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The College of Nursing faculty, administration, and staff welcome you and wish you a rewarding and successful experience in nursing. The carefully planned curriculum prepares you to become a generalist in nursing practice. Faculty, administration, and staff are available to assist students to progress toward this goal.

Nursing students have the same rights, privileges, and responsibilities as all other university students and are expected to abide by university standards. This Handbook contains the policies and procedures for the baccalaureate nursing program. Students are responsible for knowing and following the policies and procedures outlined in this Handbook. The handbook is available on the College of Nursing website http://nursing.byu.edu. If substantial changes are made, you will be notified by email.

When questions arise or information is needed during the nursing program, students should refer to the Handbook before seeking answers from other sources. If questions are not answered in the Handbook, students may refer questions regarding acceptance, registration, and progression to the Undergraduate Nursing Advisement Center, questions regarding coursework to faculty, and questions regarding other student issues to the Associate Dean of Undergraduate Studies.

May you enjoy a successful educational experience!
Section I
Introduction

UNIVERSITY MISSION

The mission of Brigham Young University, founded, supported, and guided by The Church of Jesus Christ of Latter-day Saints, is to assist individuals in their quest for perfection and eternal life. That assistance should provide a period of intensive learning in a stimulating setting where a commitment to excellence is expected and the full realization of human potential is pursued.

All instruction, programs, and services at BYU, including a wide variety of extra-curricular experiences, should make their own contribution toward the balanced development of the total person. Such a broadly prepared individual will not only be capable of meeting personal challenge and change but will also bring strength to others in the tasks of home and family life, social relationships, civic duty, and service to mankind.

To succeed in this mission the university must provide an environment enlightened by living prophets and sustained by those moral virtues which characterize the life and teachings of the Son of God. In that environment these four major educational goals should prevail:

1. All students at BYU should be taught the truths of the gospel of Jesus Christ. Any education is inadequate which does not emphasize that His is the only name given under heaven whereby mankind can be saved. Certainly all relationships within the BYU community should reflect devout love of God and a loving, genuine concern for the welfare of our neighbor.

2. Because the gospel encourages the pursuit of all truth, students at BYU should receive a broad university education. The arts, letters, and sciences provide the core of such an education, which will help students think clearly, communicate effectively, understand important ideas in their own cultural tradition as well as that of others, and establish clear standards of intellectual integrity.

3. In addition to a strong general education, students should also receive instruction in the special fields of their choice. The university cannot provide programs in all possible areas of professional or vocational work, but in those it does provide the preparation must be excellent. Students who graduate from BYU should be capable of competing with the best in their fields.

4. Scholarly research and creative endeavor among both faculty and students, including those in selected graduate programs of real consequence, are essential and will be encouraged.

In meeting these objectives BYU’s faculty, staff, students, and administrators should also be anxious to make their service and scholarship available to The Church of Jesus Christ of Latter-day Saints in furthering its work worldwide. In an era of limited enrollments, BYU can continue to expand its influence both by encouraging programs that are central to the Church’s purposes and by making its resources available to the Church when called upon to do so.

We believe the earnest pursuit of this institutional mission can have a strong effect on the course of higher education and will greatly enlarge Brigham Young University’s influence in a world we wish to improve.

Approved by the BYU Board of Trustees, November 4, 1981

https://aims.byu.edu/mission-statement
UNIVERSITY AIMS
The mission of Brigham Young University is “to assist individuals in their quest for perfection and eternal life” (“The Mission Statement of Brigham Young University”). To this end, BYU seeks to develop students of faith, intellect, and character who have the skills and the desire to continue learning and to serve others throughout their lives. These are the common aims of all education at BYU. Both those who teach in the classroom and those who direct activities outside the classroom are responsible for contributing to this complete educational vision. A BYU education should be spiritually strengthening, intellectually enlarging, and character building, leading to lifelong learning and service. (The Mission of Brigham Young University and The Aims of a BYU Education, Brigham Young University. Brigham Young University Bulletin, Undergraduate Catalog, 2008-2009, pp. 12-15)
https://aims.byu.edu/aims

COLLEGE VISION, MISSION, VALUES

Vision
Guided by the truths of the gospel of Jesus Christ, we exemplify the Healer’s art by: leading with faith and integrity; advancing the science of nursing; promoting health and wellness; alleviating suffering; and serving individuals, families, and communities.

Mission
The mission of the Brigham Young University College of Nursing is to learn the Healer’s art and go forth to serve.

Values
We value: Accountability, Collaboration, Compassion, Innovation, Inspiration, Integrity, Learning, Service

CONGRUENCE WITH THE UNIVERSITY
The College of Nursing at Brigham Young University demonstrates its quality through congruence with the university aims, mission, and institutional objectives and by implementing professional standards and guidelines.

The mission, vision, values, goals and expected outcomes of the College of Nursing reflect professional standards and the gospel of Jesus Christ and are congruent with the aims, mission, and institutional objectives of the university. We hope that as you begin your education you will become familiar with the College mission, vision, values, goals and expected program outcomes. We have placed these in the front of the Handbook in the hopes that it will encourage you to ponder the type of nurse you want to be.

ACCREDITATION
The College of Nursing is a member of the American Association of Colleges of Nursing. The baccalaureate degree in nursing at Brigham Young University is accredited by the Commission on Collegiate Nursing Education (http://www.aacn.nche.edu/ccne-accreditation). The program is also approved by Utah State Board of Nursing. In addition to nursing accreditation, Brigham Young University is fully accredited by the Northwest Association of Schools and Colleges.

LOCATION
Brigham Young University, sponsored by The Church of Jesus Christ of Latter-day Saints, is located in Provo, Utah, forty-five miles south of Salt Lake City. The 600-acre campus is nestled next to the snowcapped Wasatch Mountains in Utah Valley. The student body of 30,000 includes students from the fifty states and over seventy foreign countries. The 1,600
faculty members hold degrees from many universities. BYU offers education in nearly 200 subject areas within its eleven colleges and graduate schools, along with an outstanding continuing education program.

Utah Valley offers extensive recreational opportunities. With Utah Lake and several reservoirs a few miles from campus, boating and water skiing are popular sports. The Wasatch Mountains offer recreation throughout the year in the sports of hiking, rock climbing, camping, backpacking, skiing, and snowmobiling. Sundance ski resort is located closest to campus (about 30 minutes away); other ski resorts (Park City, Deer Valley, Snowbird, Alta, and Brighton) are approximately an hour's drive from campus.

Cultural and sports events are available at BYU and in the Provo area. University Devotional and Forum Assemblies offer the opportunity to hear General Authorities of the Church as well as internationally known experts in various fields. Attendance at Devotionals and Forums on Tuesdays at 11:00 a.m. is expected when students are on campus.

**UNIVERSITY LIBRARY**

Located in the center of campus, the Harold B. Lee Library (HBLL) houses more than seven million items and provides access to thousands of digital resources. The library’s role at the university is supporting the work of students and faculty. Nursing students are supported in their studies by the Nursing Subject Librarian. She provides a set of research tools accessible at the Science Desk on level 2 of the library or online at [http://guides.lib.byu.edu/nursing](http://guides.lib.byu.edu/nursing).

Students can access Nursing databases such as CINAHAL, MEDLINE, and more through the library web site, [lib.byu.edu](http://lib.byu.edu). The website also features a specialized subject page with resources for nursing students including live online research help. Students are always welcome to ask librarians for information.

The library offers hundreds of computer stations for research along with study tables, group study rooms, and soft reading chairs. If a student’s research requires books which are not in the collection they are welcome to request them through interlibrary loan (ILL). Journal articles outside the library’s extensive collection can be obtained in digital format through the ILL system. Visit the Interlibrary Loan Department in room 3421 HBLL or online at [illiad.lib.byu.edu/illiad/ill.html](http://illiad.lib.byu.edu/illiad/ill.html).

To learn more about the library, visit [lib.byu.edu](http://lib.byu.edu). For specific research questions use our Ask a Librarian Service at [Research and Writing Center](http://research.byu.edu) or call (801) 422-2927. For library hours visit the library’s website.

**COLLEGE FACILITIES**

The College of Nursing is located on the first, fourth, and fifth floors of the Spencer W. Kimball Tower (KMBL). Facilities and supportive services include the following:

*Clinical Facilities*

The College of Nursing makes extensive cooperative use of hospitals and healthcare facilities in many sites in Utah and selected rural sites including some international experiences. The clinical facilities offer comprehensive experiences in all areas of acute care, community, and ambulatory nursing.

Educational experiences are generally located in the Wasatch Front. Didactic (classroom) courses are taught in Provo with a few online or hybrid classes. Clinical experiences are generally in agencies throughout the Wasatch Front. Visits to agencies and client homes are also required. To achieve the best possible clinical education, students will need to travel throughout their course work. Students are responsible for their own transportation. Access to a car is highly recommended. Multi-cultural and international clinical experiences are also available during a specific spring term in the program.
College of Nursing Learning Center
The Nursing Learning Center (NLC), located in 130 KMBL, is administered by the College of Nursing. The NLC houses a small collection of HBLL materials specifically for nursing students, a computer lab, nursing laboratories and procedure training rooms for applying nursing knowledge and learning skills. Access to the NLC is restricted to graduate and undergraduate nursing students. Snacks are allowed in the debriefing rooms, but otherwise no food or drinks are allowed in the NLC.

The NLC also provides computer access to nursing instructional programs, e-mail, library on-line catalog and references, databases, and web-based resources. The Kimball Tower Computer Lab (100 KMBL) is to be used for word processing and other computer applications not available in the NLC. There is also an Exam Room Laboratory which simulates outpatient clinics.

The nursing laboratories are part of the NLC. Instruction in the labs is designed to bring clinical reality into the educational setting through the use of hospital patient units, high-and medium-fidelity mannequins, supplies, and equipment. State-of-the-art audio visual equipment provides for video capture and coding capabilities during simulated patient care experiences. The NLC has five examination rooms, six full-simulation experience rooms, a 4-station central control center, two procedure/skill training rooms, four debriefing rooms, a sub-dividable nine bed unit and a walk-in practice lab.

The NLC is the home to sophisticated, high-fidelity computer-based human patient simulators, which allow students to assess changeable heart sounds, breath sounds, and chest movement, experience cardiac monitoring, administer simulated medications, and observe the physiological effects. An adult and pediatric simulator are computer-driven and utilize compressed air to simulate chest movement and pulses. They can function using different patient profiles (and different underlying physiological settings) and healthcare scenarios. The computer-based simulators allow the same patient and scenario to be experienced by multiple students or groups of students. Various medical devices such as crash cart, simulated medications, an x-ray viewing area, a cardiac care monitor, and computers are available to support simulation experiences.

The NLC also houses a maternal and neonatal birthing simulator in a birthing suite. This simulator is a full-size female which allows students to experience the patient care associated with childbirth and associated complications. The simulator provides experience with fetal position, fetal heart sounds, and performing Leopold maneuvers.

Students attend learning sessions taught by faculty members, staff nurses, and/or senior nursing students as teaching assistants to learn and practice nursing techniques and complete “pass-offs” before caring for patients in actual clinical settings.

Nursing Learning Center hours include open hours Monday-Saturday. The Center is open some evenings until 6:30 p.m. and other evenings until 9 p.m. During spring and summer terms, open hours are reduced based on student needs and vary from year to year. Below is a typical schedule of NLC hours. Actual hours may vary, and are posted on NLC doors.

**Fall/Winter Semesters**

<table>
<thead>
<tr>
<th>Monday and Friday</th>
<th>7:30 a.m. – 6:30 p.m.</th>
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<tbody>
<tr>
<td>*Tuesday</td>
<td>7:30 a.m. – 9:00 p.m.</td>
</tr>
<tr>
<td>Wednesday and Thursday</td>
<td>7:30 a.m. – 9:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00 a.m. – 2:00 p.m.</td>
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*The NLC closes all areas every Tuesday from 10:45 a.m. to 11:50 a.m. for devotionals or forums. Please check with the NLC for shortened hours during Spring/Summer terms.*
Research Center
The Research Center is located in 400 KMBL. The Research Center houses the offices of the Computer Support Representatives and Research Secretary. The facility offers work space for faculty and students, research resources, several general nursing research journals, and eight computer work stations. Current software packages include several programs for quantitative data analysis, qualitative data analysis, media presentation preparation, and scanning.

Student Study Rooms
Two areas of the KMBL are set aside for undergraduate nursing students. One study room is located on the 4th floor and the other is on the 1st floor across from the NLC. Both rooms are equipped with computer dataports. Food is allowed in the study rooms.

Computers
Computers are used extensively in healthcare facilities, therefore computer literacy is expected when accepted to the College of Nursing. Students may wish to consider obtaining a laptop computer to use with electronic textbooks in some courses.
The College of Nursing Undergraduate Advisement Center (NAC) engages in clear and professional advising practices. Academic advising takes place in "situations in which an institutional representative gives insight or direction to a college student about an academic, social, or personal matter. The nature of this direction might be to inform, suggest, counsel, discipline, coach, mentor, or even teach" (p. 3). Kuhn, T. (2008). Historical Foundations of Academic Advising. In Gordon, Habley and Grites. Academic Advising: A Comprehensive Campus Process. San Francisco: Jossey-Bass.

Academic advising is defined as “a developmental process which assists students in the clarification of their life/career goals and in the development of educational plans for the realization of these goals. It is a decision-making process by which students realize their maximum educational potential through communication and information exchanges with an advisor; it is ongoing, multifaceted, and the responsibility of both student and advisor. The advisor serves as a facilitator of communication, a coordinator of learning experiences through course and career planning and academic progress review, and an agent of referral to other campus agencies as necessary." Winston, Jr. R. B., Enders, S. C., & Miller, T. K. (Eds.) (March 1982). Developmental approaches to academic advising. New Directions for Student Services, 17.

Therefore, the NAC assists undergraduate nursing students with planning and progressing through the nursing program as well as a higher education environment in general. The NAC staff are prepared to answer questions in regards to the Nursing program, its curriculum (including pre-requisites), admission and application, general education courses, College of Nursing and BYU’s policies and procedures, resources on campus and in the community, scholarships, graduation requirements, etc. In collaboration with faculty the NAC is also responsible for securing clinical placements and ensuring students meet clinical compliance documentation required by agencies. The NAC also maintains the records of the required documentation for student clinical experiences such as immunizations, CPR, and forms (e.g. OSHA, Student Profile). Students are encouraged to schedule appointments to meet with an advisor each semester prior to starting the Nursing program and as often as the student needs while in the program.

Location and Contact Information:

551 Spencer W. Kimball Tower (KMBL)
BYU Campus
Phone: (801) 422-4173
Fax: (801) 422-0536
E-mail: nursing_advisement@byu.edu

Hours:
8am-5pm weekdays
Closed each Tuesday from 10:45 a.m. – 12:00 p.m. for devotionals and forums.
APPLICATION PROCESS

Students interested in applying to the College of Nursing can access the application on-line at [http://nursing.byu.edu/MyTasks/Apply/](http://nursing.byu.edu/MyTasks/Apply/), and then log in with their Route Y Net ID and password. Candidates are encouraged to meet with an advisor in the Undergraduate Nursing Advisement Center prior to application. Applications must be filled out by the applicant himself/herself, whether home or abroad. Application dates and acceptance criteria are also available online and through the Undergraduate Nursing Advisement Center. Final acceptance into the BYU Nursing Program is determined by the Acceptance Committee and is based on an objective rating scale, the committee members’ professional judgment, and the best interests of the nursing profession. The Committee’s decision is final. Students who are not accepted into the Nursing Program may reapply only once and are encouraged to meet with a Nursing Advisor to review their application.

If Brigham Young University College of Nursing becomes aware that a current student has not completed the application truthfully, he/she will be subject to disciplinary action up to and including dismissal from the nursing program.

ACCEPTANCE TO PROGRAM

Applicants are accepted twice a year for Fall and Winter semesters. Contact the NAC for more information regarding application deadlines. Usually, a maximum of 64 students are accepted to begin Fall and Winter semesters.

Acceptance into the nursing major is competitive and enrollment is limited. Therefore, not all students who meet the minimum requirements are guaranteed acceptance into the program. The following criteria have been established for consideration for admittance into the baccalaureate nursing program.

