Bluegrass Community and Technical College
Associate Degree Nursing Program

Academic Year 2017-2018

KCTCS
Kentucky Community & Technical College System
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PART I – GENERAL INFORMATION
Bluegrass Community and Technical College
Associate Degree Nursing Program

**Accreditation**

Bluegrass Community and Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. (Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, phone 404.679.4500)

The Associate Degree Nursing Program holds national accreditation from the Accreditation Commission for Education in Nursing (formerly NLNAC), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, phone 404.975.5000, [www.acenursing.org/](http://www.acenursing.org/)

The Associate Degree Nursing Program is approved by the Kentucky Board of Nursing (312 Whittington Parkway, Suite 300, Louisville, KY 40222-5172, phone 502.329.7000, kbn.ky.gov).

**Mission of BCTC**

Bluegrass Community and Technical College (BCTC) transforms the Bluegrass Region - one student at a time, one employer at a time, one community at a time.

With students at the heart of our mission, BCTC supports access, success, and completion of educational goals through comprehensive and responsive programs and services at campuses across the region and through distance learning. With strong partnerships and excellence in teaching and learning, BCTC:

- Provides a skilled workforce, through high-quality career and technical programs, workforce training, and continuing education.
- Prepares students to transfer for baccalaureate degrees, through general education and literacy and life skills development.

BCTC promotes regional economic vitality and quality of life through diversity and inclusion, cultural and global awareness, critical thinking, civic responsibility, professional competence, and sustainability.

BCTC is a member college of the Kentucky Community and Technical College System and awards associate degrees, diplomas, and certificates.

**Vision**

Bluegrass Community and Technical college aspires to teaching and learning excellence, student success, and creative solutions for educational, economic, and community challenges.
As an organization that serves and learns, made up of students, faculty, and staff, and supported by boards, councils, and advisors, BCTC is guided by these core values:

**Building Respect**

- Authenticity - We act with integrity and uphold our commitments.
- Inclusion - We empower students, faculty, and staff to create an inclusive culture through open access, shared experience, and mutual respect.

**Communicating**

- Meaningful Interaction - We value considerate and productive communication, empowered listening, and diversity of thought and expression.
- Focus on Learning - We support lifelong learning through teaching and service that nurture emotional and intellectual growth to foster meaningful lives.

**Transforming**

- Innovation - We embrace challenges using new, creative, and flexible ideas and actions that seek improvements and support educational excellence.
- Responsiveness - We assess needs, create partnerships, and take initiative to support the economic and cultural development of the communities we serve.

**Creating Community**

- Positive Environment - We embrace joy and celebration in our learning and working environment.
- Collaboration - We cooperate toward common goals, striving to create positive results by being helpful, courteous, and kind.
**Mission of the Associate Degree Nursing Program**

In support of the BCTC’s mission of providing quality education and learning, the Associate Degree Nursing Program prepares program graduates to write the National Council Licensure Examination to become registered nurses. The program curriculum combines general education and nursing education and is accredited by the Accrediting Commission for Nursing Education (ACEN) and is approved by the Kentucky Board of Nursing. The program faculty support lifelong learning and workforce development through faculty efforts in continuing education and community service.

**Overview of the Nursing Program**

Consistent with the BCTC mission, the Associate Degree Nursing Program has a curriculum that combines general education and nursing education. Classroom lectures are held at the college and nursing faculty direct the learning of nursing practice in a variety of community settings. Classroom instruction is closely correlated with selected experiences in the health care facilities. Transportation to the facilities is the responsibility of each student.

The program prepares graduates to write the National Council Licensure Examination to become registered nurses, eligible to work in beginning level staff positions. The novice Associate Degree RN is most commonly employed in acute care and extended care facilities, but may work in such diverse sites as clinics, home health and physician’ offices. Responsibilities include, management of daily client care, evaluation of client’ physical and emotional reactions to treatment through continual assessment, supervision of other health care workers, and identification and implementation of necessary client education.

**Degree**

Upon successful completion of the course of study, the graduate of the Bluegrass Community and Technical College Associate Degree Nursing Program will earn the **Associate in Applied Science Degree**.

**Philosophy of the Associate Degree Nursing Program**

The philosophy of the Associate Degree Nursing (A.D.N.) program is congruent with the Kentucky Community and Technical College System (KCTCS) mission statement and is supported by the works of Marjory Gordon and the National League for Nursing. The faculty believes that:

> Each individual is a unique, holistic being with bio-psychosocial, cultural and spiritual dimensions in constant interaction with the environment. All human beings have in
common certain functional patterns that contribute to their health, quality of life, and achievement of human potential;

The dynamic process of mastering core competencies is essential to the practice of contemporary and futuristic nursing. This process illustrates the personal, progressive, and lifelong professional development of the nurse through the accumulation, analysis, and synthesis of knowledge, scientific findings and human experience. The components of this A.D.N. conceptual model include: core values, integrating concepts, program outcomes and nursing practice;

