Practical Nursing Student Guidelines

2012-2013

Highland Community College
Technical Center
Atchison, Kansas
Serving Northeast Kansas since 1966

Highland Community College Technical Center is authorized to operate by the Kansas Board of Regents and accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA).

Higher Learning Commission of the North Central Association of Colleges and Schools
30 North LaSalle Street
Chicago, Illinois 60602
(312) 263-0456

Highland Technical Center is also accredited as an occupational unit by:

Council on Occupational Education
41 Perimeter Center East, NE, Suite 640
Atlanta, GA 30346
(770)-396-3898 or 800-917-2018

The Practical Nursing Program is approved by:

Kansas State Board of Nursing
900 SW Jackson St., Suite 1051
Topeka, KS 66612
(785)-296-4929
Welcome to the Department of Nursing at HCCTC. This handbook is to provide you with information that will facilitate your success in the nursing program. It is not meant to replace the Highland Community College catalog but instead to augment it and assist you to identify policies and specific expectations of the nursing program.

As a nursing student, you are expected to perform in a progressive professional manner. You are expected to assume responsibility for your learning. The faculty in the nursing program will attempt to facilitate and encourage your learning. Unprofessional behaviors will not be tolerated. A progressive correction plan is outlined in this handbook. The hope of the nursing program is to not need to use the correction plan.

Highland Community College Technical Center nursing faculty members embrace the idea of nursing as an art and science. Students are graded on the academic knowledge they retain but also on the empathy and compassion that is required for successful nursing practice.

The basis for education progression is founded on the Benner theory of Novice to Expert. This is embraced by evaluating students on clinical skills throughout the program with expectations of mastery of basic nursing skill competencies by the completion of the program. The testing blueprint used supports this progression as students are initially given a higher percentage of knowledge based questions then progress to a higher level of application questions.

The desire of the HCCTC Nursing Program is to empower students in their path to becoming successful, compassionate nurses to serve our surrounding communities.
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Mission and Philosophy

Mission Statement

The purpose of the Practical Nursing Program at Highland Community College Technical Center is to prepare students to function in the role of entry level Licensed Practical Nurse.

Philosophy (7-07)

The HCCTC nursing faculty and students believe at the completion of the program the graduates will have the knowledge, skills, attitudes, and abilities needed to practice safely and effectively. As an entry level practical nurse, the graduate will be able to meet the client's basic needs throughout the lifespan requiring promotion, maintenance, and/or restoration of health.

**Clients** - The HCCTC nursing faculty and students believe clients (individuals, families and significant others), are finite beings with varying capacities to function in society. They are unique individuals who have defined systems of daily living that reflect their values, cultures, motives and lifestyles. Additionally, clients have the right to make decisions regarding their health care needs.

**Health** - The HCCTC nursing faculty and students believe health is defined within three areas; promotion, maintenance, and restoration. Health promotion and maintenance are defined as client care that incorporates knowledge of expected stages of growth and development, and prevention and/or early detection of health problems. Restoration is defined as assisting the client to achieve an optimal level of health.

**Nursing** - The HCCTC nursing faculty and students believe nursing is both an art and a science. We believe nurses provide care for clients' basic biological, cultural, spiritual and psychosocial needs throughout the lifespan. Nurses provide comfort in a caring environment. Critical thinking and the nursing process are the primary clinical problems solving tools of the nurse. The nurse is part of the interdisciplinary health care team who collaborates within the healthcare system and the community. Nurses are accountable for providing care within the scope of ethical and legal responsibilities.
**Practical Nursing** - The HCCTC nursing faculty and students believe practical nurses provide care of clients with commonly occurring health problems that have predictable outcomes. The practical nurse delivers care under the supervision of a registered nurse or a person licensed to practice medicine and surgery or dentistry.

**Education and Learning** - The HCCTC nursing faculty and students believe they are partners in the acquisition of knowledge, skills, attitudes, and abilities in a supportive adult learning environment. Promoting student success and instilling a value of life long learning is integral to success of the nursing discipline.

**Environment** - The HCCTC nursing faculty and students believe environment is both external and internal. External environment is the set of circumstances, objects or external conditions that positively or negatively affect the well-being of clients. Internal environment includes biological, cultural, spiritual and psychosocial aspects.