1. Be fully matriculated at BYU.
2. Complete the following pre-requisite courses: Chem 285, NDFS 100, Nurs 180, PDBio 220, and Human Development (SFL 210 or Psych 220). In addition, complete a minimum of at least 16 hours from the university core.
   1. Grades must be posted on the BYU transcript for all pre-requisite courses by the application deadline. For transfer students, all equivalent pre-requisite classes being transferred to BYU must be posted on BYU transcripts prior to application deadline. All Independent Study classes (if taken) need to have grades posted on transcript by application deadline.
   2. No mid-term grades will be accepted.
   3. In order to be eligible to apply to the College of Nursing, a students must have at least 25 total credit hours (including pre-requisites), no more than 75 BYU credit hours, and no more than 100 total credit hours (transfer + BYU).
3. Complete an online application as described on the BYU College of Nursing website. Applicants are evaluated on a variety of criteria.
   1. GPA; ACT/SAT, TOEFL (if needed);
2. Written communication skills; community, school, leadership, church service and other related experience (for example: healthcare related jobs and/or volunteer experience); recommendations from employers and/or educators; interview; and the professional judgment of the admissions committee.

3. All applicants may be asked to complete a standardized assessment to measure attributes necessary to be a successful registered nurse. The assessment costs will be the responsibility of the student.

If you intend to serve a mission, you should apply after your missionary service. The Nursing program is a lock-step sequential program. Therefore, any deferment, for any reason, from the program must be petitioned and approved on a cases by case basis. The CON does not defer acceptance into the program. (Please see the section on deferment for more information.)

Students are required to maintain a “C” grade or above in all nursing courses, including prerequisite and supporting courses. A grade of “C-” or lower is not considered passing.

Upon admission/acceptance students will have admission requirements to complete. They will need to complete the admission packet, attend all orientations and complete associated assignments.

**ACCEPTANCE OF TRANSFER STUDENTS**

Students transferring from another college or university to Brigham Young University into the College of Nursing will follow the same course sequence as other students. Please check with the Advisement Center in regards to the transfer of ACT scores and equivalent courses from other colleges.

The following criteria are required of transfer students:

1. Have all transcripts and ACT/SAT scores sent to BYU.
2. If any nursing pre-requisite classes (that were also approved by the College of Nursing Advisement Center) were completed at another college or university, grades must be posted on the transcripts sent to BYU.
3. Complete all requirements for BYU Admissions as found on their website: [https://admissions.byu.edu/transfer-applicants](https://admissions.byu.edu/transfer-applicants)
4. Students may request that courses taken at other colleges or universities be transferred to the nursing program. To do this, contact the secretary in the Undergraduate Nursing Advisement Center to have courses evaluated for equivalency.
5. Transfer students from other nursing programs should follow these procedures:
   a. Students who transfer from other baccalaureate nursing programs may request that courses from their previous program be applied to the baccalaureate degree. Evaluation of the credit for previous general education courses will be done by the Transfer Evaluation Office, A-166 ASB, (422-2507). Students complete an application for evaluation of transfer credit in the Transfer Evaluation Office.
   b. After the Transfer Office evaluates the courses and number of credits, the supervisor in the NAC (551 KMRL) will assist the student in determining which courses are needed for degree completion. Students should make an appointment with the supervisor for assistance in determining prerequisite courses, courses which may be challenged, and courses which need to be taken.
   c. The NAC coordinates the evaluation of nursing courses that may be transferred to the BYU degree. To initiate this process, the student needs to contact the NAC.
ENGLISH AS A SECOND LANGUAGE STUDENTS

Before acceptance to the College of Nursing, students with English as a second language (ESL) are required to complete the following additional requirements:

1. Take the TOEFL and get an overall score of at least a 93 (internet-based) with at least 24 sub-scores in both reading and listening.
2. Complete a medical terminology class (either Nurs 102 or Latin 123)
3. After 1 & 2 are completed, take the OPI/IELTS package exams. OPI is a speaking exam and IELTS is a writing exam. Talk to the Nursing Advisement Center (NAC) for more details for the OPI/IELTS exam package.

ACCEPTANCE POLICY FOR LICENSED PRACTICAL AND REGISTERED NURSES

Brigham Young University College of Nursing accepts Licensed Practical Nurses who desire a baccalaureate degree in nursing as long as the student does not already have a bachelor’s degree. Students with LPN licensure follow the same requirements and course sequencing as generic students. (See Appendix: Curriculum Guide) Contact the NAC for additional information.

Brigham Young University does not, at this time, have a bridging program for the Associate Degree RN.
Various government and healthcare agencies require student compliance documents. Nursing students are responsible to fulfill the requirements, obtain appropriate documentation, and see that the documentation gets to the Undergraduate Nursing Advisement Center (NAC) in a timely manner. Some clinical agencies may require additional compliance documentation. Students may not attend clinical if the required documents are not current.

CRIMINAL BACKGROUND CHECKS AND DRUG SCREENS

Purpose
Brigham Young University College of Nursing is committed to providing the public with nurses who demonstrate personal and professional behaviors consistent with the standards of the nursing profession. The purpose of this policy is to help promote a safe environment for patients, peers, faculty and the general public, as well as to protect property by conducting criminal background checks and drug screens on all students in the nursing program.

Scope
This policy applies to all students in the BYU undergraduate nursing program.

Policy
1. Brigham Young University College of Nursing requires a current (within 3 years) criminal background check and a drug screen to enable clinical practice within the nursing program. Students are also subject to random and scheduled periodic drug screens during their participation in the program.
2. Background checks and drug screens will be required of all students accepted to the program.
3. Participation in the nursing program is contingent upon satisfactory results of the background check and drug screens. Failure to comply may result in denial of acceptance or dismissal from the program.
4. Criminal background and drug screen results released to the College of Nursing will be used to made decisions regarding continuation in the program.
5. If a background check or drug screen identifies issues that may preclude continuance in the program, the case will be referred to the Associate Dean of Undergraduate Studies for review and action.
6. If a student is concerned that the results are not accurate, he or she must address these issues with the Bureau of Criminal Identification (BCI) for resolution of a state record, to the Criminal Justice Information Services Division (CJIS) for resolution of a federal record, or to the participating organization that administered the drug screen or background check.

Procedure
1. Conditions of Enrollment: It is an express condition of acceptance and enrollment for applicants and continued participation for current nursing students that the student agree to release information from background checks to the NAC.
2. Waiver/Consent: The College of Nursing Informed Consent/Release form must be signed and returned by the requesting student to the NAC. A copy of this release may be obtained for personal records.
3. Obtaining a Background Check and Pre-Enrollment Drug Screen
   a. The background check and drug screen will be initiated by the student as part of the routine acceptance process. Background checks will be run by the NAC after acceptance into the program. Students will need to
turn in their background check form and fee by the date specified. Please allow a couple of weeks to
complete the process. Failure to submit materials on time may result in dismissal from the program.
b. A drug screen must be obtained from any credible drug screen company. Some suggested organizations are
on the instruction page.
c. All expenses associated with background checks and drug screens are the sole responsibility of the
requesting student.

4. Random, For-Cause, and Scheduled Periodic Drug Screens for Enrolled Nursing Students
a. Given the nature of a nursing student’s clinical work, the university has a special need to ensure that these
students are not using drugs. Therefore, the university may randomly test enrolled nursing students for
compliance with its drug-free school policy.
b. The university may also require that an individual nursing student submit to a drug screen if, in the
university’s sole discretion, there is reasonable evidence to suggest that the student may be impaired and
therefore is a risk to self and others.
c. The university reserves the right to conduct periodic testing on a regularly scheduled basis for nursing
students in designated departments, classifications or workgroups.
d. The university will pay for the cost of any random, for-cause or periodically scheduled drug screens of
enrolled students.
e. Refusal to Undergo Testing: Nursing students who refuse to submit to a drug screen are subject to
immediate removal from the nursing program.

5. Positive Background Checks and Drug Screens:
   a. The existence of a positive background check (conviction) or positive drug test does not automatically
disqualify an individual from continued participation in the program. However, if a student tests positive
on a drug screen or has a conviction, the student will be temporarily suspended from the program while
the matter is reviewed.
   b. Each individual will be considered on a case by case basis. Relevant considerations may include, but are
not limited to: the details of drug screen results, the date, nature and number of convictions; the
relationship the conviction bears to the duties and responsibilities of nursing; and the student’s
successful efforts toward rehabilitation.
   c. Any decision to retain or dismiss a current nursing student who has a conviction or positive drug test is
solely at the discretion of the Associate Dean of Undergraduate Studies.
   d. Right to Explain Screening Results
      i. Nursing students must advise testing lab employees of all prescription drugs taken in the past
month before the test and be prepared to show proof of such prescriptions to testing lab
personnel.
      ii. All nursing students and applicants have the right to meet with the drug screening laboratory
personnel, and with the university, to explain their screening results.
   e. Right to Review Records: Nursing students have a right to obtain copies of all test results from the
screening laboratory, or from the university. When a student disagrees with the screening results, the
individual may request that the screening laboratory repeat the test. Such repeat screening will be at
the expense of the individual, unless the repeat test overturns the original report of the lab, in which
case the university will reimburse the student for the costs incurred for the retest.

6. Results:
   a. Confidentiality: Reasonable efforts will be made to ensure results of criminal background checks and
drug screens are kept confidential with only those personnel having a legitimate need to know being
authorized to review results.
b. College of Nursing access to results: The NAC will review all criminal background checks and drug screens. If adverse information deemed to be relevant to suitability for nursing student status is obtained, the NAC will notify the student in writing requesting additional information, and will refer the report to the Associate Dean of Undergraduate Studies.

c. Participation: Based on the results of the criminal background checks and drug screen, the Associate Dean of Undergraduate Studies reserves the right to withhold continued participation in the BYU College of Nursing.

d. Right to change and/or terminate policy: Brigham Young University reserves the right, in its sole discretion, to amend, replace, and/or terminate this policy at any time. Efforts will be made to keep students informed of any changes in the policy.

INSURANCE

Students in clinical courses are covered by a malpractice insurance policy. The fee for this insurance coverage is paid by the College of Nursing.

Students are required to carry their own health insurance. Insurance is available through the BYU Student Health Center or from a private insurance company.

In addition, the University Office of Cooperative Education and Internships requires that all students who have educational experiences off campus must sign and submit a Student Agreement form to the Undergraduate Nursing Advisement Center (NAC). The form identifies stipulations for off-campus educational experiences and requires students to provide evidence of personal health insurance coverage. The information sheet and form are included in the acceptance packet sent to students when they begin the Nursing program. Students who do not submit this form to the NAC can be blocked from registering for nursing classes.

Injuries, including contaminated needle sticks, incurred during class, laboratory, or clinical experience should be reported immediately to your instructor or preceptor. If you are in clinical, follow hospital protocol regarding care and incident reports. In addition, contact the Assistant Dean of Resource Management by phone immediately at 422-7189. You will also need to complete the BYU Incident Report Form. Depending on the severity and/or type of incident, you may need to receive emergency care in the ER or leave clinical for care at the Student Health Center. (See Appendix: Student Incident Procedures)

Students are covered by worker’s compensation for healthcare coverage only, but incidents will be reviewed by the BYU Risk Management Office to determine eligibility.

CARDIO-PULMONARY RESUSCITATION CERTIFICATION

Students are required to have current American Heart Association certification in Cardio-pulmonary Resuscitation (CPR) at the professional rescuer level (1 man, 2 man, infant) including training in the use of an automated external defibrillator (AED). CPR certification is required upon admission into the program and is to be renewed every 2 years.

A signed copy of the front and back of your CPR certification is to be given to the NAC after completion of a (renewal) course. The students’ signature and expiration date are required on the card.

Certification will be checked by the NAC staff and a copy of the certificate will be placed in your file in the NAC. Students will not be allowed in clinical unless they are currently certified. In addition, students will not be permitted to register for nursing classes without a copy of their current certification in the students’ NAC file.
PHYSICAL EXAMINATIONS / HEALTH HISTORY

Beginning students are required to complete a health history so that any health problems can be detected and treated to avoid interference with nursing classes. Health history forms (a.k.a. physical forms) are available from the NAC and are sent with the acceptance packet. Due to the intensity of the nursing program, significant health needs should be resolved prior to beginning the program.

Completed history forms with all accompanying documents and immunizations are to be returned to the NAC by the deadline listed in the Acceptance Packet. Students will not be allowed continuance in the program without a completed Acceptance Packet (including all immunizations).

IMMUNIZATIONS

Measles, Mumps, Rubella or MMR

Students who do not have evidence of MMR immunizations will be required to complete the vaccination or to have a titer done to show immunity for measles, mumps, and rubella.

A record of two shots of MMR is required and, if necessary, a titer or MMR booster is required as part of the examination. A copy of the immunization record for the MMR booster or the results of the Titer test must be accompanied by the laboratory report which the student will submit to the NAC with the completed physical form. More details are found in the acceptance packet.

TB Test

Students are required to get either 2-step TB tests or a QuantiFeron test upon admission to the program and annually thereafter. All TB tests need to be placed and read within 3 days. For a 2-step TB to be valid, the 2nd test needs to be placed within 7-21 days after the 1st test. A copy of the TB results must be given to the NAC each year. Students will not be allowed in clinical without current 2 Step TB information. Students will not be permitted to register for nursing classes without current 2 Step TB results submitted to the NAC. (See the Nursing Advisor if you have any questions about this.) More information is found in the acceptance packet.

Students who test positive for TB are required to get the QuantiFeron test. It is strongly recommended that you follow up with your health care provider. If you test positive you will not be able to begin Nursing. You will be required to take the “INH” series and to submit sputum samples to the County Health Department weekly. When you have had two consecutive (2 weeks in a row) “clear” sputum samples, you can apply again to enter Nursing. Attendance at clinical and registration for subsequent Nursing semesters can be blocked if this information is not in your permanent file in the NAC.

Tetanus/Diphtheria/Pertussis or Tdap

Students must have “current” Tetanus/Diphtheria/Pertussis or Tdap (a.k.a. ADACEL) and provide verification of that vaccination to the graduate secretary before beginning clinical. If a student has received a TD shot within the past two years, they cannot receive the Tdap and will have to petition, but must get the Tdap after two years from the time the TD shot was received. Dtap is not the same as Tdap. The Tdap is good for 10 years.

Polio Immunization

Students are required to report Polio immunization. Any record of this childhood immunization will work. It is called (OPV or IPV).
Varicella (Chicken Pox)
Students must provide a record of 2 Varicella shots or a titer. Having contracted chicken pox and reporting that is not adequate for this requirement. Those who have not had Varicella are required to have the Varicella immunization. Documentation verifying the immunization must be provided to the NAC.

Flu
Students are required to report flu vaccination. Flu immunizations must be done in September annually.

Hep B (HBV)
Students are required to submit the records for the 3 shot series and a titer proving immunity. More details are provided in the acceptance packet.

a. **If the student has already received the Hep-B 3 shot series:** Please check the dates of your shots against the following required schedule: 4 weeks between shot 1 & shot 2 and 8 weeks between shot 2 & shot 3 and 6 months between shot 1 & shot 3. If the immunization dates do not follow this schedule, contact NAC.
b. **If the student has NOT already received the Hep-B 3 shot series:** Start is now. Submit your immunization documents to the NAC after each shot.
c. **Medical reason a student cannot receive Hep B:** the student will need to talk the NAC, bring in a doctor’s note and fill out the “Liability Release Agreement” form.
d. **Titer required** – Once the Hep B 3 shot series is completed – students will need to wait AT LEAST 6 weeks before they can get a titer (blood draw) that shows immunity. If the titer comes back as Non-Immune then the student will need to immediately get a Booster Hep B shot, then, wait one more month and get a titer again. The titer must show immunity. All documentation of shots, titers and results need to be turned into the NAC.
COMMUNICABLE DISEASE CONTROL STANDARDS
Prior to beginning clinical, students are required to read the following standards, watch the Communicable Disease video found on the nursing website, complete a quiz and electronically sign the Communicable Disease Awareness Statement. This is an annual requirement.


Student Education
All students must receive current information on communicable disease control and OSHA requirements, to be facilitated by one of the following:

1. Content on AIDS, Hepatitis, and other communicable diseases, including epidemiology, transmission, and standard precautions and other pertinent issues are integrated appropriately in Nursing courses.
2. In order to meet OSHA requirements, the College of Nursing is required to educate students about risks associated with nursing education. Students are required to view the OSHA video annually in their clinical course.

Students who do not view the video and submit the electronic form to the NAC will not be eligible to attend clinical. For questions on this requirement, contact the NAC.