Learning is an individual and lifelong process evidenced by changed behavior resulting from the acquisition of knowledge, practice and ethical comportment. Knowledge encompasses the realms of science and theory. Practice includes the ability to engage in a thoughtful, deliberate, and informed way. Ethical comportment involves the individual’s formation within a set of recognized responsibilities; it includes the notions of “good practice” and “boundaries of practice.” Learning in an educational setting is enhanced by a teacher/student relationship in which the teacher’s responsibility is to structure and facilitate optimal conditions for critical thinking and learning through clearly defined student learning outcomes. The student brings to this relationship the willingness to learn and is accountable for his/her education. Recognizing that both the rate and style of learning differ with individuals, various strategies are utilized to facilitate the achievement of student learning outcomes, attainment of maximum potential, and promotion of continued learning; The A.D.N. graduate, having achieved the graduate outcomes, is prepared to practice in a variety of settings within the parameters of individual knowledge and experience according to the standards of practice.

The role of the A.D.N. graduate includes:

- human flourishing,
- nursing judgment,
- professional identity,
- spirit of inquiry

Encompassed within these roles are the core components of context and environment, knowledge and science, personal/professional development, quality and safety, relationship-centered-care, and teamwork.

References:


The conceptual framework of the Associate Degree Nursing (A.D.N.) program as developed and valued by the faculty is based upon constructs of the nursing paradigm and related concepts.

The framework relates the philosophy to the curriculum and provides focus for the program. It organizes and defines nursing practice, explaining the relationships between the concepts of the philosophy and depicting the seven core values with their six integrated concepts and eleven functional health patterns.

The faculty members believe that nursing practice includes human flourishing, nursing judgment, professional identity, and spirit of inquiry that are based on the National League for Nursing educational program outcomes for A.D.N. graduates and Marjory Gordon’s functional health pattern framework.

Fundamental to the framework are the seven core values of caring, diversity, ethics, excellence, holism, integrity, and patient centeredness. The six integrating concepts of nursing practice are: context and environment, knowledge and science, personal/professional development, quality and safety, relationship-centered care, and teamwork. The core values and integrating concepts are introduced, developed, and built upon throughout the curriculum.

The client’s functional health patterns are: health perception/health management, nutrition/metabolism, elimination, activity/exercise, sleep/rest, cognitive/perceptual, self-perception/self-concept, role/relationships, sexuality/reproduction, coping/stress tolerance, and value/belief. These patterns are influenced by the client’s culture, age/development, and state of health/illness and serve as a unifying structure for the organization of the curriculum.

The conceptual model is a visual representation of the relationships among the concepts of the philosophy and depicts all components inherent in nursing practice and the eleven functional patterns inherent in the client.

References:


Conceptual Framework Design

Human Flourishing

Professional Identity

Professional Practice

Core Values:
- Caring
- Diversity
- Ethics
- Excellence
- Holism
- Integrity
- Patient-Centeredness

Integrating Concepts:
- Context and Environment
- Knowledge and Science
- Personal/Professional Development
- Quality and Safety
- Relationship-Centered Care
- Teamwork

Gordon’s Health Patterns:
- Health perception/Health management
- Nutrition/Metabolism, Elimination
- Activity/Exercise
- Self-perception/Self-concept
- Role/Relationships
- Sexuality/Reproduction
- Coping/Stress tolerance
- Value/Belief

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

1) Sufficient visual acuity, such as is needed in the preparation and administration of medications, and for the observation necessary for patient assessment and nursing care.

2) Sufficient auditory perception to receive verbal communication from patients and members of the health care team and to assess health needs of people through the use of monitoring devices such as cardiac monitors, stethoscopes, IV infusion pumps, dopplers, fire alarms, etc.

3) Sufficient gross and fine motor coordination to respond promptly and to implement the nursing skills, including the manipulation of equipment, required in meeting health needs.

4) Sufficient communication skills (speech, reading, writing) to interact with individuals and to communicate their needs promptly and effectively, as may be necessary in the individual’s interest.

5) Sufficient intellectual and emotional functions to plan and implement care for individuals.

Students who need special accommodations to meet these standards should contact the Nursing Program Coordinator.
Educational Competencies

Upon completion of this program, the Associate Degree Nursing graduate can:

1. Advocate for clients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings (human flourishing)

2. Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality-care and promote the health of patients within a family and community context (nursing judgment)

3. Implement one’s role as a nurse in ways that reflect integrity, responsibility, ethical practice and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context (professional identity)

4. Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities (spirit of inquiry)

Gen Ed Competencies

Students should prepare for twenty-first century challenges by gaining:

A. Knowledge of human cultures and the physical and natural worlds through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts. (LEAP A*)

B. Intellectual and practical skills, including (LEAP B*)
   - inquiry and analysis
   - critical and creative thinking
   - written and oral communication
   - quantitative literacy
   - information literacy
   - teamwork and problem solving

