCSBN) has developed a Clinical judgment Measurement Model as a framework to measure clinical judgment and decision making.

Section 7: Functional Abilities

Students in the nursing program at Bellevue College must demonstrate the functional abilities necessary to assess a client's needs. Refer to the following examples:

Visual Abilities

- Read for prolonged periods of time either hardcopy or on a computer screen
- Visualize small font (6 font) written words and information on paper, computer screen, and medication label
- Distinguish and appropriately respond to multiple visual inputs
- Prepare and administer medications including the correct use of small, calibrated syringes (1/2 mL), ampules, etc.
- Monitor and assess subtle changes in patient status (i.e., signs/symptoms, drainage, wound color/appearance, wound depth, cyanosis, etc.)

Auditory Abilities

- Hear monitor alarm(s), emergency signals, ringing telephones, telephone interactions, calls for assistance
- Respond and react immediately to spoken instructions and/or monitor equipment
- Tolerate occasional exposure to loud and unpleasant noises
- Distinguish changes in tone and pitch in heart, lung, and bowel sounds using a stethoscope or modified stethoscope
- Distinguish sounds and understand verbal communication in environments with multiple auditory inputs

Olfactory Abilities

- Ability to detect smoke and odors
- Ability to tolerate occasional unpleasant odors

Tactile Abilities

- Palpate for pulses, temperature, texture hardness or softness, physical landmarks, etc.
- Discriminate subtle differences between sharp/dull and hot/cold

Motor Function Abilities

- Handle small delicate equipment/objects or hand-held devices without extraneous movement, contamination, or destruction
- Move, position, turn, transfer, assist with lifting or lift and carry adult patients without injury to the patient, self, or others
- Lift, push, pull or transfer (bed-to-chair, bed-to-bed) an adult or pediatric patient
- Use hands, wrists, and arms to apply up to 10 pounds of pressure to bleeding sites or when performing CPR
- Coordinate eye/hand, fine and gross motor movements
- Perform electronic keyboarding/documentation and/or extensive writing with a pen and/or pencil

- Stand, bend, walk, stoop, and squat while providing patient care

Communication Abilities

- Effectively read, write, comprehend, and speak the English language
- Communicate relevant, accurate, and complete information concisely and clearly, both verbally and in writing, to patients and healthcare members
- Communicate and function effectively in environments with multiple auditory and visual inputs

Cognitive Abilities

- Perform mathematical calculations accurately for medication preparation and administration
- Make appropriate, rapid decisions in stressful or emergency situations
- Manage multiple priorities and function effectively in stressful situations
- Remember multiple messages and information
- Adapt rapidly to environmental changes and multiple tasks demands
- Maintain concentration and focus on professional care setting

Section 8. Student Participation

Students are encouraged to participate in program-wide activities that support their professional growth. Specific opportunities include the following:

8.1 Nursing Program Meetings

Students are invited to attend bi-monthly nursing program meetings where quality improvement, evidence-based practice, and trends in nursing are addressed. Students engage in touch points throughout the program to provide curriculum feedback and are invited to Town Halls with the Nursing Dean to provide program feedback. This information assists nursing faculty in the assessment and evaluation process of curricula decisions.

8.2 Nursing Student Association (NSA)

The Nursing Student Association of Bellevue College (BC) is a student-run organization representing students pursuing nursing. Students nominate peers for the offices of the BC NSA chapter (President, Vice President, Treasurer, Public Liaison, and class representative). These elected officers are responsible for presenting opportunities for nursing students to learn and acquire the attributes necessary to become professionals. A Nursing Faculty member serves as an Advisor to the NSA. NSA President and or Officers provide an NSA Advisory Report at Program Meetings.

8.3 Curriculum Committee Participation

Students are invited to attend quarterly curriculum overview workshops where quality improvement, evidence-based practice, and trends in nursing are addressed. Students engage in a survey to provide curriculum feedback. Students engage with nursing faculty and the associate dean of nursing throughout the program to provide curriculum and program feedback in Town Halls and other forums. Their information assists nursing faculty in the assessment and evaluation process of curricula decisions.

8.4 Graduation/Commencement/Pinning Ceremony

Graduating nursing students may participate in college graduation/commencement exercises. After the ADN Program, the graduating class may choose to have a Pinning Ceremony. The role of the student- led Pinning Committee is to plan and implement a Pinning Ceremony for their graduating class if so desired. The Pinning Ceremony Standard Operating Procedure can be found on the guiding practices for students webpage.

8.5 Emergency Notification

To reach nursing students on campus in event of an emergency, the telephone number is 425-564-2012. The caller needs to be specific regarding the class/course the student is attending to facilitate location as quickly as possible. Legally, the staff cannot verify whether an individual is a student and on campus but will notify the student or appropriate instructor if possible. To reach nursing students in clinical sites in event of an emergency, the specific clinical site needs to be contacted by the caller.