ESSENTIAL ABILITIES
Faculty at the College of Nursing have specified essential abilities critical to the success of students in the nursing program. Students must demonstrate these essential abilities to succeed in their program of study. Qualified applicants are expected to meet all admission criteria and matriculated students are expected to meet all progression criteria, as well as these essential abilities with or without reasonable accommodations.

Essential abilities are as follows:

1. Judgment skills include ability to identify, assess, and comprehend conditions surround client situations for the purpose of problem solving client conditions and coming to appropriate conclusions and/or courses of action which includes the ability to comprehend reality in ways that can be consensually validated.
2. Neurological functions include the ability to use the senses of seeing, hearing, touch, and smell to make correct judgments regarding client conditions for the purpose of demonstrating competence to safely engage in the practice of nursing.
3. Psychomotor skills include the ability to stand for prolonged periods, reach above and below waist, bend at waist, lift objects up to 10 pounds, move objects weighing up to 50 pounds, push/pull objects over 50 pounds, walk at a brisk pace and manipulate items using hands and fingers.
4. Communication skills include the ability to communicate effectively with fellow students, faculty, clients, and all members of the health care team directly in English or by electronic method, including the telephone, without a translator. Skills include verbal, written, and non-verbal abilities consistent with effective communication.
5. Emotional coping skills include the ability to demonstrate the mental health necessary to safely engage in the practice of nursing as determined by professional standards of practice.
6. Intellectual/conceptual skills include the ability to measure, calculate, analyze, synthesize, and evaluate to engage competently in the safe practice of nursing.
7. Other essential behavioral attributes include the ability to engage in activities consistent with safe nursing practice without demonstrated behaviors of addition to, abuse of, or dependence on substances that may impair behavior or judgment. You must demonstrate responsibility and accountability for actions as a student in the College of Nursing.
ACCESS AND CONFIDENTIALITY AGREEMENT
In order to participate in clinical experiences, students must sign the “Access and Confidentiality Agreement” form. The agreement, and an informational document, outlines the responsibility of nursing students regarding confidential information. Social Media is included in this. (Appendix: Acceptance Packet.)

OTHER EDUCATION FORMS
In order to participate in clinical experiences, students must sign the Expectation of Nursing Student Form. This form outlines the conditions of participating in clinical experiences. (Appendix: Acceptance Packet) Students must also understand and sign the Liability and Release forms sent in the acceptance packet.

EXPECTATION OF NURSING STUDENTS
If a student is no longer able to perform the Essential Abilities, as listed above, he or she may be temporarily suspended from certain CON activities until a specified healthcare provider deems otherwise.
Section IV
Program Information

PROGRAM DESCRIPTION
The Brigham Young University College of Nursing offers a baccalaureate program leading to a Bachelor of Science degree. The baccalaureate degree in nursing at Brigham Young University is accredited by the Commission on Collegiate Nursing Education (http://www.aacn.nche.edu/ccne-accreditation). All students completing the Bachelor of Science program are eligible to sit for the National Council Licensing Examination (NCLEX-RN) necessary to become a registered nurse. The baccalaureate curriculum is based on the University Mission and Aims, the College Mission, Vision, and Values, and the AACN Baccalaureate Essentials.

Following completion of prerequisites and acceptance to the College of Nursing, the undergraduate nursing curriculum is organized into six semesters and one spring term.

Required Non-Nursing Courses
In addition to core nursing courses, there are prerequisites taken prior to application for acceptance, supporting courses taken concurrently with core nursing courses, as well as the University Core which includes general education and religion classes.

PROGRAM OUTCOMES
The following provides a description of what the undergraduate students should be able to do upon completion of the program:

1. Integrate the values of the gospel of Jesus Christ as part of caring.
2. Demonstrate effective critical thinking and communication.
3. Design, provide, and evaluate professional nursing care for individuals, families, and communities.
4. Practice and lead with an understanding of the discipline of nursing at the local, national, and global levels.
5. Exemplify lifelong learning.

COURSE DESCRIPTIONS & LEARNING OUTCOMES
A complete list of courses as well as the course descriptions can be found online on the BYU Catalogue. https://catalog.byu.edu/course-list/1,NURS

Please see the academics tab, “Undergraduate Program Outcomes” on the Nursing website at http://nursing.byu.edu.

CREDIT HOUR EQUIVALENT
Clock hour (50 minutes) equivalent for a credit hour is as follows:

- Didactic: 1 credit hour = 1 clock hour per week x 14 weeks
- Clinical: 1 credit hour = 3 clock hours per week x 14 weeks
- Laboratory experience: 1 credit hour = 2 clock hours per week x 14 weeks
- Seminar: 1 credit hour = 2 clock hours per week x 14 weeks

COURSE SEQUENCING
The tables below show the tracking through the nursing curriculum for students who begin Fall or Winter semester. This tracking sequence is subject to change.
**Fall Program Admits**

Note: All students who begin the program in fall will sequence through the program according to the following track and will graduate in April three years later if the program is uninterrupted.

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<td>Nurs 291 Nursing Care of the Older Adult</td>
<td>Nurs 300 Pharmacology in Nursing</td>
<td>Nurs 339 Ethics in Nursing</td>
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<td>Nurs 461 Psych / Mental Health Nursing</td>
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*Nurs 390R Cultural Prep I is required the winter before the student’s spring term and Nurs 390R Cultural Prep II might be required during the spring term with Nurs 404 depending on the section the student takes.
**Winter Admits**

Note: All students who begin the program in winter will sequence through the program according to the following track and will graduate in December three years later if the program is uninterrupted.

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Section V
Student Progression Through The Curriculum

REGISTRATION INFORMATION
The Nursing Advisement Center (NAC) will notify students via email regarding the registration process for nursing classes.

GENERAL GUIDELINES FOR ALL STUDENTS

1. Students are responsible for making certain that they are registered for the proper courses.
2. Nursing course requirements must take precedence over work, non-nursing classes, or other outside activities and obligations. Attendance is an expectation. Missing lecture, labs, clinical, discussion groups, or other class assignments may lead to failure in the course or courses. Clinical experiences may start as early as 5:30am. Students need to plan accordingly. Students are also responsible for their own transportation to and from clinical. Some clinical assignments will require travel to a site the evening before to prepare for the next day’s work. Clinical assignments are located in various locations along the Wasatch front. In addition, a Public & Global Health in Nursing practicum provides the opportunity for some students to travel abroad. However, local opportunities are available.
3. Students are expected to follow the prescribed nursing curriculum plan, including the plan for general education courses. Failure to do so may impede progression in the program. Please see the Nursing Advisor for questions regarding the curriculum plan.
4. Students must complete all courses in a given semester before they can progress in the program. Students who receive an unsatisfactory grad (C- or lower) in nursing or nursing-related courses will be dismissed from the program. Students may petition to reapply to the program and repeat the class.
5. To advance in the nursing program, students are required to:
   a. Maintain a C grade or better in all nursing related courses (pre-requisites, supporting and nursing core classes)
   b. Maintain an overall grade point average (GPA) of 3.0
   c. Maintain academic and non-academic standards of the University
5. To advance in the nursing program, students are required to:
   a. Maintain a C grade or better in all nursing related courses (pre-requisites, supporting and nursing core classes)
   b. Maintain an overall grade point average (GPA) of 3.0
   c. Maintain academic and non-academic standards of the University
6. Students may petition to be allowed to repeat only one unsatisfactory (C- or lower) nursing or nursing-related course. A second unsatisfactory attempt at any nursing or nursing-related course, will result in dismissal from the program.
7. All courses (including all University and General Education requirements, as well as all College of Nursing requirements) must be completed prior to graduation. Students will not be given clearance to sit for the National Council Licensing Examination (NCLEX-RN) until all course work has been successfully completed and the degree is posted to the transcript.
8. Students should seek assistance from the NAC regarding any questions or problems related to progression through the program. Students can access their progress report on MyMAP (accessed through the BYU website) or receive one from the NAC. Students are responsible for checking for errors and should notify the NAC immediately. Failure to do so may delay graduation. Current registration status is included on MyMAP. Students check MyMAP for:
   a. Identification information (name, address, etc.)
   b. Correct listing of completed and uncompleted courses
   c. Graduation deficiencies
   d. Transfer credit
9. Students are responsible to keep their contact information up-to-date. This can be updated on MyMAP. Students should notify both the University and the NAC of any name changes.

10. Incomplete grades in courses are only given in compliance with university policy. Refer to:
    http://registrar.byu.edu/registrar/records/
Section VI
Student Retention

STANDARDS OF CONDUCT

Honor Code
Brigham Young University, Brigham Young University-Hawaii, Brigham Young University-Idaho, and LDS Business College exist to provide an education in an atmosphere consistent with the ideals and principles of The Church of Jesus Christ of Latter-day Saints. That atmosphere is created and preserved through commitment to conduct that reflects those ideals and principles. Members of the faculty, administration, staff, and student body at BYU, BYU-H, BYU-I, and LDSBC are selected and retained from among individuals who voluntarily live the principles of the gospel of Jesus Christ. Observance of such is a specific condition of employment and admission. Those individuals who are not members of The Church of Jesus Christ of Latter-day Saints are also expected to maintain the same standards of conduct, except church attendance. All who represent BYU, BYU-H, BYU-I, and LDSBC are to maintain the highest standards of honor, integrity, morality, and consideration of others in personal behavior. By accepting appointment on the faculty, continuing in employment, or continuing class enrollment, individuals evidence their commitment to observe the Honor Code standards approved by the Board of Trustees "at all times and . . . in all places" (Mosiah 18:9).

Please refer to the following link for the complete Honor Code https://policy.byu.edu/view/index.php?p=26

Integrity and Honesty
The first injunction of the Honor Code is the call to "be honest." Students come to the university not only to improve their minds, gain knowledge, and develop skills that will assist them in their life's work, but also to build character. "President David O. McKay taught that character is the highest aim of education" (The Aims of a BYU Education, p.6). It is the purpose of the BYU Academic Honesty Policy to assist in fulfilling that aim.

BYU students should seek to be totally honest in their dealings with others. They should complete their own work and be evaluated based upon that work. They should avoid academic dishonesty and misconduct in all its forms, including but not limited to plagiarism, fabrication or falsification, cheating, and other academic misconduct.

Please refer to the following link for the complete Academic Honesty Policy https://policy.byu.edu/view/index.php?p=10

Procedure for dealing with academic dishonesty

a. Students who are aware of a lack of academic honesty should report such instances to their professors.
b. Faculty members are to notify the student of a violation as soon as it is recognized.
c. The notification will be in writing and will be given in a conference with the faculty member. The student signs the written notification indicating that he/she has read it. The student may also write a response.

ACADEMIC PERFORMANCE

Grading
All nursing core courses will be graded with a letter grade: A, B, C, D, E.

Didactic (classroom) portions of a course will be graded on class participation, tests, and assignments. The specific nature of the assignments will be given in the individual courses.
Final examinations are given only at scheduled finals time. All papers are due on the date the instructor has identified and no later than the last day of class unless it is assigned as the final exam. Each course identifies grading policies for late work.

Specific grading criteria is outlined in individual course syllabi. However, College of Nursing grading is broken down as follows:

- **A**: 95–100
- **A–**: 90–94.9
- **B+**: 87–89.9
- **B**: 83–86.9
- **B–**: 80–82.9
- **C+**: 77–79.9
- **C**: 73–76.9

**Failure in Course Work**
It is ultimately the student’s responsibility to monitor their own academic progress. If problems, violations, or deficiencies are recognized, the faculty may notify the student, in writing, of possible failure.

Students are responsible for acknowledging receipt of notification and are strongly encouraged to meet with the faculty to discuss the issues. All documentation is to be given to the NAC and the Associate Dean of Undergraduate Studies.

When a student fails a course, a written memo from the course faculty member is sent to the Associate Dean of Undergraduate Studies and the NAC Supervisor.

**Withdrawal**
Students who withdraw from the program for any reason must notify the NAC immediately. If they withdraw during the semester, students are expected to notify the course faculty immediately. Students who withdraw from the program for any reason are required to reapply, if they choose to. Forms are available in the NAC. Reacceptance is based on space availability as well as previously noted criteria.

Students who withdraw from the program will not receive special consideration but will be reviewed with all other applicants for readmission. Only one reapplication is allowed.

**Deferment**
Students may petition for deferment from the program in special circumstances, if at least the 1st semester has been completed, provided it is approved by the Dean.

The BYU Nursing Program is a lock-step sequential program. Therefore deferments for any reason from the program must be petitioned and approved on a case-by-case basis. Students who defer for any reason will be assessed for nursing clinical, didactic, and lab competency prior to returning to the program. This may result in the student being required to do clinical pass-offs, comprehensive written exams, auditing the entire semester completed prior to deferral, etc. This will delay the student’s expected graduation. Therefore, if the student intends to serve a mission, the student should apply to the CON program after the mission service has been completed.

Students need to contact the Nursing Advisement Center for help with the deferment process. Students will need to apply for deferment online. The Dean will then need to approve all requests before receiving deferment. The student
will also be required to renew their CPR certification before they leave on deferment if the CPR will expire while on deferment AND get a new background check and drug screen upon return from their deferment. Costs are paid by the student.

Reinstatement

After dismissal from the nursing program, students may seek reinstatement by submitting a written request to the Associate Dean of Undergraduate Studies. Students must also apply to the College for reacceptance at the same time. Reapplication forms are available in the NAC.

Students who apply for reacceptance after failing to make satisfactory progress will be considered after students who are currently enrolled have their requests satisfied. Priority will be given to those students in the program and to those returning following deferment for reasons other than failure. The decision for reacceptance into the program is the responsibility of the Associate Dean of Undergraduate Studies.

Consideration for reinstatement will be made according to the following criteria:

a. Recommendation of the faculty member who taught the failed course.
b. Past clinical and didactic performance in nursing courses.
c. Student grades in required nursing and nursing-related courses.
d. Student’s ability to demonstrate that he/she can be successful in nursing.
e. Student is not on University Warning or Probation, including Honor Code, and does not have an incomplete in other courses.
f. Space is available in the semester being repeated.
g. Professional judgement of the Associate Dean of Undergraduate Studies
Section VII
Professionalism

Professionalism is also an integral part of nursing practice. High standards of behavior and attitude are consistent with the profession and the mission, value, vision, and creed of Brigham Young University College of Nursing. In addition to fulfilling all academic requirements, students are required to display attitudes, personal characteristics, and behaviors consistent with accepted standards of professional nursing conduct. The overarching resources for this document are taken from the American Nurses Association Code of Ethics for Nurses (https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/coe-view-only/) and BYU Honor Code (https://policy.byu.edu/view/index.php?p=26). The student is responsible and accountable for the specifics contained within each document.

PROFESSIONAL BEHAVIOR

Students are expected to demonstrate appropriate professional behavior both in the classroom setting and in the clinical setting. Failure to demonstrate professional behavior may result in a lower grade, failure in a course, and dismissal from the College of Nursing regardless of performance in other aspects of the course or program.

Attendance is an expectation for all nursing courses, clinicals, and labs. Permission to be absent is granted only for illness and unexpected problems of grave significance. Absences without granted permission are unacceptable and may result in course failure. An instructor may request a physician’s signed statement justifying the absence of the student. If health problems interfere with the quality and completion of course requirements, the student may be asked to withdraw or take an incomplete.

Professional conduct is expected of all students during classes, conferences, and in clinical. Please participate in the conference and give attention to those speaking. It is considered unprofessional to read, talk, or do homework during a presentation. To facilitate learning of all students, infants or children are not to be brought to lecture, lab or conferences. Their presence can interfere with learning and be harmful to them due to contagious illnesses.

During class, lab, clinicals, or conferences cell phones should be turned off. Use of personal computers for note taking or looking up pertinent references is acceptable during some lectures, labs, or conferences.

DRESS AND GROOMING STANDARDS

The dress and grooming of both men and women should always be modest, neat and clean consistent with the dignity adherent to representing The Church of Jesus Christ of Latter-day Saint and any of its institutions of higher learning. Visit the BYU Registrar website for a detailed description of specific requirements.

Registration at BYU constitutes an affirmative consent to abide by these standards and to represent the university and its sponsoring church in a manner that is becoming and dignified.