**Program Competencies**

Upon completion of this program, the successful graduate will be able to:

1. Provide nursing care within the scope of the ethical and legal responsibilities of practical nursing.

2. Utilize the nursing process to identify basic needs of the client throughout the life span for health promotion and maintenance, or when biological, spiritual, cultural and psychosocial needs are not being met.

3. Provide safe and skillful therapeutic care in simple nursing situations based on knowledge of biological, cultural, spiritual, and psychosocial needs of the client throughout the lifespan.

4. Demonstrate effective interpersonal relationships with the client, the client’s family, and members of the interdisciplinary health care team.

5. Demonstrate responsibilities of the practical nurse as an individual who collaborates within the healthcare system and the community.

(Kansas Core Curriculum 7-07)
PN Organizational Plan

Kansas State Board of Regents

HCC President:
David Reist

HCC Vice President for Academic Affairs:
Cia Verschelden

Director of Technical Education:
Terri Ball

Technical Education Authority of KBOR

Department Head:
Jennifer Hamilton, RN, BSN, MSN

PN Advisory Board

Instructor:
Stephanie Glenn, RN

Instructor:
Kim Delaney, RN, BSN

Clinical Instructor:
Cheryl VanWey, RN

Clinical Instructor:
Melissa Hartman, RN, BSN

Clinical Instructor:
Stephanie Stewart, RN, BSN

Clinical Lab Instructor:
Janean Bowen, RN, BSN, MS

Clinical Instructor:
Stephanie Stewart, RN, BSN

Students
Advisory Committee

The Practical Nursing Program is guided by an Advisory Committee, consisting of members of the nursing profession from long-term care, acute care, rehabilitative care, and education.

A student representative to the Advisory Committee is selected by the faculty to bring information from these meetings to the nursing students. The Board meets at least twice a year.

Guidance and Counseling

HCCTC administration and staff offer the following services:

1. Assistance in career planning.
2. Information about financial aid.
3. Information on employment opportunities.
4. Personal counseling for students.

HCCTC nursing faculty offers the following services:

1. The major role of the faculty is academic in nature; however, all faculty members are available for personal guidance and counseling. A student who wishes academic assistance is encouraged to see the instructor who is responsible for that particular theoretical or clinical learning experience.
2. Communication of employment opportunities.
4. Information concerning articulation to the next level of nursing.
# Highland Technical Center Practical Nursing

## Curriculum

### Prerequisites

- Human A&P (with lab) **5 credits**
- Human Growth and Development **3 credits**

### Semester I

<table>
<thead>
<tr>
<th>Theory</th>
<th>Clock/Credit hours</th>
<th>Clinical</th>
<th>Clock/Credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 103 PN Success</td>
<td>48 (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 106 Foundations of Nursing</td>
<td>64 (4)</td>
<td></td>
<td>NUR 126 Foundations of Nursing Clinical</td>
</tr>
<tr>
<td>NUR 117 Pharmacology</td>
<td>64 (4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 122 Medical-Surgical Nursing I</td>
<td>64 (4)</td>
<td></td>
<td>NUR 127 Med-Surg Clinical I</td>
</tr>
</tbody>
</table>

**Hours**

- 240 (15)
- 225 (5)
- **Total: 450 hours**

### Semester II

<table>
<thead>
<tr>
<th>Theory</th>
<th>Clock/Credit hours</th>
<th>Clinical</th>
<th>Clock/Credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 150 Gerontology Nursing</td>
<td>32 (2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 156 Mental Health Nursing</td>
<td>32 (2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 157 Maternal Child Nursing</td>
<td>32 (2)</td>
<td>NUR 168 Maternal Child Clinical</td>
<td>45 (1)</td>
</tr>
<tr>
<td>NUR 159 Medical-Surgical Nursing II</td>
<td>64 (4)</td>
<td>NUR 170 Med-Surg Clinical II</td>
<td>135 (3)</td>
</tr>
<tr>
<td>NUR 162 Critical Thinking in Nursing</td>
<td>32 (2)</td>
<td>NUR 172 Clinical Simulations I</td>
<td>45 (1)</td>
</tr>
<tr>
<td>NUR 163 Leadership &amp; Management</td>
<td>32 (2)</td>
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</table>