C. Personal and social responsibility, including (LEAP C*)
   - civic knowledge and engagement (local and global)
   - intercultural knowledge and competence
   - ethical reasoning and action
foundations and skills for lifelong learning

D. Integrative and applied learning, including synthesis and advanced accomplishment across general and specialized skills. (LEAP D*)

Curriculum Sequence and Requirements

Effective fall 2012
Pre-Requisite to the Nursing Program:
- CPR for Healthcare Providers
- Proof of active status on the Medicaid Nurse Aide Registry or equivalency
- Computer Literacy as defined by KCTCS

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<thead>
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<th>Sequence</th>
<th>Course</th>
<th>Credits</th>
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<tr>
<td><strong>Summer Session</strong></td>
<td></td>
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<tr>
<td>Mathematics</td>
<td>MAT 150, or MA 111 or higher</td>
<td>3</td>
</tr>
<tr>
<td>Human Anatomy and Physiology I</td>
<td>BIO 137</td>
<td>4</td>
</tr>
<tr>
<td>General Psychology</td>
<td>PSY 110</td>
<td>3</td>
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<tr>
<td><strong>Fall Semester – Year 1</strong></td>
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<td></td>
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<tr>
<td>Nursing Practice</td>
<td>NSG 101</td>
<td>9</td>
</tr>
<tr>
<td>Developmental Psychology</td>
<td>PSY 223</td>
<td>3</td>
</tr>
<tr>
<td>Human Anatomy and Physiology II</td>
<td>BIO 139</td>
<td>4</td>
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<tr>
<td><strong>Spring Semester – Year 1</strong></td>
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<td></td>
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<td>Medical Surgical Nursing I</td>
<td>NSG 210</td>
<td>6</td>
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<tr>
<td>Behavioral Health Nursing</td>
<td>NSG 212</td>
<td>3</td>
</tr>
<tr>
<td>Pharmacology I</td>
<td>NSG 215</td>
<td>1</td>
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<tr>
<td>Writing I</td>
<td>ENG 101</td>
<td>3</td>
</tr>
<tr>
<td>Oral Communication</td>
<td>COM 181, 252, or 281</td>
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<td><strong>Fall Semester – Year 2</strong></td>
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<td></td>
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<tr>
<td>Maternal Newborn Nursing</td>
<td>NSG 211</td>
<td>3</td>
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<tr>
<td>Medical Surgical Nursing II</td>
<td>NSG 220</td>
<td>6</td>
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<tr>
<td>Medical Microbiology</td>
<td>BIO 225</td>
<td>4</td>
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<tr>
<td>Writing II</td>
<td>ENG 102</td>
<td>3</td>
</tr>
<tr>
<td><strong>Spring Semester – Year 2</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pediatric Nursing</td>
<td>NSG 213</td>
<td>3</td>
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<tr>
<td>Medical Surgical Nursing III</td>
<td>NSG 230</td>
<td>6</td>
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<tr>
<td>Pharmacology II</td>
<td>NSG 225</td>
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<tr>
<td>Heritage/Humanities/Language</td>
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<td><strong>Total Credit Hours</strong></td>
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In addition to the sequence of courses described, there are some special advising considerations that must be followed when students are considering pursuing the AAS degree in Nursing.

- Students must demonstrate proof of active status on the Medicaid Nurse Aide Registry, or demonstrate equivalent experience within 1 year, of beginning nursing courses.
- A letter grade of “C” or higher is required for each nursing course, each biological/physical science course, and math course.
- Each course must be taken prior to or concurrent with the semester sequence in which the student is enrolled in nursing.
- Successful completion of each course in each semester is required before the student may progress to the next semester of the program.
- A cumulative GPA of 2.0 must be maintained.
- Failure to complete the outlined sequencing of the courses and curriculum will result in withdrawal from the nursing program.
- Biological science courses must be taken within 6 years of beginning nursing. Exceptions to this may be made by the coordinator, where documentation exists of current utilization of biological and or psychological concepts.

### Descriptions of Courses/Nursing Courses

A description of courses offered at Bluegrass Community and Technical College can be found online at [https://bluegrass.kctcs.edu/media/academics/bctc_catalog/2017_18_catalog.pdf](https://bluegrass.kctcs.edu/media/academics/bctc_catalog/2017_18_catalog.pdf) or in a published copy of the catalog found in the Records Office. In addition, the description of nursing classes can be found online at the Associate Degree Nursing program website at [https://bluegrass.kctcs.edu/nursing/associate_degree_nursing/index.aspx](https://bluegrass.kctcs.edu/nursing/associate_degree_nursing/index.aspx)

### Structure of the Nursing Courses

All Nursing courses, except the two Pharmacology courses (NSG 215 and NSG 225) contain both lecture and clinical components. Didactic content is team taught, on both campuses by full time faculty. Campus labs are also taught by full time faculty. Clinical is taught by full time faculty and part time adjunct faculty.