Please refer to the following link for complete Dress and Grooming Standards https://policy.byu.edu/view/index.php?p=26&s=s1165

PROFESSIONALISM IN THE CLINICAL SETTING

Students are to demonstrate appropriate professional behavior in the clinical setting. Students should remember they are guests in the clinical agencies. They should treat physicians, nurses, other staff, patients, and families with courtesy and respect. Should a problem or conflict occur during clinical, the supervising faculty member should be contacted immediately. Failure to demonstrate professional behavior may result in a lowered grade, failure of the course, and/or dismissal from the College of Nursing, regardless or performance in other aspects of the course.
Professional Behavior

1. Maintaining all CON and/or agency requirements such as CPR, immunizations, OSHA standards, and background checks.

2. Placing patient care as a top priority. Students have an obligation to patients, families, and clinical agencies to ensure they are well prepared to care for patients. Students are to be alert and prepared with adequate knowledge and skills necessary to care for patients. Such preparation may require curtailing employment and other responsibilities. Students are expected to get adequate rest prior to their clinical shift. Therefore CON policy is to have all assignments due by 10pm. Students cannot work the night prior to clinical. If the faculty member finds the student unprepared or in a mental or physical state unfit to care for patients, the student will be sent home. Being sent home may result in a lowered grade, failure of a course, and/or dismissal from the CON, regardless of performance in other aspects of the course.

3. Clinical attendance is mandatory. A student who is unable to attend must notify the faculty member prior to the assigned experience. Absences without granted permission are unacceptable and may result in course failure. The CON may request a healthcare provider’s signed statement concerning the health status of a student. If health problems interfere with the quality and completion of course requirements, the student may be asked to withdraw or take an incomplete.

4. Punctuality is imperative. Tardiness is considered unprofessional, impolite, and discourteous.

5. Be actively involved in all aspects of clinical experiences. This includes being proactive in seeking learning opportunities.

6. Cell phone or other electronic device are to be used only when authorized by faculty (not for personal use)

Uniform and Professional Dress Standards

1. Students are expected to purchase a BYU CON uniform. The uniform consists of a white tunic top and navy blue uniform pants. The top is to be worn over the bottoms, not tucked in. See the uniform guidelines in the Appendix. It is expected that uniforms will be clean and wrinkle-free. If the uniform becomes faded, ill-fitting, or in need of repair students will be expected to purchase a new uniform.

2. In some clinical environments such as Psych and Public Health, professional dress is expected. Faculty will inform students whether the uniform or professional dress is required. Professional dress includes the following:
   a. A dress or dress pants and top and shoes that demonstrate professionalism. Jewelry may be worn in moderation.
   b. Name pins are worn on the professional dress as appropriate.
   c. Fingernails are kept short, and hair is groomed to remain away from the face and off the shoulders.

PUBLIC AND GLOBAL HEALTH IN NURSING

Students are required to complete a Public & Global Health in Nursing course. This may occur locally or abroad. Professionalism is especially important in different cultural settings. Regardless of the location, students are representatives of the CON, BYU, and the Church of Jesus Christ of Latter-day Saints. Therefore, the following professional standards are expected.

Dress and Grooming

Students are expected to abide by the BYU Honor Code dress and grooming standards during the Public and Global Health experience. This includes but is not limited to sleepwear, activewear, swimwear, etc. The BYU CON uniform may be required to be worn. Specific clinical sites may require adaptations to the uniform. For example, some clinical sites require white shoes and an all-white uniform, while others may require khaki pants and a polo shirt. The instructors will inform students prior to the experience regarding the uniform requirements. Regardless of the requirements, uniforms should be clean, crisp, and in good condition.
Behavior
The Public and Global Health in Nursing Practicum is a rigorous health-care experience and a unique opportunity, not a vacation. The faculty work hard to provide a rich cultural experience, but it is ultimately the student’s responsibility to embrace and learn from the experience. As with other courses, students should follow the course expectations and direction from the faculty.

Student success hinges on their attitude and behavior throughout the course. Students should actively seek opportunities to learn from the community/population/culture to which they are assigned. Students should remember that they are guests in these settings. Therefore students should expect to work hard and act professionally. This includes, but is not limited to being flexible, appreciative, and respectful.

Students should expect changes, delays, and obstacles when working with other cultures and during travel experiences. Positive attitudes are imperative given the unique circumstances this course offers such as being together with faculty and fellow students for extended periods of time. Attitudes, negative or positive, have a significant impact on fellow students, faculty, the local population, and the entire experience. Thus negative attitudes are considered unprofessional and will not be tolerated.

Unprofessional behavior may result in a lowered grade, failure in the course, being sent home or dismissal from the program.

PROFESSIONAL ORGANIZATIONS
Each student is encouraged to actively participate in the national and state nursing associations, Sigma Theta Tau International (nursing honor society), as well as other nursing organizations. Organizational membership provides opportunities to discuss problems and solutions, impact policies and procedures, and explore resources for nursing and health care advancement. Membership also provides a significant opportunity to network with professionals from other locations, educational backgrounds, work settings, and provides a venue for students to make an impact on the profession.

BYU Student Nurses Association
BYU College of Nursing has a Student Nurses Association (SNA) affiliated with the National and Utah Student Nurses’ Associations. This organization is for the enrichment and benefit of undergraduate students. All undergraduate nursing students are encouraged to be active participants. Student officers are elected by the association members. Faculty and advisors assist students. Information and applications are found on the college website.

STUDENT REPRESENTATION ON COLLEGE COUNCILS
Student representatives are invited to be members of college councils/committees. The SNA selects representatives in September of each year to serve on the councils/committees. Student input and recommendations are actively solicited in planning and improving all areas of the undergraduate program. Students are voting members of some councils/committees. Since active involvement in professional affairs is part of professional nursing, all students are urged to participate actively in college and student body matters.

The Public Relations Supervisor gives SNA board the positions that need to be filled. The SNA board chooses which committee they want to serve on. Info given to Kim. Then distributed to chairs. Kim invites the students to committee meetings. Kim lets the chair know which students they are working with.

The procedure for student assignment to councils/committees is as follows:

1. The Public Relations Supervisor provides the SNA board with a list of positions to be filled.
2. The SNA board facilitates the student appointments and gives a list to Public Relations Supervisor.
3. The Public Relations Supervisor sends the list to the Dean’s Executive Assistant.
4. The Dean’s Executive Assistant distributes the list to the council/committee chairs.
5. The council/committee chair contacts each student assigned to extend a welcome and to give a brief orientation to the work of the committee and/or background of the items on the agenda. At this time, the chair confirms the student’s commitment to serve.
6. The council/committee chair or council secretary notifies the students of any meetings, schedule changes, cancellations, etc.

CONFERENCES
Each semester the CON sponsors a professional conference. These conferences are considered to be a part of the curriculum and all students, semesters 2-6, are required to attend. Professional dress and behavior is expected during the conference. Please note, no infants or children are allowed at the conference. Failure to attend the entire conference will impact the grade.

Scholarly Works and Contribution to the Discipline (SWCTD) Conference
The SWCTD Conference is held every Fall semester. This conference primarily focuses on research and evidence-based practice. A call for abstracts is initiated by the SWCTD committee. Students are encouraged to submit abstracts to present at the conference.

Professionalism Conference
The Professionalism Conference is held every Winter semester. The focus of this conference varies and is set forth by the Student Development Council. The purpose of this conference is to enrich the student’s education and understanding of the nursing profession.
Section VIII
Student Related Policies

EQUAL OPPORTUNITY OFFICE

Unlawful Discrimination
The university prohibits unlawful discrimination in employment, education, and all other programs and activities sponsored by the university. Unlawful discrimination refers to unfair or unequal treatment of an individual (or group) based on that person’s race, color, national origin, religion, sex (including pregnancy), age (40 and over), disability, genetic information, or veteran status. Harassing behavior based on a protected class that becomes so severe or pervasive that it creates a hostile environment is also unlawful.
The university also prohibits retaliation against any employee or student who (a) reports to the university a belief that unlawful discrimination is taking or has taken place, or (b) participates in any way in an investigation of a claim of discrimination. Retaliation will be considered a separate act of discrimination.
For further information, see https://www.byu.edu/hr/?q=directory/eeo/discrimination

Disability Accommodations
BYU prohibits unlawful discrimination against individuals with disabilities and provides reasonable accommodation to employment applicants, employees, students, and campus visitors.
For further information, see https://www.byu.edu/hr/?q=directory/eeo/disability-acc

Sexual Misconduct
As required by Title IX of the Education Amendments of 1972 and Title VII of the Civil Rights Act of 1964, the university prohibits sex discrimination in its educational programs or activities, admission and employment. Under certain circumstances, sexual misconduct can be a form of sex discrimination. The university will not tolerate sexual misconduct involving, either as perpetrators or victims, university students, university employees, participants in university programs, or visitors to campus. Sexual misconduct includes sexual harassment, sexual violence, sexual assault, domestic violence, dating violence, or stalking.
For further information, see http://titleix.byu.edu/

CONFIDENTIALITY OF RECORDS POLICY (FERPA)
The policy of Brigham Young University concerning confidentiality of student academic records reflects a reasonable balance between the obligation of the University for the instruction and welfare of the student and the University’s responsibility to society. The University makes every effort to maintain student academic records in confidence by withholding information from individuals who are not authorized to receive it. Faculty and administrative officers who have a legitimate need to use student’s records will be allowed access to such records as needed without prior permission from the student. The Confidentiality of records Policy (FERPA) is detailed in the University Handbook and at the following website: https://registrar.byu.edu/registrar/records/ferpa.php
GUIDELINES FOR RESOLVING ACADEMIC GRIEVANCES

Despite the well-meaning efforts of students and faculty, there may be occasions when a student disagrees with a faculty or administrator in regards to their coursework or standing in the program. Usually such differences can be amicably resolved between the student and faculty member. However, when it cannot be amicably resolved, the following procedures are designed to encourage satisfactory resolution of academic grievances.

Please refer to the Student Academic Grievance Policy in the University Policies. For the purpose of the policy, department directors/chairs shall be known as the Associate Dean of Undergraduate Studies. Questions regarding grievances should be referred to the Nursing Advisement Center (NAC). https://catalog.byu.edu/policy/grading-records

FINANCIAL ASSISTANCE

BYU Scholarships are available to qualified students. Continuing students can apply for BYU scholarships at https://financialaid.byu.edu/section/scholarships. Scholarships awarded by the University Financial Aids Office are based on academic achievement (GPA), total credit hours, and other stipulations. (See University Scholarship Policy: https://financialaid.byu.edu/section/policies).

College of Nursing scholarships are available to qualified Nursing majors. The NAC sends out an email communication in January regarding all nursing scholarships available. Students are responsible for the information found therein. Students must complete the following requirements to be considered for a nursing scholarship:

1. All students will be required to apply through the University for BYU scholarships. The BNI (BYU Need Index) questionnaire is part of the application for a university scholarship and should be filled out.
2. Students must complete a College of Nursing Scholarship Application Form found on the CON website to be considered for a College of Nursing scholarship. Check the box indicating the scholarship for which you would like to be considered. Stipulations for each scholarship are listed on our website http://nursing.byu.edu/Documents/academics/undergrad/Stipulations2012W.pdf. It is strongly recommended that you write, “Any scholarship” for the question “Which scholarship are you applying for?”

Students are responsible for all scholarship deadlines. Exceptions to College of Nursing deadlines may be petitioned through the NAC, but approval is not guaranteed.

If students have previously received a scholarship from the College of Nursing, they will not be eligible to receive another unless they have turned into the NAC a biographical sheet and a thank-you letter(s) addressed to the donor(s) by the deadline set forth in the scholarship letter received. Students may check with the NAC if they have any questions. Failure to do so may result in ineligibility for future nursing scholarships.
Petitions for Pro-rating Scholarships

It is required that students be registered for at least 12 credits in order to keep the nursing scholarship (14 credits for a BYU scholarship). Petitions may be completed to request a pro-ration of a scholarship based on credit hours. Petition the BYU Scholarship Office for a BYU scholarship and the NAC for a nursing scholarship.

For nursing scholarships, only Capstone students will be eligible for pro-ration. Pro-ration will not be approved for fewer than 10 credits in a Fall/Winter semester. Spring/Summer terms scholarships are not pro-rated, although exceptions may be approved in the event of extreme emergency. Exceptions are requested by petition and will be acknowledged in writing.

If you have questions, please contact the advisement assistant in the NAC.
Section IX
Graduation

Students must be officially registered for their correct major at the time they apply for graduation. The Nursing Advisement Center (NAC) will assist students who have questions and problems regarding graduation requirements and processes. The student’s responsibilities for graduation are the following:

1. Submit an application for graduation at least one semester before graduation. Graduation applications are available online at https://registrar.byu.edu/how-apply-graduation.
2. Review your Progress Report printout each semester to be sure it is accurate and contact the NAC if there are any errors. The Progress Report is available online on MyMAP.
3. Complete all University requirements and be in good standing with the University.
4. Complete all required nursing courses and nursing-supporting courses (MMBio 221 & 221, PDBio 305 & 365, Stat 121, and Psych 111) with a C grade or above (A C- is not satisfactory).
5. Meet all University deadlines and pay appropriate fees.
6. If participating in the graduation ceremonies, order cap and gown when requested by the University. Students are responsible for knowing the cap and gown deadlines.

The NAC will work with the University Graduation Office to clear students for graduation. A list of all students who have applied for graduation will be kept in the NAC and students will be notified if they have deficiencies which will prevent them from graduating.
Section X
Licensure

Students enrolled in the program are eligible for three nursing licensures (CNA, LPN, RN) throughout the successful course of study. The CNA and LPN are not part of the nursing program. However students may choose to license and/or work as a CNA or LPN while in the program. Graduates of the baccalaureate program are eligible to take the National Council Licensure Examination (NCLEX-RN) for state licensure to practice as a Registered Nurse.

CERTIFIED NURSES ASSISTANT (CNA)
Students may qualify to take the CNA licensure exam after successfully completing the 1st two semesters of the nursing program. For information about CNA licensure please contact the Nursing Advisement Center (NAC).

LICENSED PRACTICAL NURSE LICENSURE
Students may qualify to take the Practical Nurse (NCLEX-PN) examination for state licensure after successfully completing semesters 1-4 of the nursing program. It is required that students meet with an Academic Advisor in the NAC to initiate the process for LPN licensure.

REGISTERED NURSE LICENSURE
To obtain a license as a Registered Nurse in the state of Utah, a student must have an earned degree from a State Board of Nursing approved nursing school. At BYU, the degree is the Bachelor of Science with a major in Nursing. The student must also successfully pass the NCLEX-RN examination. Please note that eligibility to sit for this exam will not be granted by the state until the Board of Nursing has received all authorization to test information. This includes but is not limited to a final transcript showing the degree posted. Even though the University may be willing to provide an early transcript, the Division of Occupational Provisional Licensing (DOPL) will not accept them.

The Supervisor of the Undergraduate Nursing Advisement Center (NAC) conducts an orientation during Capstone (Nurs 491 & 492) regarding licensure application in Utah.