**Hours**

- 224 (14)
- 225 (5)
- **Total: 435 hours**

**Total clock hours**

- 464 theory
- 450 clinical/lab

**Total credits**

- 47 (with prerequisites)

**Note:**

- 16hr:1 cr for theory
- 45hr:1 cr for simulation and clinical
Course Descriptions

NUR 103    HCCPN    PN Success
CREDIT: 3    Course Placement: First Semester
COURSE DESCRIPTION: This course includes orientation to the PN program, math
for medication administration, general computer usage, and strategies to learn and test
well.

NUR 106    KSPN    Foundations of Nursing
CREDIT: 4    Course Placement: First Semester
COURSE DESCRIPTION: This course utilizes the nursing standards of practice based
on principles of biology, psychosocial, spiritual and cultural to meet the needs of clients
throughout the lifespan. Emphasis is placed on basic nursing skills, patient safety and
therapeutic communication. Concepts and skills are enhanced in subsequent courses.

NUR 126    KSPN    Foundations of Nursing Clinical
CREDIT: 2    Course Placement: First Semester
COURSE DESCRIPTION: This course explores the art and science of nursing in this
clinical course. Emphasis is placed on the nursing process, cultural and spiritual
awareness, communication, data collection, performance of basic nursing skills, and
documentation. Principles of safe medication administration are introduced.

NUR 117    KSPN    Pharmacology
CREDIT: 3    Course Placement: First Semester
COURSE DESCRIPTION: This course introduces the principles of pharmacology,
drug classifications, and the effects of selected medications on the human body. The
nursing process is used as the framework for ensuring safe and effective nursing care for
clients across the lifespan.

NUR 122    KSPN    Medical Surgical Nursing I
CREDIT: 4    Course Placement: First Semester
COURSE DESCRIPTION: This course focuses on the effect of disorders of selected
systems throughout the lifespan and applies the nursing process in meeting basic needs.
Health promotion and maintenance, rehabilitation and continuity of care are emphasized.
The role of the practical nurse is incorporated throughout.

NUR 127    KSPN    Medical Surgical Nursing I Clinical
CREDIT: 3    Course Placement: First Semester
COURSE DESCRIPTION: Simulated and actual care situation of selected systems
throughout the lifespan, utilizing acute and long-term care setting. An emphasis is placed
on critical thinking and clinical decision-making skills.

NUR 150    KSPN    Gerontology
CREDIT: 2    Course Placement: Second Semester
COURSE DESCRIPTION: This course is designed to explore issues related to the
aging adult using the nursing process as the organizing framework. Also discussed are
the impact of ageism, alterations in physiological and psychosocial functioning, and the role of the practical nurse in caring for older adult clients.

NUR 156      KSPN Mental Health Nursing  
CREDIT: 2     Course Placement: Second Semester  
COURSE DESCRIPTION: This course explores basic concepts and trends in mental health nursing. Therapeutic modalities and client behavior management are discussed. Emphasis is placed on using the nursing process and meeting the basic human needs of the mental health client.

NUR 157      KSPN Maternal Child Nursing  
CREDIT: 2     Course Placement: Second Semester  
COURSE DESCRIPTION: This course focuses on pre- and post-natal maternal nursing care, as well as, the care of children from infancy to adolescence. Emphasis is given to normal reproduction and frequently occurring biological, cultural, spiritual and psychosocial needs of the child-bearing and child-rearing family.

NUR 168      KSPN Maternal Child Nursing Clinical  
CREDIT: 1     Course Placement: Second Semester  
COURSE DESCRIPTION: This clinical course applies concepts from Maternal Child I. Emphasis is placed on the nursing process and meeting the basic needs of the maternal child client.

NUR 159      KSPN Medical Surgical Nursing II  
CREDIT: 4     Course Placement: Second Semester  
COURSE DESCRIPTION: This course focuses on the effect of disorders of selected systems throughout the lifespan using the nursing process in meeting basic needs. Prevention, rehabilitation and continuity of care are emphasized. The role of the practical nurse is incorporated throughout.