As part of the clinical component of the course, students will have one hour per week in campus lab, where various skills are presented and then in small groups will be assigned an additional hour each week to practice the skill with faculty supervision. The student learning outcomes for the course are achieved through a variety of planned educational activities that are described in the course outline for each course. Students evaluate their progress as defined by these student outcomes.

A team approach to teaching is the underlying foundation of all the nursing courses. The nursing faculty members in each course collaborate with the course leader to carry out the various activities of the course and to assist the students in meeting their learning outcomes.

### Advising

Bluegrass Community and Technical College provides quality academic advising to all students; however, students are ultimately responsible for knowing the requirements of their particular academic program, selecting courses that meet those requirements, monitoring their progress toward graduation, scheduling and keeping academic advising appointments, and being prepared for advising sessions.
Upon declaration of intent to pursue an associate degree in nursing, each student will be assigned a nursing advisor. It is the student’s responsibility to schedule advising appointments during the assigned registration periods prior to registering for any classes.

**Class Scheduling**

Students should follow the procedures outlined for online class registration in BCTC’s Schedule of Classes each semester. The website for online registration is [http://legacy.bluegrass.kctcs.edu/registration/scheduleofclasses/](http://legacy.bluegrass.kctcs.edu/registration/scheduleofclasses/). Information such as the academic calendar, how to register, tuition and fees, student email, Peoplesoft account access, dates and processes for add/drop, early withdrawal from class, and refund deadlines as well as final exam schedules can be retrieved from this site.

**Code of Student Conduct**

All rules and regulations set forth in the current edition of the KCTCS Code of Student Conduct will be followed in the ADN Program. It is the student’s responsibility to download a current copy of the KCTCS Code of Student Conduct [https://bluegrass.kctcs.edu/sdem/students_right_to_know](https://bluegrass.kctcs.edu/sdem/students_right_to_know) [https://systemoffice.kctcs.edu/media/academics/kctcs_code_of_student_conduct_1117.pdf](https://systemoffice.kctcs.edu/media/academics/kctcs_code_of_student_conduct_1117.pdf)

**Complaints/Grievances**

If any student has concerns regarding their experience with the program, including but not limited to, grading policies, accommodations, etc., the student retains the right to pursue an informal and/or formal discrimination grievance. Students are encouraged to discuss any issues, problems, or difficulties promptly and candidly with the course leader of the nursing course in which they are enrolled. If the complaint is not resolved to the satisfaction of the student, the student should discuss their concerns with the program coordinator. If the complaint is not resolved to the satisfaction of the student after meeting with the program coordinator, the student should meet with the assistant dean. If the grievance is not resolved to the satisfaction of the student through the informal grievance procedure, the student may file a formal appeal according to the KCTCS Student Code of Conduct.

The Academic Ombud helps resolve academic disputes between students and faculty or administration. When students are unable to resolve grievances or complaints through program coordinator or assistant dean, the Ombud may be able to expedite the process or advise the student about the proper procedures to follow. The Ombud determines whether a student’s case has sufficient merit to warrant an appeal to the College Appeals Board. Problems include, but are
not limited to violation of students’ academic rights, unfair teaching and grading practices, cheating and plagiarism, and discrimination and harassment. All cases are held in strict confidence. For the location of the Ombud’s office contact Academic Affairs at (859) 246-6271.

Student Code of Conduct
[https://bluegrass.kctcs.edu/sdem/students_right_to_know](https://bluegrass.kctcs.edu/sdem/students_right_to_know)
[https://systemoffice.kctcs.edu/media/academics/kctcs_code_of_student_conduct_1117.pdf](https://systemoffice.kctcs.edu/media/academics/kctcs_code_of_student_conduct_1117.pdf)

**Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act of 1974, commonly known as FERPA, or the Buckley Amendment, is a federal law governing the privacy of educational records. FERPA gives students five rights:

- The right to inspect and review educational records
- The right to seek the amendment of educational records
- The right to consent to any disclosure of those records
- The right to obtain a copy of the school's Student Records Policy
- The right to file a complaint with the FERPA Office in Washington, D.C.

**What is an Educational Record?**

FERPA defines an educational record as: "Information about a student that is maintained by the university as part of the educational process."

The following are not considered educational records:

- Private notes of an individual faculty or staff member ("sole possession" records)
- Campus police records
- Medical records
- Aggregate (statistical) data that contains no personally identifiable information about any student.

Be aware, though, that contents of an educational record may appear in a variety of forms, such as:

- A handwritten document
- Computer file
- Computer screen
- Printout
- Verbal Exchange

**Directory Information**
FERPA allows colleges and universities to classify part of the educational record as "directory information". Normally, schools may disclose directory information without the written consent of the student. Directory information includes:

- Name
- Address (including email)
- Telephone listing
- Photographs
- Date and place of birth
- Major
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards achieved
- Most recent previous educational institution attended by student

**Suppressed Directory Information**

Students have the right to require that directory information about them not be disclosed. To activate a privacy flag, a student must submit a request in writing to the Registrar's Office. Please note that students who request suppression of directory information usually do so for serious, even dangerous, circumstances. It is critical that their absolute privacy be protected in every situation. If a student has elected to suppress all directory information, the college will respond to all inquiries as follows:

"There is no information available for any student by that name."