NCLEX-RN EXAMINATION
The NCLEX-RN (National Council Licensure Examination-Registered Nurse) is a national examination given in various locations across the United States. Successful completion of the examination allows graduates to use "RN" as an addendum to their name and to be licensed to practice as an RN. The license can be endorsed by other states when appropriate requirements are met with that state. Students who plan to license outside Utah must contact the licensing agency in that state. Oftentimes a form will need to be filled out by the NAC for licensing in states other than Utah. Some states have additional requirements.
### Baccalaureate Curriculum Guide

**First Semester**
- Nurs 180 (Intro to Nursing) 1
- SFL 210 or Psych 220 (Human Dev.) 3
- NDFS 100 (Nutrition) 3

Recommended University Core:
- First Year Writing (Honors class recommended)
- Physical Science (Chem 101**)
- Religion

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**Second Semester**
- Chemistry 285 (Bio/Organic Chem) 4
- PDBio 220 (Anatomy) 3

Recommended or Possible University Core:
- Religion
- @Psych 111 Intro to Psych 3 (completed before Nurs 461/462)

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**Third Semester**
- @PDBio 305 Physiology 4
- @MMBio 221 Micro 3
- @MMBio 222 Lab 1
- Nurs 294 Health Assessment and Promotion 3
- University GE 3-4
- Rel 2

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**Fourth Semester**
- @Stats 121 3
- Nurs 296 Community Health Nursing 1
- Nurs 295 Nurs Fundamentals 3
- Nurs 291 Nurs Care Older Adults 2.5
- Nurs 292 Cl Prac Nurs Older Adult 1.5
- Nurs 293 Communication for Nurs .5
- @PDBIO 365 Pathophysiology 4

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### Spring/Summer Complete 6-9 hours of University Core: Arts/ letters, Civilization, American Heritage, Religion if needed. See Advisor

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### Fifth Semester
- Rel. 2
- Nurs 320 Scholarly Inquiry in Nursing 3
- Nurs 300 Pharmacology 3
- Nurs 341 Nursing Care of Adults With Illness 3
- Nurs 342 Cl Prac Acute/Chronic Illness 3.5
- Nurs 343 Lab/sim Acute/Chronic Illness 1

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### Sixth Semester
- Nurs 351 Nurs Care of Women & Newborns 2
- Nurs 352 Cl Prac Women & Newborns 1.5
- Nurs 361 Nurs Care Children & Fam 2
- Nurs 362 Cl Prac Children & Fam 2
- University GE 3
- Nurs339 Ethics in Nursing 2
- Nurs 403 Didactic P&G Health 3

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<td>N404 Cl Prac P&amp;G Health</td>
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<td>N390 Culture Prep II</td>
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### Seventh Semester
- Nurs 461 Psych/Mental Hlth Nursing 2.5
- Nurs 462 Cl Prac Psych/Mental Hlth Nurs 1.5
- Nurs 471 Adults in Crisis 3
- Nurs 472 Cl Prac Adults in Crisis 2.5
- Nurs 473 Lab/sim Adults in Crisis 1
- Rel 2
- Arts and letters elective 3

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### Eighth Semester
- Rel 2
- Nurs 390R NCLEX Review (optional) 1.5
- Nurs 390R Career Strategies II (optional) 1
- Nurs 491 Nurs Capstone 2
- Nurs 492 Cl Prac Nurs Capstone 5.5

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### Notes:
- Acceptance into the baccalaureate nursing program is based on a number of criteria including, but not limited to, academic performance and progression; written communication skills; community, school, and church leadership/service; ACT/SAT or TOEFL score and recommendations from employers or educators. Acceptance to the program is competitive and restricted to a limited number of openings yearly. Not all students who meet requirements may be accepted into the program.

- Students must have at least a C in all nursing and nursing-related courses (a C- is not satisfactory progress). Students are encouraged to meet with the Nursing Advisor once each semester prior to entering Nursing. NOTE: If Math ACT score is lower than 23, check with the Nursing Advisor. Chem 101 may be needed prior to Chemistry 285 if you have not had two years of high school chemistry or passed the Chemistry Placement Test. **Chem 101 is the first choice NOT Chem 105, although 105 can be taken.

- Physical Science Elective → See GE explanation on the Web for elective options. [http://ge.byu.edu/ge/universitycore](http://ge.byu.edu/ge/universitycore)

- Civilization2 courses may also fill 1 Arts Elective requirement or 1 Letters Elective requirement. See GE explanation on the Web

- @ indicates a Nursing Supporting Class which is to be taken during the semester listed or before that semester. Call the Nursing Advisement Center if you have questions at 801-422-4173.
Essential Abilities

BYU College of Nursing Essential Abilities Form

Please see our Nursing website for in depth review of essential abilities as described in Document 19 at http://nursing.byu.edu/Documents/academics/undergrad/EssentialAbilities.pdf.

The Essential Abilities Form is part of the application that can be found by logging into the application. It is electronically signed by the applying student.
ATTENTION STUDENTS!!!

Please make sure **to read all information** in this packet.

**You will be held accountable for all information.** All documents which must be returned, must be returned by the deadlines specified.

Contact the Nursing Advisement Center if you have questions.

801-422-4173
nursing_advisement@byu.edu
IMPORTANT INFORMATION

An Acceptance Checklist is provided to aid you in preparing for entry into the nursing program. Carefully review this page and all documents in this acceptance packet. Most of the forms require signatures and/or information. All documents must be returned to the Nursing Advisement Center by the deadline specified on the Acceptance Checklist. If you have questions, call us at (801) 422-4173. Some of the important information on the check list includes the following:

- Sign and return the pink acceptance form to the Nursing Advisement Center by (DEADLINE). If you are concerned that we may not receive it by the deadline, call us at (801) 422-4173. You can fax this document to (801) 422-0536. If we do not receive this document from you by DEADLINE, it may result in forfeiting your spot and we will give it to an alternate.

- Drug screens and background checks are required by clinical agencies and must be completed in time for results to be available before the semester begins. Begin these processes no later than DEADLINE. Beginning the process is simply submitting your background check page in this packet and payment and scheduling a drug screen time. Due date is DEADLINE to have the form and payment completed. These are to be renewed every 2 years.

- All Immunizations are due on DEADLINE. If for any reason you are in PROCESS of getting your immunizations done (because some immunizations require more than one shot), you still need to come in and report it to the Nursing Advisement Center on your progress.

- Attendance on the first day of class is required to continue in the nursing program. Students who do not attend the first day of nursing classes will be replaced by an alternate and will have to reapply. The first day of school is DATE. But refer to your letter from your teacher for a more accurate date.

- Registration, Uniform and Equipment information will be emailed to you soon after admissions. Look for those emails.

- Attendance at ALL Orientation Sessions is Mandatory. Orientation sessions are a dinner the first Monday of school (more information to follow) and every Thursday from 11am – 11:50am in B062 JFSB for the entire semester. Students are required to participate in ALL sessions of the orientation. Failure to do so will result in 25 points off the midterm and final. This will drop your grade in the class significantly and can jeopardize your admission to the program.

- Read "Make It Stick" by Peter C. Brown, Henry L. Roediger and Mark A. McDaniel. One of the admission requirements is to read the book Make It Stick. Students are required to have finished reading by the first Thursday Orientation.

Other things you will need to know:

- Familiarize yourself with the College of Nursing Handbook, which is available on-line through the College of Nursing homepage at the following link:

- You will be covered with $1,000,000 malpractice insurance for each semester you are enrolled in the nursing program, paid for by the College of Nursing. In order for you to be eligible for this protection, you must have current health/medical insurance either through BYU or through another insurance company. If you have questions, contact the Nursing Advisement Center at (801) 422-4173.

- Your textbooks for the first semester may cost as much as $500 or more. Please be aware that the texts for nursing classes will not be available in the NLC or the BYU Library. Also you will be required to sign up for ATI during your 2nd semester of the program. A letter will be sent towards the end of your 1st semester with information on what that is, etc.

Please contact the Nursing Advisement Center if you have any questions about next semester’s registration or requirements.
ACCEPTANCE CHECKLIST

I have carefully read and reviewed all of the documents included in my acceptance packet.

Due no later than DEADLINE

☐ I started the criminal background check and drug screen processes no later than DEADLINE (blue documents). This means make your appointment for the Drug Screen and bring/mail in the blue documents and check into the Advisement Center at Nursing Advisement, BYU, 551 SWKT, Provo, UT 84602. Also schedule your appointment for the drug screen. I also understand I am responsible to renew the drug screen and background check every 3 years.

Due no later than DEADLINE

☐ I have submitted the signed acceptance form (pink).

Due by DEADLINE

I have submitted the following documents related to physical forms:

☐ 2 Step Tuberculosis (TB) skin test results (current within one year)
☐ Measles/Mumps/Rubella (MMR) immunization record (2 shots)
☐ Tetanus/Diphtheria/Pertussis (Tdap aka Adacel) immunization record (not TD or DT or Dtap)
☐ Polio immunization date (most recent in series)
☐ 2 Chicken Pox date immunization records or titer results showing immunity
☐ Other immunizations received (Hep-B 3 shot series, Hep-B titer, etc.)
☐ Completed physical form (white), signed by physician
☐ I have read and understand ALL immunization specifications provided on the “Useful Information About Your Physical Forms” sheet (tan).

Also due by DEADLINE

☐ The signed Social Media and Access and Confidentiality document (tan).
☐ The signed Student Agreement (Insurance) form (gray).
☐ The signed release forms [Statement of Responsibility and Release, Release of Liability, Consent form for Use of Student Work, and Photo Release Form] (yellow).
☐ The signed Clinical Expectation form (purple)
☐ This signed Acceptance Checklist (ivory).
☐ The Nursing Simulation Center Confidentiality Statement (green).
☐ I have read the Nursing Student Handbook on the College of Nursing webpage.
☐ I have read the book Make It Stick by Brown, P., Roediger, H., & McDaniel, M.
☐ I understand my orientation sessions are mandatory and will attend.

I also understand that I may be required to read and/or sign other important documents.

Student’s Full Name (Print) ____________________________ Date ____________________________

Student’s Signature ____________________________

Please complete this checklist, sign and date it, and return it to the Nursing Advisement Center no later than 5:00 p.m. DEADLINE, WITH your completed physical form and other requested forms.
We need to know your decision either way!!

Date: ________________________________

I plan to begin Nursing SEMESTER and to take Nurs. 294, MMBio 221 & 222, and PDBio 305 if not previously taken. I will complete the admission requirements by the appropriate deadlines, which are immunizations, background check and drug screen, acceptance packet, attend all orientation sessions and read Make It Stick.

Inasmuch as Nursing proceeds at a fast pace, it is important for you to be in class on the first day. **If you do not attend the first day, we will assume you are not planning to enter the program and we will assign an alternate in your place.** If for some reason you are unable to attend that first class, call the Nursing Advisement Center at (801) 422-4173.

I do not plan to start Nursing SEMESTER.

Comments: __________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Printed Name

Signature

Address: __________________________________________

__________________________________________________
AUTHORIZATION TO DISCLOSE INFORMATION AND
RELEASE OF LIABILITY

I hereby authorize the College of Nursing and/or the BYU College of Nursing Advisement Center (collectively “BYU”) to disclose personal and confidential information about me collected by BYU to selected clinical facilities at which I may be participating to fulfill academic requirements at BYU. The type of information to be disclosed may include, among other things, my name, birth date, gender, and contact numbers such as phone number, and personal address and other information as reasonably required by the participating clinical facility. The purpose of the release of this information is to allow the clinical facility to identify and evaluate me for possible participation as a student intern at the clinical facility. I further authorize the College of Nursing, and/or the BYU College of Nursing Advisement Center to communicate with me regarding my educational records via the email I have provided to the university. Unless notified in writing by the student to the contrary, the College of Nursing will also give student contact information to the BYU Student Nurses’ Association.

I understand that by signing this Authorization, I am waiving my rights, if any, of nondisclosure of this information under federal law. This Authorization does not permit the disclosure of this information to any other types or classes of persons or entities except as allowed by law and BYU policy.

I also agree to release BYU and its officers, personnel and agents as to any and all liability, claims, demands, and actions which might be made by me or my estate on account of any losses, expenses, or damages of any kind which might result, directly or indirectly, from BYU’s release of information to a clinical facility.

________________________________________________________

Student’s Name (Please Print)          Date

________________________________________________________

Student’s Signature
Nursing students have the same rights, privileges, and responsibilities as all other university students and are expected to abide by university and college standards. It is the student’s responsibility to read the BYU College of Nursing Undergraduate Handbook often, to be aware of the policies and procedures outlined in this handbook, and to adhere to them. These policies and procedures include but are not limited to:

- OSHA Video Requirement
- University Insurance Verification Requirement
- Access and Confidentiality Agreement
- Communicable Disease Control Standards
- Sexual Harassment

Due to the nature of the nursing discipline, students may be exposed to various risks including, but not limited to, skeletal muscle injuries and exposure to communicable diseases during laboratory and/or clinical experiences. It is the student’s responsibility to follow established principles, policies, and procedures while in these settings.

Accordingly, in consideration of my admission to the BYU College of Nursing program, I accept responsibility for reading often and complying with the policies and procedures contained in the Undergraduate Student Handbook.

__________________________________________________________  __________________________
Student’s Name (Please Print)                              Date

__________________________________________________________
Student’s Signature
CONSENT FORM FOR USE OF STUDENT WORK

I, the undersigned, hereby give permission to the College of Nursing at Brigham Young University ("BYU"), to use at their discretion for non-commercial, educational purposes any intellectual property (the "Student Work") which I generate in the course of my taking classes at BYU. Such Student Work may include completed class assignments, portfolios, journals, term papers, inventions, presentations, whether oral, written or in any media, and other forms of Student generated intellectual property, both oral and written. Possible BYU uses for the Student Work include, but are not limited to, evaluation and accreditation of University programs and activities, scholarly presentations, the dissemination of the Student Work on CDs, websites or through other electronic means, public display, faculty research, teaching, publications or presentations, accreditation reports, or use in the classes as reference and sample materials. I understand that I will continue to own the Student Work, and that I will be given proper attribution as the owner of the Student Work pursuant to my instructions specified at the bottom of this document.

Student Name __________________________ Signature __________________________ Date __________
Witness:
______________________________  __________________________  __________________________
Name  Signature  Date

(Check and initial one option)

☐ Use my full name in association with my Student Work.

☐ Use only my first name in association with my Student Work.

☐ Do not use my name in association with my Student Work.
I do hereby consent and agree that Brigham Young University, acting through its College of Nursing, has the right to utilize photographs or video or audio of me (and/or my property) and to use these for educational or promotional materials including, but not limited to, presentations, catalogues, brochures and other publications, thank-you letters and presentations. I further consent that my name and identity may be revealed therein or by descriptive text or commentary.

I do hereby release to Brigham Young University all rights to exhibit this work publicly or privately, including posting it on a BYU website. I waive any rights, claims or interests I may have to control the use of my identity or likeness in the photographs, video, or audio and agree that any uses described herein may be made without compensation or additional consideration of me.

I represent that I have read and understand the foregoing statement and am competent to execute this agreement. (Youth under 18 must have parent signature)

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CONFIDENTIALITY STATEMENT

Confidentiality

By signing below, participants in the BYU College of Nursing’s Nursing Learning Center (NLC) agree to keep all events, procedures, and information used in the NLC simulation lab strictly confidential. This includes simulated patient history information and information obtained in the pre-and post-lab experience. Simulations will not be discussed with other participants after debriefing occurs in order to keep scenarios, simulations, and the learning experience, consistent among clinical groups.

To promote a secure learning environment, participants are to maintain confidentiality related to the performance of any individuals involved in the simulation. Participants will be observing fellow participants and will not discuss their performance with anyone outside the simulation laboratory. Simulation includes the use of high-fidelity manikins, low-fidelity manikins, standardized patients, task trainers, and simulated circumstances such as medication administration.

Photography/Visual Recordings

Audio/visual recordings will be used to enhance participants’ learning experiences. Throughout simulation experiences, recordings and photographs may be used for debriefing and educational purposes. Participants that are taking part in learning simulations or the evaluation of clinical competencies in the NLC may be video recorded for educational use only. In the event the video/audio recording may be used for research purposes, a separate consent will be administered.

By signing below, participants acknowledge and agree that Brigham Young University, acting through its College of Nursing, has the right to utilize photographs, video, and audio of participants and their property for educational or promotional materials including, but not limited to, presentations, catalogues, brochures and other publications, thank-you letters, and presentations. The name and identity of the student may be revealed therein or by descriptive text or commentary.

I have read the statements above, understand them, and will abide by them. I agree to allow Brigham Young University College of Nursing to record and/or photograph my performance in the simulation lab for educational or promotional purposes.

Student name: __________________________________________
(Please print)

Student Signature: ________________________________________

Date: ______________________________________________________

F18
**BRIGHAM YOUNG UNIVERSITY**
**COLLEGE OF NURSING**
**PHYSICAL EXAMINATION FORM**

**Must use this form instead of your doctor’s form! This is specific to our program**

### Demographic Information

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### Health History

Which of the following illnesses do you have (or have you had)?

- [ ] Anemia
- [ ] Arthritis
- [ ] Anxiety
- [ ] Bleeding tendency
- [ ] Asthma
- [ ] Cancer, type
- [ ] Heart disease
- [ ] Depression
- [ ] Diabetes mellitus
- [ ] Hepatitis (A, B, C, or D)
- [ ] Headaches, migraine
- [ ] Kidney disease
- [ ] High blood pressure
- [ ] Immune disorder
- [ ] Back problems
- [ ] Pneumonia
- [ ] Liver disease
- [ ] Seizure disorder
- [ ] Thyroid disorder
- [ ] Congenital disorder
- [ ] Ulcers
- [ ] Other ____________________________

For any positive response, list when first diagnosed, when last experienced, and current treatment if any.

### Hospitalizations/Operations

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Allergies to:

☐ Environmental (e.g., dust, animal dander, pollens, cigarette smoke, latex)

☐ Foods (list)

☐ Medications (list name of medication and type of reaction)

Medications

Do you currently take any medications? Please include prescription medications, vitamins, over-the-counter, or herbal: Include name and reason for medication.

Family History

Check the box for each illness in your family. Please list relationship, e.g. Mom, brother, maternal aunt, etc.