NUR 170      KSPN Medical Surgical Nursing II Clinical  
CREDIT: 3     Course Placement: Second Semester  
COURSE DESCRIPTION: This experience uses simulated and actual care situations of selected systems throughout the lifespan, utilizing acute and long-term care settings. An emphasis is placed on critical thinking and clinical decision-making skill development. Principles of leadership for the practical nurse will be implemented, as well as multi-task management skills for transition as a practical nurse.

NUR 162      HCCPN Critical Thinking in Nursing  
CREDIT: 2     Course Placement: Second Semester  
COURSE DESCRIPTION: This course focuses on developing a deeper understanding of nursing process and critical thinking in the work environment using scenarios, case studies, practice tests, and ATI test performance.
NUR 163   HCCPN Leadership and Management  
**CREDIT:** 2  
**Course Placement:** Second Semester  
**COURSE DESCRIPTION:** This course instructs students in skills related to seeking and maintaining a nursing position. The course focuses on the skills needed to set and meet goals within a workplace setting including management, delegation, evaluation, time and resource management within the scope of practice of the LPN in Kansas. Legal and ethical standards are presented as guides to behaviors of the nurse.

NUR 172   HCCPN Clinical Simulations  
**CREDIT:** 1  
**Course placement:** Second Semester  
**COURSE DESCRIPTION:** This clinical course uses both moderate and high fidelity manikins in a variety of clinical situations designed to give students a safe environment to test clinical understanding and competence.

**Academic Policies: Grading**

**Prerequisite Courses and Program Requirements**

All prerequisite courses must be completed with a grade of C or better to be accepted into the HCCTC Nursing program.

Pre-requisites for the Practical Nursing Program include Human Anatomy and Physiology (with lab) 5 credit hours, Human Growth and Development 3 credit hours.

Students must have a current Certified Nursing Aide license and a healthcare provider Cardio-Pulmonary Resuscitation license that is current throughout the nursing program. Immunizations must be current and a background check will be performed.

Student selection is based upon points allotted for entrance exam scores, CPR, CNA, pre-requisite grades and file completeness. Selected students are notified and continue on to the interview process. Once a student is accepted into the program, an orientation day is planned, if a student is not present for the mandatory orientation, their position may be forfeited.
Technical Center: Nursing Program Courses

Students are advised that all nursing courses must be passed and that 80% is the passing standard.

If a student does not earn an 80% they cannot progress to the following course(s). Students enrolled in other courses at that same time are allowed to complete those courses.

For the remainder of the school year, grades are evaluated at the completion of every course. Students must pass each course with 80% or better.

Students will be notified during the semester if they are not successfully completing academic requirements for the program according to the HCCTC policy. Failure to achieve 80% or better for the nursing courses at the end of either semester results in the student being dismissed from the current program. Such a student may apply the following year to take the course(s) again.

The PN program includes competency testing through Assessment Technologies Institute (ATI) for a number of the nursing courses: Foundations, Pharmacology, Medical-Surgical Nursing, Leadership, Maternal Child Nursing, Critical Thinking, and Mental Health Nursing. Students must have 90% on the practice tests before being permitted to take the competency test. The goal is to achieve a level 2 on the ATI competency test but each level is awarded points that are included in the final course grade. Students will be given two attempts to achieve level 2. Remediation is required after the first unsuccessful attempt of the competency test. The ATI tests will serve as Capstone exams for the courses for which they are available.

At the end of the year, students take the LPN Assessment, a cumulative ATI test that is predictive of the probability of passing NCLEX-PN on the first attempt. It also provides students with information about areas that need review prior to taking NCLEX-PN.

o All students do their own course work unless assigned to a group activity.
o All projects and assignments are due on the assigned day during the assigned class period.
o If absent on a test day, students receive a 5% penalty for that test grade.

o It is the student’s responsibility to obtain materials and assignments given in the event of absence from the proper instructor.
o If absent for only part of a day, assignments are still due that day during the appropriate class period. Tests are also due when scheduled that day unless the student is deemed too ill to take the test by the instructor.
o If absent on the day a test is given or an assignment is due, the student will complete these the first day back to school or clinical.
o All assignments and tests must be completed in a satisfactory manner and turned in to complete each course, although a grade of zero is awarded for work that is late.
o Assignments can be turned in to any instructor or the nursing secretary who will initial, date, and time the assignment and place it in the folder for the proper instructor.
o Pop quizzes cannot be made up.
o Students are kept informed on classroom progress by notations on tests and assignments, by formal or informal conferences, and by posted grades.
o Students who miss two or more consecutive days of classes must meet with the course instructor(s) to set a schedule to complete missing work in a timely manner.