**Non-Directory Information**

Non-Directory Information is any educational record not classified as directory information (this includes grades, social security number, GPA, etc...). This private information may not be released to anyone, including parents of the student, without written consent from the student. College staff may access this information only if they have a legitimate need to use it to fulfill official duties. There are some legitimate exceptions to this rule, however. Directory and non-directory information may be released without the student's consent in the following instances:

- Officials or faculty of the college who have a legitimate educational interest (need to know to fulfill official responsibilities)
- Officials of other schools or school systems in which the student seeks to enroll
- Certain Federal and State Education Authorities
- Accrediting and University-approved testing agencies
- Appropriate parties in connection with an emergency when the immediate health or safety of the student is threatened
- Persons representing an officially-related judicial order or lawfully issued subpoena
- Institutions from which the student is receiving financial aid
**Student Organizations**

Student life is a very important part of the academic experience. Students may access information on a variety of student organizations at BCTC through:


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**Program Website**

The Associate Degree Nursing Program’s website is the primary source of information for the program and may be accessed at:

[https://bluegrass.kctcs.edu/nursing/associate_degree_nursing/index.aspx](https://bluegrass.kctcs.edu/nursing/associate_degree_nursing/index.aspx)

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**Student Support Services**

The Disability Support Services (DSS) office at Bluegrass Community & Technical College provides a full range of services to more than 800 students each year who have disabilities. DSS goals are to ensure equal access and full participation for persons with disabilities in post-secondary education as outlined by Section 504 of the Rehabilitation Act of 1973 and to empower students with disabilities to obtain the life skills necessary for a fulfilling, productive lifestyle after leaving Bluegrass Community & Technical College.

Services are based on the individual need of each student and may include: ensuring a physically accessible environment; assistance with academic advising and career counseling; supportive counseling; interpreters for students who are deaf or hard of hearing; adaptive equipment (FM listening devices, TTY, adaptive computer hardware...); specialized computer software (Dragon Naturally Speaking, Kurzweil 1000 and 3000, ZoomText, JAWS, MathType, Scientific Notebook...); textbooks in audio or electronic format; enlarged, Braille or text in an audio format; note taking; readers; writers/scribes; tutors; testing accommodations; and special parking permits.

In addition to these services, the DSS staff serve as liaisons with college faculty, staff and administrators, rehabilitation counselors, and other social service agencies. The DSS staff routinely work with community agencies on behalf of current and prospective students with disabilities. Regular contact is maintained with the Kentucky Department of Vocational Rehabilitation, Office for the Blind, insurance or worker compensation case managers, rehabilitation centers, and adult education centers. Students are also assisted in transferring to other educational institutions and/or programs upon their request.

Full participation in the DSS program is encouraged from the initial admission contact throughout the student's academic career. Students are not segregated or labeled because of their
disability but are encouraged to assume full responsibility in securing the reasonable accommodations needed for a particular academic program.

To contact a DSS staff member directly by phone or email, please see the college directory. Under "department", select "Student Affairs - Disability Support.

The BCTC Transfer Center is located on Cooper campus and is designated to assist students with transfer to a four-year institution. Assistance to students regarding a transfer plan is provided via email and in person. Transfer students can be advised at the Center and are encouraged to make appointments with faculty advisors.

Financial Aid services are available for all BCTC students. Information regarding this service is provided to students in the freshman orientation and on the BCTC website. Information regarding types of loans, important dates and forms are posted to the website.

KCTCS implements a number of safety measures to ensure that there is a safe learning environment for students, faculty and staff. KCTCS has implemented a SNAP program which is the Safety Notification Alert Process for KCTCS. All campus community members are encouraged to sign-up for the SNAP program.

In order to ensure exceptional service to all students, Information Technology Services offers complete technical support services at all campuses, including desktop support, open lab services, printing support and more. BCTC also offers an online helpdesk to submit a request for assistance at the student’s convenience. 

[https://bluegrass.kctcs.edu/DSS/](https://bluegrass.kctcs.edu/DSS/)

**Campus Laboratory**

The campus laboratory contains the supplies and equipment that are necessary to develop the psychomotor skills necessary to enter the clinical arena. Cooper and Lawrenceburg campus each has one full time nursing faculty responsible for coordinating the campus labs, skills practice and remediation schedules. “Open” lab times and appointments to have individual assistance are available.

**Media Center**

Located on both campuses, the Associate Degree Nursing Program has an array of software programs selected by faculty to enhance the learning objectives of the nursing program.