☐ Allergies ☐ Arthritis ☐ Gout

☐ Alzheimer’s ☐ Asthma ☐ Heart Disease

☐ Cancer (type) ☐ Diabetes Mellitus ☐ High blood pressure

☐ Eating disorder ☐ Epilepsy ☐ Kidney disease

☐ Mental Illness ☐ Obesity ☐ Migraine headache

☐ Stroke ☐ Thyroid problem ☐ Tuberculosis

Comments on family history:

Physical Examination

Weight ______  Height ______  Temperature ______

Pulse _____ Before exercise _____ After exercise_______  Blood pressure ____

Visual acuity: _______ Right _______ Left

☐ Without corrective lenses ☐ With corrective lenses

Normal = √, Abnormal = X, Not examined = 0
PERRLA
Nose
Teeth
Mouth
Throat
Neck
Thyroid
Lymph nodes

Murmur
Genitalia (optional)
Pelvic/Prostate (optional)
Cranial nerves
Deep tendon reflexes
Rhomberg
Sensory
Other

Abnormal physical findings: _________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Laboratory findings (optional)
Urine
• Specific gravity __________
• Albumin _________________
• Sugar _________________
• Other _________________
Hemoglobin or Hematocrit _____________

Do you feel this patient can stand/walk for 12 hours, with minimal breaks, providing nursing care which includes but is not limited to: physically moving a patient and equipment, attending to written and verbal communications and complicated medical protocols? __________________________

Impressions/Recommendations/Referrals: ______________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

MD, DO, NP, or PA Name (Please print or type) __________________________ Date ________________

MD, DO, NP, or PA Signature

Address __________________________ Telephone Number __________________________
Information About Immunizations REQUIRED (MUST READ!!!  Keep in your Records!)

You will need to provide proof of your immunization history by attaching certification cards or other immunization records with dates to your physical form. A doctor’s signature on the physical form is not a copy of the immunization record. Please write your name and BYU ID number at the top of all documents submitted with your physical form. Submit these documents to the secretary in the undergraduate nursing advisement center. She will copy them for your file and return the original documents to you. If you do not provide copies of all required immunizations, and/or if you fail to keep your immunizations current, you can be restricted from attending clinical or registering for subsequent semesters. Always submit these documents to the advisement center—not your instructor. For guidelines for correct documentation please see the next page.

- **HEPATITIS B or HBV (3 shot series AND a Titer):**
  
  e. If you have already received the Hep-B 3 shot series you will need to provide immunization records of all three shots. Please check the dates of your shots against the following required schedule: 4 weeks between shot 1 & shot 2 and 8 weeks between shot 2 & shot 3 and 6 months between shot 1 & shot 3. If your immunization dates do not follow this schedule, contact Nursing Advisement Center.
  
  f. If you started the Hep B series but did not finish the series but have at least 2 shots you need a Hep B booster shot.
  
  g. If you have NOT already received the Hep-B 3 shot series you will need to start the series during your first semester of nursing. Submit your immunization documents to the advisement center after each shot. The College of Nursing will pay for the Hep B series ONLY if the immunizations are administered at the BYU Student Health Center AND if you have never received any shot in the Hep B series before. Also, in order for the College to pay you must 1st come and fill out a form in the Advisement Center and 2nd, schedule the immunization yourself. For example, you will need to schedule your first Hepatitis B shot at the BYU Health Center in December 2013, the second in January 2013, and the third in May 2013. If you miss a shot, your protection from Hepatitis B is not guaranteed. While your Hep-B vaccinations do not need to be completed in order to register for Nurs 294, 295, 296, 297, & 320 they will need to be completed in order to register and attend clinical for subsequent semesters.
  
  h. If you cannot receive the Hep-B 3 shot series due to a medical reason you will need to talk the Nursing Advisement Center, bring in a doctor’s note and fill out the “Liability Release Agreement” form. (please see information on Hep B immunization information page)
  
  i. **Titer required** – Once you have completed the Hep B 3 shot series – students will need to wait AT LEAST 6 weeks before they can get a titer (blood draw) that shows immunity. If your titer comes back as Non-Immune then the student will need to immediately get a Booster Hep B shot, then, wait one more month and get a titer again. The titer must show immunity. If you have questions as to the timing or instructions please ask the Advisement Center. All documentation of shots, titers and results need to be turned into the Advisement Center.

- **TUBERCULOSIS TESTS (TB):** Need TB immunization record; Need to UPDATE ANNUALLY.

  Every year will need to get either 2 Step TB tests or a QuantiFeron (a.k.a. T-Spot) blood test:
  
  **For the 2 step TB:**
  
  - Have the first test (intradermal injection) placed and read within 72 hours.
  - Then at least 7 days later and no more than 21 days later (1-3 weeks) get a second TB test placed and have it read within 72 hours.
  - **Failure to meet this time requirement in the 2-Step TB test will result in starting over with the 2-Step TB series.**
  - **Example Dates:** First TB placed on 12/2/13 and read on 12/4/13. Second TB placed on 12/11/13 and read on 12/13/13.
  
  The documentation for the TB tests must include both the dates the 2-Step TB tests were placed and read, along with the results (negative <10 mm or positive >10 mm).
  
  Submit TB test results annually to the undergraduate nursing advisement center. Be sure to keep a copy for your personal records.
  
  If you test “positive” for TB, you are required to have a blood draw called QuantiFeron or T-Spot. You must give the advisement center a copy of the QuantiFeron results. It is strongly recommended that you complete the “INH” medication series. If you choose not to complete the INH series, you will need to give the advisement center a statement that you elect not to complete the series and that you understand the risks related to that decision.
  
  If the TB test is positive and your QuantiFeron test is “positive,” you will not be able to begin Nursing. You will be required to take the “INH” series and to submit sputum samples to the County Health Department weekly. When you have had two consecutive (2 weeks in a row) “clear” sputum samples, you will be eligible to apply again to enter the nursing program.
  
  **For the QuantiFeron:**
  
  - You can choose to get the 2 step TB or the QuantiFeron (aka – T-Spot) which is a blood draw.
  
  You are responsible for the costs associated with the TB tests/QuantiFeron tests.
  
  **For International Students:** We recommend you get the Quantiferon Gold TB test. It is a more comprehensive TB test for students who often test positive (International Students).

- **MEASLES, MUMPS & RUBELLA (MMR):** (a.k.a. Rubeola/Mumps/Rubella) Need immunization record of two shots. First shot must have
been received when you were at least 1 year old. If you can only find record of one vaccination, you may choose to either get a new vaccination or get a titer drawn to determine if you are immune. Titer results that show immunity from measles, mumps and rubella are acceptable as long as the most recent MMR booster was received at least three months prior to the titer. Cost of immunization paid by the student.

- **TETANUS/DIPHTHERIA/PERTUSSIS (Tdap):** (a.k.a. ADACEL) **Need immunization record.** If a student has received a TD shot within the past two years, they cannot receive the Tdap until the 2 year expiration. Tdap is not the same as Dtap per our clinical facilities. Dtap is for children, Tdap is for adults. Tdap lasts for 10 years. Cost of immunization paid by the student. **If you haven’t received either the Tdap or the TD, you must get the Tdap.**

- **POLIO:** (a.k.a. OPV, IPV) **Need immunization record.** Any record of this childhood immunization will work. If you’ve never had a polio vaccination as a child, then come talk to the Advisement Center Clinical Compliance Assistant.

- **FLU: Need immunization record.** Students are required to have a seasonal flu shot/H1N1 and other flu immunizations for their 2nd semester in Nursing. **You will need to get the immunization each September** when the shots are available. So if you are accepted for a WINTER semester start date – you don’t need to get this shot until September. If a student refuses to get a flu shot, a waiver must be filled out in the Nursing Advisement Center. However, a hospital may not accept a waiver so it’s best to just get the shot every September because you need to attend your clinical which are in the hospitals.

- **CHICKEN POX:** (a.k.a. varicella) **Need to provide documentation of your current immunization or a record of a titer.** Having contracted chicken pox and having your doctor report that you had chicken pox is not adequate for this requirement. You must either submit proof of TWO shots or a titer to verify immunity. If you are not immune, you need to have the vaccination series (2 shots) and give the Advisement Center a copy of the verification (shot record).

- **CPR:** You will need to get an American Heart Association (AHA) CPR certification for Basic Life Support (BLS) for Healthcare Providers. Bring your signed CPR card into the Advisement Center or bring a photocopy of the front AND back of the CPR card. Your signature must be on the card! Your CPR course (BLS for Healthcare Providers) covers 1-man and 2-man for the Adult, Child and Infant on the **professional level,** and will include training with the automatic external defibrillator (AED). The Student Nurses Association (SNA) offers CPR classes to students for a discounted price (see acceptance packet for more details), but you can also go to any chapter of the AHA anywhere in the country to get a BLS certification. **CPR must be valid at all times!**

- **DRUG SCREEN:** You will need to get at least a 9-panel drug screen for the following drugs: marijuana, cocaine, PCP, opiates (codeine & morphine), methamphetamine, methadone, amphetamines, barbiturates, and benzodiazepines. Your drug screen report will need to list the drugs tested and the negative results. For more information, please see the instructions on the blue sheets of the acceptance packet. Must be updated every 3 years.

- **OSHA:** **The first time you do OSHA is in 2nd SEMESTER — after that, it’s an annual requirement.** Instructions for OSHA (procedures for blood-borne pathogens) can be found on the Nursing website. Log into our website, go to your “Tasks” and under “Resources” you will see the “OSHA Requirement”. There is a 3-step process for completing this requirement, please be sure you do ALL 3 steps! Keep in mind that hospitals are not a totally “safe” environment. We require these procedures to help protect you and to help make your nursing experience as positive and safe an experience as possible.

**RECOMMENDATION:** Keep copies of your immunization documents for your own records. You will be required to provide documentation that you have had your immunizations when you begin working, before you complete your degree (as a CNA or LPN, for example), and after graduation.

---

**Immunization Record Requirements/Documentation Guidelines**

In order to meet Utah hospital requirements, we want to make sure that your immunization records have all the necessary information. When you turn in any record (TB, Hep B, MMR, Polio, Tdap or Td, CPOX, Flu/H1N1) you need to make sure that the facility where the vaccination was received is printed on that form including the phone number and address. **A doctor’s signature alone on the physical form is not a copy of the immunization record.** In the case where the record has a signature, please, make sure that the doctor or nurse prints their name as well. Please write your name and BYU ID number at the top of all documents submitted with your physical form.

For your TB test specifically, the record must include the following:

- Date placed
- Date read
- Measurements (mm)
- Whether it was negative or positive
All TB requirements must be printed or written. In the case of a written record, a signature from a doctor or nurse is required. If your TB test does not include all of these requirements, we will not accept it.
HEPATITIS B IMMUNIZATION INFORMATION

1. To students who haven’t had a Hep B shot ever: Begin the series of vaccinations at the Student Health Center or at your Doctor’s office. (Please see #2 below.) Entering NURS 294 students will schedule their own appointment. The first shot should be completed during the first month in the program (September for students beginning in WINTER or in January for students beginning in WINTER). Bring your vaccination record for each shot to the Nursing Advisement Center. They will make a copy of it for your file and you will keep the original. After waiting at least 6 weeks from the 3rd Hep B shot, the student will need to get a titer (blood draw) that shows immunity. If the titer does not show immunity the student will need to immediately get a booster shot. Then the student will need to wait one month and get another titer to show immunity. Attendance at clinical and registration in Nursing classes can be blocked if copies of your immunization documents are not in your file in the Nursing Advisement Center (NAC).

2. The College of Nursing will pay only for the complete series of Hep B immunizations administered at the Student Health Center on the BYU Campus (please refer to #1). Student must notify the Advisement Center they are to start the Hep B series before they get their first shot if the College is to pay for the series by filling out a form in the NAC. Immunizations administered at other clinics or medical facilities will not be covered by the BYU College of Nursing.

3. If you cannot begin or complete the 3-shot series for a medical reason—including pregnancy or other medical conditions—come to the Nursing Advisement Center immediately. You will need to fill out a waiver form and bring a Doctor’s note.

4. If you have already been vaccinated or are in the process of completing vaccinations elsewhere (i.e. through your employment), please turn in your immunization records to the Nursing Advisement Center.

5. **HEP B TITER recommendation:** Many of you will have had your 3 shot series as a child. It is recommended you get a booster shot in an ADULT DOSAGE first, wait a month and then get the Hep B titer to save on time and money.
STUDENT AGREEMENT
BRIGHAM YOUNG UNIVERSITY
NURSING EDUCATION

_______________________
(Student Name)
The Student will be working with various Experience Providers under contractual arrangements established by the College of Nursing.

Program Starting Date: __________________________ Projected Graduation Date: _______
BYU College of Nursing Advisor: Cara Wiley Tel. Office: 422-4173
Student Cell:___________________


The student hereby agrees to the following:
1. Be enrolled as a clinical student in the College of Nursing.
2. Comply with all Experience Provider rules, policies, and procedures.
3. Work conscientiously under the direction of the staff of the Experience Provider, submitting all reports and assignments as required.
4. Report serious problems, including physical, safety and personnel, to the Experience Provider and the BYU faculty advisor.
5. Complete all BYU academic assignments and course work as outlined by the College of Nursing.
6. Adhere to the BYU Honor Code and Dress and Grooming Standards and the Nursing Undergraduate Handbook.
7. Provide evidence of health insurance coverage:
   ( ) BYU   ( ) Parents   ( ) Self   ( ) Other
   Name of Company: ______________________
   Policy Number: ______________________
   Expiration Date: ______________________
8. I have notified the University Office of Cooperative Education and Internships in writing of my age if I am younger than 18 years old.

Exceptions, if any:
_____________________________________________________________________________________
_____________________________________________________________________________________

______________________________       __________________________     ________________
Student’s Name (Please Print)                          Student’s Signature                                Date

Revised 06/17
Social Media Guidelines

Students are personally responsible for the content they publish on blogs, wikis, social networks, forum/discussion boards or any other form of user-generated media currently in use OR developed in the future. This also includes online publishing and discussions on file-sharing, user-generated videos and audios, virtual worlds and social networks.

**Consequences.** Be mindful that information you publish may be public for anyone to see and may be traced back to you even after a long time and even if you believed that you had set appropriate privacy settings. You must protect your privacy and your online reputation. Popular social networks, blogs and forums that are used among students may include, but are not limited to: Myspace, Facebook, Instagram, Twitter, Allnurse.com, Friendster, Tumblr, etc. If you are a member of any of these sites or similar sites, please make sure your material is appropriate.

**Students in the BYU College of Nursing are held to a higher standard.** The College of Nursing (CON) is preparing you for healthcare careers in the public sector. Be thoughtful about how you present yourself. You will always be known as being from the CON at BYU. Personal postings and web pages connect your colleagues, clinical agencies and clients/patients to you and indirectly to the CON. It is important that you ensure the content associated with you is consistent with your professional goals and those of the CON.

**Protect confidential information.** While you are posting to your friends, many sites are open to anyone browsing or searching. Be thoughtful about what you publish. DO NOT disclose or use confidential information of any person or agency. Do not post ANY information about your clinical rotations or clients in any online forum or webpage. Do not post any information about testing or course assignment materials intended to be kept private or confidential. Posts on Discussion Boards within BYU Learning Suite are considered confidential information.

**Respect your audience and your co-workers.** The BYU Honor Code specifically states that all who represent BYU are respectful of others. Those with whom we interact (fellow students, deans, faculty, College of Nursing staff, clients, other healthcare workers) have diverse sets of customs, values and points of view. Don’t be afraid to be yourself, but respect others points of view. This includes not only the obvious (no personal insults, ethnic slurs, obscenities, etc.), but also includes consideration of privacy around topics that may be considered objectionable or inflammatory (politics or religion, etc.)

**Use your best judgement.** Remember, there are always consequences to what you post. Inappropriate postings may result in dismissal from the College of Nursing or lack of sensitivity during future employment opportunities.

I understand the guidelines set out in the Social Media Guidelines.

__________________________________________  ______________________
Student Signature        Date

___________________________________________
Student Printed Name
Purpose:
As a nursing student at BYU College of Nursing participating at clinical agencies, you will have access to — Confidential Information. The purpose of this agreement is to help you understand your duty as a nursing student and also after graduation or when leaving the program regarding Confidential Information.