Grades for nursing courses are available to each student by accessing MyHCC online. Upon successful completion of the Practical Nursing program, the student is awarded the HCCTC Practical Nursing pin and a certificate of completion. The student is then eligible to take the NCLEX-PN licensing examination, to become a Licensed Practical Nurse.

**Guidelines for appeal of grade** (see HCCTC student handbook)

**Scholastic Honors** (see HCCTC student Handbook)

**Clinical Policies: Grading**

Students must pass Foundations to continue in the clinical courses of the Practical Nursing program.

Clinical evaluations are made weekly in each clinical course using a 1-5 scale for each grading criterion. The instructor notifies the student in writing as to why s/he did not meet expectations (less than 3) and what correction is needed. Students must pass each rotation with a minimum grade of 80% or they will not be allowed to progress to the next clinical experience. Criteria for achieving a grade of 80% for each clinical competency are given to each student. Instructors will provide in writing any competency not at the level of 3 and what needs to be corrected at the next clinical. All clinical grades will be available to students within 1-2 weeks of each clinical week.

Performance task lists and/or instructor anecdotal notes are used to substantiate clinical performance of each student.
Notification of Unsatisfactory Performance

Students are notified in writing of unsatisfactory performance. This leads to a probationary period during which a problem-solving approach will be used to correct the unsatisfactory performance. A student's performance may be designated as "unsatisfactory" for any of the following reasons:

1. Unacceptable academic achievement
2. Unsatisfactory performance of clinical skills or clinical assignment
3. Inappropriate and/or unacceptable nursing conduct (attitudes and behaviors inconsistent with the professional practice of nursing, including physical and mental health maintenance)
4. Unsatisfactory attendance

The student, instructor, and/or Director of the Practical Nursing program write a plan of correction and a time frame (called a probationary period) for completion of the plan. If the student fails to take appropriate corrective action during the probationary period, the student will be unable to progress in the PN program. The time frame for a probationary period is determined by the type of correction needed for class or clinical course work. Probations do not extend past the end of each semester.

Failure to Progress

A student will not be permitted to enroll in courses for the PN program for any of the following criteria:

1. Unacceptable academic achievement, as defined in the grading policy, for any required course.
2. Uncorrected performance of nursing skills or clinical assignments, as defined in the clinical grading policy.
3. Uncorrected inappropriate nursing student conduct as defined in this Guideline.
4. Non-compliance with attendance criteria.
Student Conduct

- All students are expected to conduct themselves in a mature and professional manner at school, in all clinical locations, and at all other educational sites.
- Students are responsible for their own actions in all clinical situations. Clinical sites assume no responsibility for students performing in a student role.
- Students may not approach their personal physicians for consultation or treatment for themselves or their family while in the clinical areas.
- Cell phones are to be turned off during classes and placed in the designated locations.
- Cell phones are to be turned off (or on vibrate if important call is expected) during clinical. Interruptions by cell phones will be classified as unprofessional conduct and attendance points will not be given & clinical grades will be lowered.
- If a cell phone is found to be at the student’s desk or on during a test, the owner of that phone will receive zero for the test.
- Students who knowingly falsify any document pertaining to school or patient records will be subject to dismissal from the program.
- When assigned to a clinical area, students should not visit friends or family who are patients. Unusual circumstances will be considered but require instructor permission. Highest priority must be given to the student’s current patient assignment and facility visitation policies must be followed.
- Student and patient SAFETY IS A REQUIRED COMPETENCY. A potential break with standard precautions must be reported immediately to the instructor. In keeping with current guidelines, testing and follow-up is required.
- Students must notify the director of the program and clinical instructor if taking any medications that may alter his/her mental or physical performance.
- All personal appointments are to be made AFTER school hours to maximize attendance.
- (see HCCTC Student Handbook)

Progressive Discipline

The department of nursing follows a progressive discipline policy. Depending of the seriousness of any situation, however, any step may be skipped with the discretion of the Director of Nursing and Director of Technical Education. Progressive discipline typically adheres to the following:

**Counseling:** Student is verbally counseled and the meeting is documented in an anecdotal format.

**1st written warning** (required for break of any critical grading area outlined in clinical grading criteria): Student is counseled regarding incident. Student will be given a plan of remediation for performance improvement. The student is placed on a probationary period (not longer than 1 semester).