**Learning Resource Center**

The College is fortunate to have a library/learning resource center located in the Oswald Building at the Cooper Campus. The Learning Resource Center subscribes to several nursing journals and also keeps a collection of books that support the Associate Degree Nursing
Program. Several librarians are available to assist students with requests and needs. Students are oriented annually by campus librarians to resources available and procedures to access.

### Tutoring Assistance

On occasion, a student will need assistance with writing skills in the preparation of papers required in the Associate Degree Nursing Program. The College supports a Tutoring Center located on both campuses. Operational hours are posted each semester. Math and English tutors are available on both campuses. [https://bluegrass.kctcs.edu/tutoring/](https://bluegrass.kctcs.edu/tutoring/)

### Background Check

All students in the ADN Program are required to submit a criminal background check as a prerequisite for clinical practice. Students who fail to submit to a background check will be ineligible for clinical placement. Those who do not pass the background check are afforded the opportunity to explain the circumstances surrounding the situation, but if the student is ineligible for clinical placement he/she will be given the opportunity to withdraw from the Program.

The criminal background check will include but is not limited to: Social Security Fraud; Criminal Background; Sex Offender Search; Abuse Registry; OIG Medicare Sanctioned List; Licensure, Certification and Designation.

Situations in which a person does not have a satisfactory background check will be reviewed by the program administrator on a case-by-case basis. Convictions involving the following crimes, but not limited to these crimes may serve to disqualify a person from participating in required clinical learning experiences.

- Any felony, whether listed below or not
- Crimes involving drugs, including but not limited to unlawful possession or distribution
- Crimes of physical violence to include any type of abuse (child, spousal, or of the elderly), abduction such as kidnapping, manslaughter, murder, robbery, sexual crimes, possession of a restricted fire arm or any related weapons offenses, assault and battery
- Conviction of a misdemeanor related to abuse, neglect or exploitation

A private company approved to perform Criminal Background Checks will conduct the background check. The cost of the background check will be borne by the student.

### HIPAA

The U.S. Department of Health and Human Services issued the Privacy Rule to implement the requirement of the Health Insurance and Portability Act of 1996 (HIPAA). This Privacy Rule addresses the use and disclosure of individuals’ protected health information. The goal of
HIPAA is to assure that individuals’ health information is properly protected while allowing necessary access to health care providers directly involved in their care. All students are required to complete HIPAA training prior to beginning their first clinical rotation. HIPAA training instructions will be provided to each student. Students not meeting this requirement will not be allowed to attend clinical in the clinical facility. Any HIPAA violation could result in a substantial fine as well as subsequent dismissal from the program.

**Graduation Audits**

It is the student’s ultimate responsibility to assure that (s)he is taking the correct courses to progress to graduation.

Students are advised to see a nursing faculty each semester to be certain that their courses meet the requirements. At the time of the graduation audit, a student may be precluded from graduation because (s)he does not meet the curriculum requirements.

**Application for a Degree**

The graduation ceremony takes place at the conclusion of the spring semester. Students must file an application for a May degree (Associate in Applied Science) by the date published in the academic calendar which can be retrieved at [http://bluegrass.kctcs.edu/Registrar/Graduation](http://bluegrass.kctcs.edu/Registrar/Graduation)

**Approximate Costs Associated with the ADN Program**

Faculty want students to know the costs associated with entering school each year. This is a list of approximate costs associated with entering and completing the Associate Degree Nursing program at Bluegrass Community and Technical College. **All costs are subject to change without notice.**

**Approximate Costs to Students**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>COST</th>
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<tbody>
<tr>
<td>1. Tuition - per semester (Kentucky resident) (as of summer 2015)</td>
<td>$162 per credit hour plus $8.00 per credit hour $40.00 security charge</td>
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<tr>
<td>2. Uniforms and Accessories</td>
<td>Approx.$175.00</td>
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<tr>
<td>3. Nursing Books and wireless device</td>
<td>$1100.00 - $1200.00</td>
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</tbody>
</table>
4. CPR for Health-Care Providers or Red Cross CPR for the Professional Rescuer* | $ 50.00
5. MMR (2)* | See Health Care Provider
6. TB Skin Test (PPD)* | See Health Care Provider
7. Hepatitis B Series* | See Health Care Provider
8. Varivax Series or Titer* | See Health Care Provider
9. Liability Insurance* | Included in tuition fee
10. Drug Testing* Lawrenceburg | Per Certified credentials
11. Background Check* | $ 65.00
12. Exit Exams for NSG courses | $35.00-$ (1-2 per semester)
13. Exit Exam for Final Semester | $55.00
14. Kaplan NCLEX Review | $480.00 (divided over 3 semesters)
15. Influenza vaccination | $25.00
16. Tdap vaccination | $80.00

(* Validation of each of these items is due by the first day of class.
(Some facilities have additional immunization requirements that must be met in order to participate in clinical activities at the site.)