Definition of — Confidential Information:
— Confidential Information includes patient information, employee information, financial information, or other confidential information relating to clinical agencies. You may have access to some or all this information from various sources, including but not limited to, agency computer systems, patient records, conversations, reports, case conferences, rounds, etc. Confidential Information is valuable and sensitive, and is protected by law. As a student at BYU College of Nursing, and after graduation or when leaving the program, you are required to conduct yourself in strict conformance to the confidential policies of the agency and law. Your principal duties in this area are explained below. You are required to read and to abide by these duties. The violation of any of these duties may result in discipline, which might include, but is not limited to, dismissal from BYU College of Nursing, the University, and to legal liability.

Agreement:
As a student, I understand that I will have access to Confidential Information which may include, but is not limited to, information relating to:

1. Patients (such as records, conversations, admittance information, patient financial information, etc.)
2. Employees of the agency (such as salaries, employment records, disciplinary actions, etc.)
3. Agency information (such as financial and statistical records; strategic plans, internal reports, memos, contracts, peer review information, communications, proprietary computer programs, source code, proprietary technology, etc.)
4. Third party information (such as computer programs, client and vendor proprietary information, source code, proprietary technology, etc.)

Accordingly, as a condition of my enrollment at BYU College of Nursing, in compliance with HIPPA regulations, and in consideration of my access to Confidential Information, I promise that:

1. Information is necessary for learning; but, I will use Confidential Information only as needed by me to perform my legitimate duties as a student nurse.
   a) I will not access Confidential Information for which I have no legitimate need to know
   b) I will not divulge in any way (such as through popular social networks i.e. blogs or forums that are used among students, but NOT limited to Myspace, Facebook, Instagram, Twitter, Texting, Allnurses.com, Friendster, Tumblr, etc.), copy, release, sell, load, revise, alter,
or destroy any Confidential Information except as properly authorized by faculty or agency administrators, within the scope of my role as a student in the agency.

c) I will not misuse Confidential Information or carelessly care for Confidential Information including Confidential Information discussed in clinical conferences.

2. I will safeguard and will not disclose my access code or any other authorization I have that allows me to access Confidential Information. I accept responsibility for all activities undertaken using my access code and other authorization.

3. I will report to my nursing instructor any suspicion or knowledge that I may have that my access code, authorization, or any Confidential Information has been misused or disclosed without the agency’s authorization.

4. I will report to my nursing instructor activities, by any individual or entity that I suspect may compromise the confidentiality of Confidential Information. Reports made in good faith about suspect activities will be held in confidence to the extent permitted by law, including the name of the individual reporting the activities.

5. I understand that my obligations under this Agreement will continue after graduation from BYU and when I am no longer a student in the program.

6. I will be responsible for my misuse or wrongful disclosure of Confidential Information and for my failure to safeguard my access code or other authorization to access Confidential Information. I understand that my failure to comply with this Agreement may result in my dismissal from the College of Nursing at BYU.

7. I understand that if inappropriate use of information is observed, evidence will be forwarded to management and/or law enforcement officials and that my future employment in the agency may be prohibited.

8. I understand that when providing care at most clinical facilities, additional forms related to Confidential Information will need to be signed

_______________________________________  _________________________________
Student’s Signature      Date

_______________________________________
Student’s Printed Name

Revised 09/15
COLLEGE OF NURSING
CRIMINAL BACKGROUND CHECK, AND DRUG SCREEN

GENERAL INFORMATION

PURPOSE:
Brigham Young University College of Nursing is committed to providing the public with nurses who demonstrate personal and professional behaviors consistent with the standards of the nursing profession. The purpose of this policy is to help promote a safe environment for patients, peers, faculty and the general public, as well as to protect property by conducting criminal background checks and drug screens on all students accepted to the nursing program.

SCOPE:
This policy applies to all students accepted to the BYU undergraduate nursing program.

POLICY:
1. Brigham Young University College of Nursing requires a current (defined as within 3 years) criminal background check and a drug screen to enable clinical practice within the nursing program.
2. Background checks and drug screens will be required of all students accepted to the program and must be renewed every 3 years.
3. Participation in the nursing program is contingent upon satisfactory results of the background check and drug screen. Failure to comply may result in denial of acceptance or dismissal from the program.
4. Criminal background and drug screen results released to the College of Nursing will be used for the purpose of assisting in making acceptance decisions, and helping promote the safety of patients.
5. If a background check or drug screen identifies issues that may preclude acceptance, the case will be referred to the Associate Dean—Undergraduate Studies for review and action.
6. If a student is concerned that the results are not accurate, he or she must address these issues with the Bureau of Criminal Identification (BCI) for resolution of a state record, to the Criminal Justice Information Services Division (CJIS) for resolution of a federal record, or to the participating organization that administered the drug screen.

PROCEDURE:
1. **Condition of Enrollment:**
   It is an express condition of acceptance for applicants and continued participation for current nursing students that the student agree to release information from background checks to the Associate Dean—Undergraduate Studies and the Baccalaureate Acceptance Committee in the College of Nursing.
2. **Waiver/Consent:**
   The signed copy of the College of Nursing Informed Consent/Release form submitted with the application documents will be kept on file in the Undergraduate Nursing Advisement Center (NAC). A copy of this release may be obtained for personal records.
3. **Obtaining a Background Check & Drug Screen:**
   a. The background check and drug screen will be initiated by the student as part of the routine acceptance process. Students currently in the nursing program will also be required to submit background check and drug screen results for continued
participation. Background checks will be due to the NAC, along with the informed consent/release form by their due dates previously listed. Please allow six to eight weeks to complete the process. Failure to submit materials on time may result in denial or dismissal from the program.

b. Obtain a background check. Instructions and the form are on the following pages.

c. A 9-panel drug screen must be obtained from any credible drug screen company. Some suggested organizations are attached on the instruction page.

d. All expenses associated with background check, and drug screens are the sole responsibility of the requesting student.

4. **Convictions & Positive Drug Tests:**

   a. The existence of a conviction or positive drug test does not automatically disqualify an individual from acceptance or continued participation. Each individual will be considered on a case by case basis. Relevant considerations may include, but are not limited to: the details of drug screen results; the date, nature and number of convictions; the relationship the conviction bears to the duties and responsibilities of nursing; and the student’s successful efforts toward rehabilitation. Any decision to accept or reject an applicant, or retain or dismiss a current nursing student who has a conviction or positive drug test is solely at the discretion of the Baccalaureate Acceptance Committee.

   b. If Brigham Young University College of Nursing becomes aware that a current student has not completed the application truthfully, he/she will be subject to disciplinary action up to and including dismissal from the nursing program.

5. **Results:**

   a. **Confidentiality:** Reasonable efforts will be made so that results of criminal background checks and drug screen are kept confidential with only those personnel having a legitimate need to know being authorized to review results.

   b. **College of Nursing access to results:** The Associate Dean--Undergraduate Studies will review all criminal background checks and drug screens. If adverse information deemed to be relevant to suitability for nursing student status is obtained, the Associate Dean--Undergraduate Studies will notify the student in writing requesting additional information, and will refer the report to the Baccalaureate Acceptance Committee.

   c. **Admission/participation:** Based on the results of the criminal background checks and drug screen, the Baccalaureate Acceptance Committee and the Associate Dean--Undergraduate Studies reserve the right to extend or withhold acceptance or continued participation in the BYU College of Nursing.

   d. **Student access to results:** The student may review the background check and drug screen results by submitting a written request to NAC.

   e. **Student right to respond:** The student will have a chance to provide a written explanation to the Baccalaureate Acceptance Committee and or the Associate Dean – Undergraduate Affairs. When appropriate, the student may be asked to meet with the committee in person to answer questions.

   f. **Right to change and/or terminate policy:** Brigham Young University reserves the right, in its sole discretion, to amend, replace, and/or terminate this policy at any time. Efforts will be made to keep students informed of any changes in the policy.
INSTRUCTIONS

Please begin the background check/drug screening process by October 1th (which means schedule your appointment – not that the drug screen needs to be complete, just started) and bring in the Background Check form and check by October 1th. Please call if you have questions, 801-422-4173.

BACKGROUND CHECK – must be updated every 3 years.

Complete the entire form (attached). Please note the following:
1. All information written is confidential and will only be used for a background check.
2. Make sure to attach a check for the correct amount (see form). No Background Check will be started until we receive the form AND the payment. Make your check payable to: BYU College of Nursing

Submit form and check to the Nursing Advisement Center at the address below:
Nursing Advisement Center
Brigham Young University
College of Nursing
551 SWKT
Provo, UT 84602

DRUG SCREEN – must be updated every 3 years.

Obtain AT LEAST a 9-panel drug screen from any credible organization (see below). Results should be available in about 24 hours for you to pick up and bring to the Nursing Advisement Center in 551 SWKT. Costs associated with the 9-panel drug screen may vary, but are usually around $30-$40. If you are outside of Utah, a hospital can do a drug screen. Must be updated every 3 years.

DRUG SCREENING LOCATIONS – in Provo/Orem area

This list is provided to help students choose a drug testing facility if no other options are available to them. It is not intended to replace personal physicians, university clinics, or any other credible services. Always be sure to double check times and locations by calling the companies below. You can get a drug screen from any healthcare provider as long as it covers the drugs that are tested for listed below. They are covered in a 9-panel drug screen at the places listed below. If your drug screen does not cover the drugs listed below then we will ask you to re-submit a new drug screen with the correct drugs.

NOTE: Many of these facilities are walk-in only. You do not need to schedule an appointment.

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>ADDRESS</th>
<th>PHONE NO.</th>
<th>COST</th>
<th>NOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orem Work Med</td>
<td>830 N. 980 W. Orem</td>
<td>(801)724-4000</td>
<td>$28-$40</td>
<td>Need photo ID.</td>
</tr>
<tr>
<td>Concentra</td>
<td>601 N. 1200 W. Orem</td>
<td>(801)224-4211</td>
<td>$54</td>
<td>Need photo ID.</td>
</tr>
<tr>
<td>Occupational Health</td>
<td>1200 S. 327 E. Plaza</td>
<td>(801)226-0451</td>
<td>$27 – student discount</td>
<td>*There are also two locations in SLC</td>
</tr>
<tr>
<td>Center International (OHC)</td>
<td>West Suite 6</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9-panel drug screens test for: marijuana, cocaine, PCP, opiates (codeine & morphine), methamphetamine, methadone, amphetamines, barbiturates, and benzodiazepines.
Background Check Information

***All this information is necessary for us to complete a background check on you. This will allow you to participate in clinical work at our contracted hospitals.***

Social Security Number: _____  _____  _____ - _____  _____ - _____  _____  _____  _____

Do you admit to any criminal conviction other than minor traffic violations?  ○Yes  ○No

First Name: ________________ Middle: ____________ Last: ___________________

Date of Birth (MM/DD/YYYY): ___  ___ / ___  ___ / ___  ___  ___  ___  Sex:  ○Male  ○Female

Also known as (i.e. alias or maiden names)

________________________________  __________________________________

Current Address
Street: ___________________________________ City: ________________________
State: __________ ZIP: ______________ County (NOT Country): _________________

Previous Address (The address where you have lived the longest in the past 7 years. Preferably your permanent address.)
Street: ___________________________________ City: ________________________
State: __________ ZIP: ______________ County (NOT Country): _________________

Please write a check for $33 payable to the BYU College of Nursing only if both addresses listed above have the same county. If your Current Address has a different county than your Previous Address you must pay $41.00. Please know that some people may need to pay more than the above prices, see note.

***IMPORTANT NOTE: If you are from any of the following counties you have additional fees. Please check the counties and add the appropriate fee to your total amount. ** Additional fees may be required for multiple residencies and name changes. You will be billed for the additional fees. Failure to pay the fees may result in you not attending clinical.***

<table>
<thead>
<tr>
<th>State</th>
<th>County</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>California</td>
<td>Del Norte</td>
<td>$15</td>
</tr>
<tr>
<td></td>
<td>Humbolt</td>
<td>$15</td>
</tr>
<tr>
<td></td>
<td>Imperial</td>
<td>$15</td>
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<tr>
<td></td>
<td>Inyo</td>
<td>$15</td>
</tr>
<tr>
<td></td>
<td>Plumas</td>
<td>$15</td>
</tr>
<tr>
<td>Louisiana</td>
<td>Orleans</td>
<td>$10</td>
</tr>
<tr>
<td>Maine</td>
<td>All counties</td>
<td>$15</td>
</tr>
<tr>
<td>Mississippi</td>
<td>Clay</td>
<td>$25</td>
</tr>
<tr>
<td></td>
<td>Leflore</td>
<td>$25</td>
</tr>
<tr>
<td>Missouri</td>
<td>Jackson</td>
<td>$10</td>
</tr>
<tr>
<td>Nevada</td>
<td>Clark -(Justice Courts only)</td>
<td>$7</td>
</tr>
<tr>
<td>New York</td>
<td>All OCA counties (see below)</td>
<td>$55</td>
</tr>
<tr>
<td>South Dakota</td>
<td>All counties</td>
<td>$15</td>
</tr>
<tr>
<td>Tennessee</td>
<td>Davidson</td>
<td>$20</td>
</tr>
<tr>
<td></td>
<td>Knox</td>
<td>$10</td>
</tr>
<tr>
<td>Vermont</td>
<td>All counties</td>
<td>$30</td>
</tr>
</tbody>
</table>

New York OCA Counties include
- Allegany
- Nassau
- Bronx
- New York
- Cayuga
- Orange
- Cortland
- Orleans
- Dutchess
- Queens
- Erie
- Richmond
- Hamilton
- Rockland
- Kings
- Suffolk
- Monroe
- Tioga
- Montgomery
- Westchester
EXPECTATION OF NURSING STUDENTS

Students accepted into the nursing program are expected to prioritize nursing classes, labs, clinical, and orientations over work or other classes. All nursing theory and competency laboratory classes will be taught on the Provo campus. Attendance is expected. It is recommended that you do not schedule work or classes during daytime hours while in the nursing program.

Clinical placements may be different from those identified in the on-line class schedule and through Registration. All students should expect to experience clinical activities in both, but not limited to, Utah and Salt Lake counties during their semesters in the nursing program. Clinical activities may occur during days, evenings and, in some cases, nights. Students must provide their own transportation to and from clinical.

It is expected that you attend all clinical hours. Note that all clinical shifts may be 12 hours in length and physically and mentally demanding. Attendance is mandatory. Failure to attend may result in failure of the course.

Students are also required to read and be up-to-date on information in the Student Handbook, which is found on the College of Nursing website and is usually updated every August. If there is an update before August we will notify you through email.

I have read and understood the Expectations of Nursing students as to class, lab, clinical, orientations and College policies outlined in the Student Handbook and agree to adhere to the policies.

_________________________________________  ____________________________
Student’s Full Name (Print)                  Date

_________________________________________
Student’s Signature
Brigham Young University  
College of Nursing  
Policy Statement for Invasive Procedures on Live Participants  
The only invasive procedures that may be performed on live persons in the Brigham Young University Nursing Learning Center labs include: IV starts, blood draws, finger sticks, injections (IM, ID, subcutaneous). Invasive procedures must be carried out under the supervision of an RN lab instructor. Only College of Nursing students may consent to have invasive procedures performed on them. All invasive procedures carry some risk. Students participating in the procedures do so on a voluntary basis. Students may always refuse to have an invasive procedure performed on themselves without any consequences to their grades or standing in the class. We cannot guarantee that all students will be able to practice these skills on a live participant. Mannequins/models/task trainers are used when needed.

I understand the guidelines set out in the Policy Statement for Invasive Procedures on Live Participants.

__________________________________________  ______________________  
Student Signature        Date  

___________________________________________  
Student Printed Name
COLLEGE OF NURSING
PETITION

NAME ___________________________________________________ BYU ID ______________

ADDRESS _______________________________________________________________________
Street City State Zip

PHONE NO. ______________________ E-MAIL ______________________________

What is the purpose for this petition?

Scholarship exception
Immunization requirement exception
Other (please briefly identify) _______________________________________________________________________

BELOW, OR ON ANOTHER SHEET OF PAPER, PLEASE GIVE US YOUR REASONS FOR PETITIONING THIS
EXCEPTION.

SIGNED: ______________________________________

DATE: ______________________________________

8/08
INSTRUCTIONS FOR REAPPLYING
TO THE BACCALAUREATE NURSING PROGRAM
BRIGHAM YOUNG UNIVERSITY

*The information contained on this form must be completed fully. Please read this sheet carefully in order to understand and agree to all requirements stated hereon.