**2nd written warning:** occurs when student does not correct performance or another incident occurs while on the probationary period.
Recommendation for dismissal or course failure: this recommendation may be made when the student has received a 2nd warning and continues to fail to meet nursing department standards.

Although these steps usually follow a progressive pattern, please note that at the discretion of the Director of Nursing, any step may be skipped depending on the seriousness of the situation.

The following criterion constitutes dismissal from the Nursing Program:

1. Failure to complete any required nursing course with a minimum grade of “C”
2. Unauthorized possession, use, sale or distribution of alcoholic beverages or any illegal or controlled substance.
3. Unauthorized use, possession, or storage of any weapon.
4. Verbal, physical and/or psychological abuse, threat or harassment of any client, visitor, agency staff, student or faculty member.
5. Theft, abuse, misuse or destruction of another person’s or agency’s property.
6. Unauthorized disclosure, removal or misuse of confidential information about any client, student or agency staff.
7. Violation of clinical conduct policies as stated specifically in this handbook, grading criteria and the HCCTC student handbook.
8. Engaging in or prompting other to engage in conduct that threatens, endangers the health, safety or physical/psychological well-being of another person.
9. Leaving clinical agency without authorization from clinical faculty.
10. Being on clinical agency property, in a student capacity, without proper authorization.
11. Repeated failure to contact clinical faculty to give notice of lateness or absence from the agency.
12. Unsafe practice in the clinical area
   a. Reporting to clinical setting under the influence of drugs/alcohol
   b. Refusing to care for a client based on race, culture, religious preference, sex, national origin, age, handicapped condition, medical diagnosis or any protected status category
   c. Denying, covering up or not reporting own errors in clinical practice
   d. Ignoring or failing to report unethical behavior that may adversely affect well-being of self or others
   e. Failure to correct interventions that may cause harm to self or clients
   f. Any acts of abuse towards another human
   g. Inappropriate interaction with others
   h. Lacking of critical judgment that places other in risk of harm
   i. Performing activities beyond scope of a student
   j. Performing activities that do not fall within the legal realm of professional nursing practice.
13. Violation of academic integrity
Attendance Policy (see HCCTC Student Handbook)

In order to develop the discipline and workplace habits required of workers successful in the world of work, students are expected to attend class and clinical. Attendance records are maintained by the nursing secretary based on time cards. Students are required to take responsibility for making up any work (not time) they have missed.

**Students who do not attend any classes during the first two weeks of a course will be automatically dropped** from the program in which they are enrolled.

Full-time student attendance policy: Full-time students in session 6.24 hours per day (minimum). **Full-time students missing 62 hours in one semester will be dropped** from their program. Students dropped before the last day to withdraw from classes will receive a “W” on their transcript. Students dropped after the last day to withdraw from classes will receive a “WF.”

Part-time student attendance policy: Part-time students are in session 3.12 hours a day (average). **Part-time students missing 31 hours in one semester will be dropped** from their program. Students dropped before the last day to withdraw from classes will receive a “W” on their transcript. Students dropped after the last day to withdraw from classes will receive a “WF.”

For absences from the classroom, the student must notify the nursing department within the first class period for proper documentation. Proper notification of absence means that the student will be permitted to take any scheduled quizzes missed during the periods missed. Failure to notify properly is seen as a poor employability indicator; the student will not receive attendance points and the student will not be permitted to take quizzes given during periods missed.

For clinical absences, the student must notify the instructor personally at least 20 minutes prior to scheduled attendance time to allow the instructor to notify hospital/nursing home staff of a change in patient assignment due to the absence. Proper notification means that the student will be given a grade for professionalism but zero for other competencies. Failure to notify properly is seen as unprofessional conduct; the student will receive zero in all competencies for the clinical day.