APPROXIMATE FOURTH SEMESTER EXPENSES

Fourth semester expenses include graduation fees, license application, Nursing pin, photograph/class picture and pinning ceremony. Pinning ceremony expenses are usually collected and utilized by class consensus. They include, decorations, venue rental, and refreshments, etc.

***Intellectual Property/Taping of Lectures***

Class lectures are the intellectual property of the lecturer and are protected by copyright law. Students may not tape lectures for distribution or distribute transcripts of lectures. Student may, with instructor permission, record lecture for personal use.

***Liability Insurance***

Students are billed for limited professional liability insurance with their tuition bill each fall and spring semester when they are enrolled in the Nursing Program. Payment is included in fees for classes and is non-refundable.

***Use of Electronic Devices and laptops***
All students are required to purchase a hand held wireless device in order to download required e-resources which will be used in the clinical setting. During lecture all communication devices must be in “silent” mode. Laptops will be used to take course exams.

**Class Attendance**

Lecture attendance is expected for the entire class time. Students must inform the Course Leader if they will miss an exam. If an exam is missed due to an excused absence, the points for that exam will be evenly distributed over the completed exams. For example, if the course has 4 exams worth 100 points each for a total of 400 points. A missed exam will result in a total of 3 exams calculated for the total 400 exam points. This policy does not apply to the HESI or the Final Exam – both of those are mandatory.

**Textbooks and Course Outlines**

Each course has a required set of texts and materials to support the educational learning objectives. The required and recommended texts and materials are identified in the course outline. The texts are selected by the faculty members with input from students.

**Course Outlines**

The course outline is reviewed and updated on a regular basis to determine currency and appropriate reflection of learning objectives to support student outcomes for the course. The course outlines are organized to reflect the conceptual framework of the program and the sequence of educational outcomes related to achievement of overall program outcomes.

In each course outline, there will be the description of the course, and the pre-requisites will be listed. Next, the course outline will specify the course objectives the students will achieve for successful completion of the course. To facilitate learning in the course, the course is divided into units. Each unit will have overall objectives that direct the learning outcomes for that unit. Finally, there will be learning activities to help the student achieve the content and clinical objectives.

**Grading Scale**

The final grade will be determined according to the following scale:

- A = 90 - 100%
- B = 83 - 89
- C = 77 - 82
- D = 67 - 76
E = below 67%

A letter grade of C, satisfactory evaluation of course skills, satisfactory performance in the clinical area according to the Clinical Performance Review Evaluation Tool. Final grades of .50 will be rounded up. For example a final grade of 76.50 will be recorded as a 77%
Clinical Requirements

Overall Clinical Evaluation

Students will be evaluated in the clinical area according to established criteria (see Clinical Performance Review Evaluation Tool). A student must earn a satisfactory in the clinical area as documented on the Clinical Performance Review Evaluation Tool provided in the outline of each nursing course with a clinical component. This includes satisfactory demonstration of the essential nursing skills designated in the course.

The following criteria will form the guidelines for the student's performance in all client-care situations:

1. The problem-solving approach will be used.
2. The client must not be placed in physical jeopardy.
3. The client must not be placed in emotional jeopardy.
4. The principles of medical asepsis must be maintained at all times.
5. The student must perform in an ethical and professional manner.

Clinical evaluation of the Preceptorship will be completed by the faculty member in collaboration with the preceptor.

Should a student fail to comply with any of these guidelines at any time during the provision of care in a clinical setting, the clinical faculty will report the performance of the student to both the Course Leader and Program Coordinator. After consultation with the course faculty and Program Coordinator, an unsatisfactory grade in clinical performance may be assigned to the student at that time. Students who have been assigned an unsatisfactory grade in clinical performance will not be allowed to return to the clinical setting for client care and a letter grade of E will be assigned for the course.

Adherence to the criteria for Student Guidelines for Professional Appearance is required. Students are advised that working the night before clinicals may jeopardize safe nursing care. Students will be sent home for having an unprofessional appearance or exhibiting any signs of fatigue. At the discretion of the faculty, a student may be required to change clinical groups.

Students are responsible for their own follow-up care in the event of any "on-the-job" injury such as a needle stick. Hospital workman's compensation does not cover students during their learning experience. Students must notify their instructor immediately of any injury or incident regarding self or patient in the clinical setting.

Clinical Attendance

Clinical Laboratory: Attendance is essential in order for students to achieve the clinical objectives of the curriculum. In case of an absence in the clinical area, each student must
personally notify faculty prior to the absence. Tardiness will affect clinical evaluation and may result in unsatisfactory clinical performance. Students should notify the clinical faculty in case of tardiness prior to the assigned clinical time. In the event of a clinical absence, arrangements will be made by the course leader for a make-up. The student is accountable for achievement of the clinical objectives.

**Campus Laboratory:** Attendance and promptness in campus laboratory are also required. Each hour of absence in the campus lab is equivalent to one (1) hour clinical laboratory absence. Any absences from campus lab or skills practice must be made up.