Those re-admitted to the College of Nursing will be required to meet the following requirements:

1. To be readmitted to the baccalaureate program you must be currently admitted to Brigham Young University through the Provo Campus Admissions Office, A-153 ASB, (801) 378-2509, admissions@byu.edu.

2. You must have a current certification in professional level CPR (Cardio-Pulmonary Resuscitation) from American Heart Association and the required immunizations turned into the Advisement Center by the first Friday of the semester in which you return or before the first clinical day (whichever comes first). You may contact the College of Nursing Advisement Center to inquire about locations where CPR Certification may be obtained.

3. You are required to be covered by either the BYU Student Health Plan (for information contact the BYU Student Health Center) or another Affordable Care Act-compliant insurance plan.

I have read, understand and agree to the terms and conditions stated above.

_____________________________________________________
Signature      Date

SEND OR BRING COMPLETED REAPPLICATION FORM TO:
Nursing Advisement Center
551 KMBL
Brigham Young University
Provo, UT 84602
(801) 422-4173
FAX: (801) 422-0536
Email: nursing_advisement@byu.edu
BRIGHAM YOUNG UNIVERSITY
COLLEGE OF NURSING

REAPPLICATION FORM

This form (and the accompanying questionnaire) must be completed and returned to the Nursing Advisement Center before the student will be considered for readmission. You will be notified by correspondence as to the result of your application for re-admittance. The decision for reacceptance into the program rests solely with the Dean of the college.

Name: _________________________________  BYU ID#: ____________________

Semester last attended ________________

Semester/Year (i.e. Fall/2018) you intend to return to the Nursing Program_______________

Last nursing class attended N_______________    Nursing semester entering _________

Reason for reapplication to program ________________________________________________

______________________________________________________________________________

Are you a current BYU student?  _________ (Yes)  ___________ (No)

*Note that the completion of this packet does not guarantee your readmittance or your placement in the semester you will be returning.

I am ready to continue in the Nursing program and wish to be considered for reacceptance.

______________________________________

Signature    Date

______________________________________

Current Mailing Address

______________________________________

(______)_______________________________

Phone

______________________________________

Email
## REAPPLICATION FORM CONTINUED

**ANSWER THE FOLLOWING QUESTIONS ACCURATELY:**

<table>
<thead>
<tr>
<th>Qualifying Questions</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Have you ever applied for or received a license, certificate, permit, or registration to practice in a regulated profession under any name other than the name listed on this application?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Have you ever been denied the right to sit for a licensure examination?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Have you ever had a license, certificate, permit, or registration to practice a regulated profession denied, conditioned, curtailed, limited, restricted, suspended, revoked, reprimanded, or disciplined in any way?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Have you ever been permitted to resign or surrender your license, certificate, permit, or registration to practice in a regulated profession while under investigation or while action was pending against you by any health care profession licensing agency, hospital or other health care facility, or criminal or administrative jurisdiction?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Are you currently under investigation or is any disciplinary action pending against you now by any licensing agency?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Have you ever had hospital or other health care facility privileges denied, conditioned, curtailed, limited, restricted, suspended, or revoked in any way?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Have you ever been permitted to resign or surrender hospital or other health care facility privileges, while under investigation or while action was pending against you by any licensing agency, hospital or other health care facility, or criminal or administrative jurisdiction?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Is any action related to your conduct or patient care pending against you now at any hospital or health care facility?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Have you ever had rights to participate in Medicaid, Medicare, or any other state or federal health care payment reimbursement program denied, conditioned, curtailed, limited, restricted, suspended, or revoked in any way?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Have you ever been permitted to resign from Medicaid, Medicare, or any other state or federal health care payment reimbursement program while under investigation or while action was pending against you by any licensing agency, hospital or other health care facility, or criminal or administrative jurisdiction?</td>
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<td>11. Is any action pending against you now by Medicaid, Medicare, or any other state or federal health care payment reimbursement program?</td>
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<td>12. Have you ever had a federal or state registration to sell, possess, prescribe, dispense, or administer controlled substances denied, conditioned, curtailed, limited, restricted, suspended or revoked in any way by either the federal Drug Enforcement Administration or any state drug enforcement agency?</td>
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<tr>
<td>13. Have you ever been permitted to surrender your registration to sell, possess, prescribe, dispense, or administer controlled substances while under investigation or while action was pending against you by any health care profession licensing agency, hospital or other health care facility, or criminal or administrative jurisdiction?</td>
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<tr>
<td>14. Is any action pending against you now by either the Federal Drug Enforcement Administration or any state drug enforcement agency?</td>
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<td>15. Have you been named as a defendant in a malpractice suit?</td>
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<td>16. Have you ever had office monitoring, practice curtailments, individual surcharge assessments based upon specific claims history, or other limitations, restrictions, or conditions imposed by any malpractice carrier?</td>
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<td>17. Have you ever had any malpractice insurance coverage denied, conditioned, curtailed, limited, suspended, or revoked in any way?</td>
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<td>18. If you are licensed in the occupation/profession for which you are applying, would you pose a direct threat to yourself, to your patients or clients, or to the public health, safety, or welfare because of any circumstance or condition?</td>
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19. Have you ever been declared by any court of competent jurisdiction incompetent by reason of mental defect or disease and not restored?

20. Have you ever had a documented case in which you were involved as the abuser in any incident of verbal, physical, mental, or sexual abuse?

21. Have you been terminated from a position because of drug use or abuse within the past five (5) years?

22. Are you currently using or have you recently (within 90 days) used any drugs (including recreational drugs) without a valid prescription, the possession or distribution of which is unlawful under the Utah Controlled Substances Act or other applicable state or federal law?

23. Have you ever used any drugs without a valid prescription, the possession or distribution of which is unlawful under the Utah Controlled Substances Act or other applicable state or federal law, for which you have not successfully completed or are not now participating in a supervised drug rehabilitation program, or for which you have not otherwise been successfully rehabilitated?

24. Do you currently have any criminal action pending?

25. Have you pled guilty to, no contest to, entered into a plea in abeyance, or been convicted of a misdemeanor in any jurisdiction within the past ten (10) years? Motor vehicle offenses such as driving while impaired or intoxicated must be disclosed but minor traffic offenses such as parking or speeding violations need not be listed.

26. Have you ever pled guilty to, no contest to, or been convicted of a felony in any jurisdiction?

27. Have you, in the past ten (10) years, been allowed to plea guilty or no contest to any criminal charge that was later dismissed (i.e. plea in abeyance or deferred sentence)?

28. Have you ever been incarcerated for any reason in any federal, state, or county correctional facility or in any correctional facility in any other jurisdiction or on probation/parole in any jurisdiction?

*If you answered any of the above questions in the affirmative, please attach to this application a full disclosure of all of the circumstances and any resolution reached. In addition, also specifically provide the following information:

- The nature and extent of any past or present use or dependency on a drug, controlled substance, alcohol, or chemicals
- The disposition of any related criminal action
- The disposition of the matter with appropriate ecclesiastical authorities
- The disposition of the matter in relationship to your enrollment or employment—if you were formally enrolled or employed at BYU at the time of the event
- The details of your involvement in any supervised drug rehabilitation program
- Any evidence of your complete rehabilitation from past use or dependency on drugs, controlled substances, alcohol, or chemicals

I have read the above questions and have answered them truthfully.

____________________________________________
Signature

____________________________________________
Date

**Deferment Form**

In order to defer a student must first meet with an Advisor in the Nursing Advisement Center. The Advisor will then authorize them to fill out a form online. The student will also need to update his/her CPR certification right before the deferment so it is still valid after the deferment. The following is a
screenshot from the online form, which can be found on the Nursing website under My Tasks after a student is authorized.

![Image of the online form]

**AGREEMENT FOR DEFERMENT FROM THE BACCALAUREATE NURSING PROGRAM**

**BRIGHAM YOUNG UNIVERSITY**

The information contained on this page must be completed fully and submitted before a student's request for deferred enrollment will be granted. Please carefully read the information in this document in order to understand and agree to all requirements.

You must meet the following requirements:

1. If you are requesting deferment of enrollment you must be currently enrolled at Brigham Young University - College of Nursing.
2. You must have current certification in professional level CPR (Cardio-Pulmonary Resuscitation) and the required immunizations turned into the Advisement Center by the first Friday of the semester designated for you to return or before the first clinical day (whichever comes first). You may contact the Advisement Center to inquire after locations where CPR Certification may be obtained.
3. You are required to be covered by either the BYU Student Health Plan (for information, contact the **BYU Student Health Center** or another Affordable Care Act-compliant insurance plan.

- I have read, understand, and agree to the terms and conditions above.

Name: **Braden Condie**

<table>
<thead>
<tr>
<th>Final Semester Before Deferment:</th>
<th>Spring 13</th>
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<tbody>
<tr>
<td>Semester/Year that you intend to return to the Nursing Program:</td>
<td>Winter 14</td>
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<tr>
<td>Reason for Deferment:</td>
<td>Full-time Mission</td>
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</table>

If you selected "Other" for the deferment reason, or if there are any details to add, please enter them here:

- Have you deferred a College of Nursing Scholarship Award?
- Have you attended your Spring Term Nursing Global and Public Health Course?

*NOTE: You **Will not** be able to return to classes at any semester earlier than the semester selected above (corresponding to "Semester that Student will Return"). If you do not return to classes by this noted semester, you will be required to re-enroll to the college. We will attempt to accommodate all deferred students; however, some circumstances may require the College of Nursing to postpone your return semester, in which you or a parent will be notified immediately.

Personal Information for Deferment (if applicable)
**Yearly Update of Blood Borne Pathogens or OSHA requirement is an online form found on our College of Nursing webpage.** [http://nursing.byu.edu/MyTasks/OSHA/](http://nursing.byu.edu/MyTasks/OSHA/)
Professional/Community Mini-Internship (PCMI) Policy

BYU seeks to develop students of faith, intellect, and character who have the skills and the desire to continue learning and to serve others throughout their lives. These are the common aims of all education at BYU. (Aims of a BYU Education)

Professionalism and Community Mini-Internship

Purpose
The purposes of PCMI activities are two-fold:
1. To respond to the health promotion needs of the community, promote interaction and outreach between the BYU College of Nursing and the community.
2. To encourage students to be involved in and contribute to their profession, and learn the value of lifelong learning and professional service.

Outcomes
Through participation in PCMI activities, students will:
1. Increase familiarity with health promotion and treatment services provided in the community and populations.
2. Become familiar with factors impacting the nursing profession.
3. Prepare to practice and lead with an understanding of nursing at the community and professional levels.

PCMI Activities
During each semester that students have a clinical nursing course, each student will be required to participate in at least one PCMI activity, either a professional or community activity. Professional activities are related to nursing and include such activities as attending a health education seminar, a nursing organization meeting, a local or national legislative meeting, or surveying a community health resource. These mini-internships will provide the student with valuable information about nursing professional issues and community resources. Examples of community mini-internships could include nursing activities such as providing health education, screening exams or immunizations, etc. to community groups. The PCMI coordinator will post opportunities on the College of Nursing website. Faculty may also post opportunities online, with the faculty name listed with the posting. If posted opportunities do not match students’ availability, students will seek their own activities, approved by their clinical faculty. Activities should be a minimum length of 2 hours when possible. In semesters with two clinical courses, only one course should have the PCMI requirement.

Grade
Each clinical course team will decide how to grade the PCMI activities, how students will report their activities, and at what point in the semester they must be completed. However, failure to attend an activity when the student has committed to attend it will result in a 5% clinical grade reduction (see below).

Attendance
In order to ensure community needs and expectations are met, students must attend PCMI activities for which they have signed up. Once they have signed up, students must get a substitute to cover any shift they cannot attend. If they or their substitute are not able to attend the PCMI, there will be a 5% reduction in the clinical grade for both students. Students are responsible to report their attendance to their clinical instructor.
STUDENT INCIDENT PROCEDURES

Occasionally you may be in clinical or lab and experience an accident. Accidents may include contaminated needle sticks, exposure to disease, etc. If you have any questions, call the Associate Dean of Resource Management at 801-422-7189 or 801-709-8584 (cell). Your health and welfare are the most important aspects of incident procedures. Please follow these steps so you will obtain the maximum care possible.

1. Obtain Necessary Medical Care
   a. Emergencies On Campus: dial 911
   b. Emergencies Off Campus: use hospital ER or dial 911
   c. Non-emergencies: use the Student Health Center Urgent Care and let them know that it is an "on-the-job" injury. Be sure to contact the Associate Dean of Resource Management at 801-422-7189 immediately following the incident and BEFORE going to the Health Center whenever possible. (Student Health Center Urgent Care Hours: M-F: 8AM-5:30PM, Saturday:8AM-12PM)

2. Follow Hospital/Clinic Protocol
   a. Complete hospital/clinic incident report.
   b. Some hospitals/clinics provide on-site care at no cost to nursing students. Be sure this is true of your facility before proceeding with non-emergency care.

3. Complete College of Nursing Protocol
   a. Notify your instructor immediately.
   b. Contact the Associate Dean of Resource Management at 801-422-7189 immediately (if she is not in her office, leave a voicemail.) She will instruct you further and set up an appointment to complete the "Incident Report." The report will be sent to BYU Risk Management to determine financial coverage.

SPECIAL INSTRUCTIONS FOR NEEDLE STICKS AND/OR EXPOSURE TO BODILY FLUIDS

1. Provide immediate care to the exposure site-wash wounds and skin with soap and water. Obtain information on the type of needle used and the brand for OSHA reporting.
2. Notify hospital/clinic, preceptor, and faculty member, and follow hospital protocol.
3. Obtain instructions from a hospital medical/nursing professional regarding the patient's health status to determine if post exposure prophylaxis is recommended. If it is recommended, it should be administered within 2 hours of exposure at the hospital E.R. The hospital/clinic determines if post exposure prophylaxis is recommended. Contact K. Whitenight ASAP.
4. If the patient is NOT considered "high risk", contact K. Whitenight, leave clinical and go to the Student Health Center Urgent Care within 2 hours for initial screening for HCV, Ab titer, HbsAg, HIV I & II, etc. Follow up will be determined as necessary. (Let them know it is an "on-the-job" injury.)

STUDENTS ARE COVERED BY WORKER'S COMPENSATION THROUGH BYU FOR HEALTH CARE COVERAGE

1/8/2013
BYU College of Nursing Uniform Guidelines

In the College of Nursing we require professional clinical dress. The uniform requirements includes the following:

1) A uniform—one of the two styles designated by the CON and includes a white tunic, navy blue bottoms
2) Name tag which will be provided by the College of Nursing
3) A BYU College of Nursing logo embroidered on the right sleeve

Uniform and Shoes - The required uniform for the BYU nursing program is available at the BYU store and can be ordered from the BYU store online. There are two approved women’s and men’s styles. You will receive a separate email with ordering instructions. Deadline to order your uniform is found in that email. The uniform must have the official BYU College of Nursing Logo embroidered on the right sleeve. When you order from the bookstore your uniform will come with the embroidery on the sleeve. If you choose to purchase your uniform elsewhere (required style numbers are available from the advisement center), you must take the tunic to the bookstore and pay to have the embroidery placed on the sleeve. The deadline to take your uniform to the bookstore for embroidery is also in the email.

College of Nursing Uniforms

- Tunic may be V-neck, button-front, or keyhole neck with pockets. A clean white shirt without a logo may be worn under the tunic
- Pants may have elastic or drawstring waist (drawstring tucked in) with or without a cargo pocket and without ribbed cuffs. Navy blue color.
- Shoes must be white with closed toes and heels. Comfortable and supportive water resistant shoes are recommended. The shoes should be worn only in clinical and not in recreational settings. White or navy blue socks (which cover the ankles) must be worn.
- A white sweater or white laboratory coat with a College of Nursing patch may be worn, if desired, over the scrubs uniform or professional dress. In some classes you may be asked to wear a white
laboratory coat over professional dress (professional means no jeans, tee shirts, flip flops, etc.).

- The CON patch is sewn, not pinned, on the left sleeve two inches below the shoulder on the uniform and on the laboratory coat.
- An identification badge needs to be worn at all times. The agency specific badge is worn, and/or the BYU name tag.
- Scarves (except for religious observance), bright colored ornaments or jewelry in the hair or elsewhere are not worn with the uniform. Wedding rings may be worn unless otherwise specified in individual courses. Women may wear small non-dangling earrings.
- Long fingernails, fingernail polish, and/or artificial nails are not acceptable.
- Hair needs to remain away from the face and off the shoulders. Male students are to be clean shaven.