Tardiness will not be permitted. Tardiness is defined as not being present in class or at clinical at the assigned start time. Students will not receive attendance points if late to class and will receive zero for one or more competencies for the day relating to professionalism.

Students will be informed about poor attendance at three intervals during the semester. These intervals are:
1. After 24 hours of absence for full-time and 12 hours of absence for part-time students the instructor and/or students services personnel will meet with the students to provide verbal and written warning.

2. After 48 hours of absence for full-time and 24 hours of absence for part-time, student services personnel will meet with the students to provide written notification of status.

3. After 62 hours of absence for full-time and 31 hours of absence for part-time, student services personnel will meet with the student to complete withdrawal forms.

Any student attending full or part-time, absent for five (5) consecutive days, will be dropped from the program.

A written excuse from a physician may be required for absences due to illness. Instructors may ask a student to leave the clinical site if the student is deemed too ill to perform his/her clinical assignment. This student is to be commended for attempting to attend but this time will be counted as an absence.

The nursing faculty recognizes that unusual circumstances can occur for students who have otherwise had excellent attendance and satisfactory academic progress. The nursing faculty will attempt to assist such a student as approved by Highland Community College administration.

Students with perfect attendance during the first semester will be recognized during Technical Education Week in February.

**Student Employment Policies**

1. Students are encouraged to keep employment at a level that does not interfere with academic achievement.

2. The student uniform may not be worn while engaged in any type of employment.

3. Students may be employed in patient-care situations only in the capacity of a CNA or any position for which they have received appropriate training or certification. Students may NOT work in the capacity of student Practical Nurse.

4. Highland Community College Technical Center assumes no responsibility for actions of students while employed by any agency.
Dress Code

Dress and grooming shall be dictated by good taste and pride in one's appearance and pride in the program. Extremes disrupt the learning experience. Students must be clean, neat and well-groomed. Facial hair should be kept clean, trimmed, and short. Chest hair will not be exposed.

Class

Students are required to wear clean, respectable clothing. No sweats, pajamas, pants with lettering on the buttocks area or jeans with holes will be allowed. House slippers are not allowed. Any student wearing questionable clothing will be asked to leave class and change. Students asked to leave class will lose attendance points for that period.

Clinical

The student's hair must be neat, away from the face and off the collar. Small stud earrings and a plain wedding band maybe worn if desired. No other jewelry may be worn, unless covered by the uniform. Extreme hair styles and excessive make-up are considered inappropriate. Finger nails must be short enough in length, when viewed from palm side of hand will not be seen over the finger tips. Natural or clear polish is permitted. Shoes must be kept clean and white. Eye brow, nose, lip, and tongue piercings must be free of studs. Tattoos should not be visible to patients. Students will be asked to leave clinical when the dress code is not followed. Students asked to leave the clinical area will receive a 0 for the day.

Library

Library references and nursing journals may NOT be checked out. Students assume total responsibility for all resource materials while they are in their possession. Lost or damaged resources will be replaced by the negligent student or the class as a whole. Computer programs are for use at school only, unless a course instructor makes other arrangements.

Smoking (see HCCTC Student Handbook)

Smoking is not allowed in any clinical setting.

Parking (see HCCTC Student Handbook)

Curbs painted white are reserved for faculty. Any student found to be parking in a faculty or handicapped zone without permission will lose their attendance points for the entire
day. Parking in a handicap zone requires a proper handicap sticker to be visible in the vehicle.

**Miscellaneous**

**Pregnancy:** Students are required to notify the director of the nursing program in the event of pregnancy. Failure to do so may jeopardize continuation in the program. All pregnancies are considered normal. Students who experience any problems and/or restrictions related to the pregnancy must notify the Nursing Director immediately. The student may be requested to provide documentation from the student's physician about the suitability of the student to perform in the class or clinical setting. Attempts will be made to accommodate short term restrictions; however, course requirements must be met.

**Communicable disease:** Any student who enters the program with or contracts a communicable disease during the program is required to notify the Nursing Director immediately.

**Breaks:** Students must return to class or clinical area promptly before break ends as a courtesy to instructors and fellow students in keeping with facility policies. Attendance points and clinical grades will reflect tardiness.