<table>
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<tr>
<th>Clinical Skills</th>
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<tr>
<td>Each student must demonstrate satisfactory performance of the nursing skills according to critical criteria designated in the course outline of each course. Additionally, students are expected to maintain competency in previously learned skills. Referral to the lab for a previously learned skill will constitute an instructor intervention. Any student who receives an unsatisfactory evaluation on a new skill or previously learned skill must remediate with laboratory faculty and will be evaluated a second and final time by a different faculty member designated by the course leader. Failure to obtain a satisfactory evaluation on the second performance indicates the student is unsafe to practice nursing, resulting in an unsatisfactory grade for clinical performance as specified in the syllabus of each nursing course. All critical criteria and essential skills are located in Part V of this manual.</td>
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<tr>
<th>Immunizations/CPR Requirements</th>
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<tr>
<td>Students enrolled in the Nursing Program must submit evidence of immunizations as required by the clinical agencies. Students may access this information on the Nursing Program’s website at <a href="https://bluegrass.kctcs.edu/nursing/associate_degree_nursing/associate_degree_nursing_program_immunization_information/index.aspx">https://bluegrass.kctcs.edu/nursing/associate_degree_nursing/associate_degree_nursing_program_immunization_information/index.aspx</a></td>
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<th>Dress Code/Uniform</th>
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<tr>
<td>Uniforms may be purchased anywhere that have the required style and color that matches the criteria. If in doubt, get faculty approval before removing labels.</td>
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**UNIFORM:**

**BCTC Patch:** The patch is positioned on the left sleeve of the lab jacket and uniform sleeve, approximately 2 inches below the shoulder seam. Patches are available in the bookstore.

**Pants:** Must be straight legged, without cuffs. No Capri pants and no sweats or low (cargo type) pockets.

**Shoes:** Clean, **black** leather, closed toe. Only to be worn for clinical experiences.
Name Pin: Name pins are available from the bookstore. They must be ordered at least two weeks in advance. The pin includes your first and last name and indicates that you are a student nurse.

Hair: Clean and neat. Must be tied back or pinned up and off the collar. Only plain barrettes may be used, without ornamentation.

Nails: Clean and neatly trimmed, with the length even with the ends of fingertips. No artificial nails, nail polish of any type, or nail jewelry may be worn.

Jewelry: You must have a watch with a second hand. Only one pair of small stud type earrings in the lower lobe of the ear is permitted. Some agencies will permit wedding bands. No other jewelry is permitted, including visible body piercings.

Accessories: Bandage scissors, ball-point pen with black ink, small note pad, and stethoscope.

Jackets: Jackets are not to be worn while providing direct patient care. Jackets are worn to and from clinical.

Other: No tobacco products. No chewing gum. All tattoo’s must be covered. If needed, students are allowed to wear a clean, solid white (no logo), short-sleeved, t-shirt under their top.

**Clinical Sites**

A variety of clinical settings is used to facilitate the student learning outcomes. Some regularly used agencies include:

- Bluegrass Regional Psychiatric Services, Eastern State Hospital
- Cardinal Hill Rehabilitation
- Central Baptist Hospital
- Ephraim McDowell Hospital
- Frankfort Public Health Department
- Frankfort Regional Medical Center
- Georgetown Community Hospital
- Good Samaritan Hospital/University of Kentucky
- James B. Haggin Memorial Hospital
- Clark Regional Medical Center
- Pattie A. Clay Regional Medical Center
- Ridge Behavioral Health System
- Rockcastle Hospital and Respiratory Care Center, Inc
- Kentucky One Health; Saint Joseph Healthcare System
- University of Kentucky Medical Center
- Veteran Administration Hospital

In addition to these sites, the Associate Degree Nursing Program has Memoranda of Agreement with several long-term care facilities, ancillary facilities, and community health agencies. Students are expected to provide their own transportation to the clinical site. All agencies require some form of orientation to their facility and in addition, have specific immunization requirements, CPR certification, HIPAA compliance orientation and Criminal background checks. Sites are evaluated annually for accreditation and whether they are appropriate to meet program learning outcomes.
Withdrawal from the ADN Program

Students who wish to withdraw from the ADN Program must adhere to the guidelines specified in the academic calendar as well as those published in the course syllabus. Each student who wishes to withdraw must arrange for a conference with the Program Coordinator prior to withdrawal.

Readmission to the ADN Program

A student who withdraws from a nursing course or earns lower than a grade of ‘C’ in the course or any biological science course will be dropped from the Associate Degree Nursing Program. Students who wish to apply for readmission will have to apply two months prior to the start of classes as published in the BCTC Schedule of Classes. Readmission will be dependent upon available resources and meeting criteria for admissions. Two letters of faculty support, at least one from a full time faculty, must be submitted with the application. These letters should be addressed to the program coordinator.