**Phone calls:** Only emergency phone calls are allowed through the nursing office. Students will not be called from class for routine telephone calls. Messages will be taken. (See cell phone policy.)

**Fees:** Students must pay their accounts before a final grade and certificate of completion will be issued.

**Student Organizations**

**Skills USA**

Membership in Skills USA is suggested for all Practical Nursing students. This club offers opportunities to develop leadership and to improve technical skills. Students benefit by preparing and competing at the Spring State Competitive Events conference and are encouraged to compete at the national level. Skills USA programs are incorporated into the curriculum and participation will be included in the student's evaluation. Meetings are conducted by the local officers and held regularly.

**Student Senate**

Student Senate is composed of representatives of the entire HCCTC student body. This organization sponsors events during the year that may be social or community service. Two representatives attend on behalf of Practical Nursing. A faculty member attends all meetings and acts as Senate Advisor.
Substance Abuse Policy (see HCCTC Student Handbook)

The Kansas Nurse Practice Act addresses the issue of chemical dependency in KSA 65-1120 (a) Grounds for Disciplinary Action (4),

“to be unable to practice with skill and safety due to current abuse of drugs or alcohol;”

Students are drug-tested prior to entry into the PN program. Additional random drug screens will be conducted. If any drug screen is positive for illegal drugs, the screen will be validated by a clinical laboratory. If the drug has been prescribed to the student for a legitimate purpose, the student must furnish verification of the prescription immediately. However, students may NOT attend clinical activities if using any mind-altering drug, even if it was prescribed appropriately. One of the primary goals of the Practical Nursing program is the safe and effective care of patients and clients. Therefore, the current abuse of alcohol or drugs is prohibited. Students who are currently on parole or probation for a drug or alcohol-related offense will provide information to the Nursing Director verifying that provisions of the parole or probation are being satisfactorily met.

If the nursing faculty has reasonable suspicion of drug or alcohol abuse based on objective criteria, the following policies will be followed:

**Class:** If the student is at school when signs, symptoms, or behaviors are observed, the student will be counselled and documentation of “Unsatisfactory Performance” will be made in accordance with the Practical Nursing Guidelines. The student may be asked to submit to a drug screen at this time.

**Clinical:** If the signs, symptoms, or behaviors are observed when the student is at a clinical site, the student will be immediately removed from the clinical area and required to have body fluid examination for drug and/or alcohol screening, including a witnessed urine specimen. The presence of drugs or alcohol in body fluids will be grounds for dismissal from the program. The student will not be allowed to participate in clinical experience until the results of the laboratory work are available. Refusal to provide body fluids for the screening will be grounds for dismissal from the program.

### Background Checks

Clinical sites used by this nursing program require background checks for all students using these sites. The clinical site has the right to refuse a student access to that facility based on the background check.

### Reinstatement

Reinstating students who left the PN program in good standing (withdrew without receiving notification of unsatisfactory performance) will need to re-apply to the Nursing program and appeal to the Nursing Director in writing. Students are required to successfully complete the remaining courses.
Any student who has left the program failing a course (withdrew failing) should petition the Nursing Director in writing for reinstatement. S/he should indicate why s/he feels that s/he will be successful if permitted to re-enter the PN program. Students who re-enter the program will begin with the course previously failed and continue the remainder of courses as detailed in these guidelines. The Nursing director reserves the right to determine what courses will be required for completion of the program for such a student.

Any student who has been dismissed from the PN program for non-academic unsatisfactory performance will be reinstated at the discretion of the Nursing Director and a member of the administration.

For all reinstatements, the following guidelines will apply:
1. Students can be reinstated only during the academic year following the academic year they left the program.
2. All students seeking reinstatement to the PN program are subject to clinical space available.
3. Established admission procedure will be followed for readmission to the Practical Nursing Program. Applicants will not be required to repeat the entrance examination but will be required to interview with the director of nursing about re-entry into the program. A criminal background check will be repeated.
4. Placement will be determined by previous satisfactory academic and clinical achievement.
5. Tuition and other expenses will be the same as those incurred by generic or transfer students per HCCTC policy.
6. Only one reinstatement will be permitted.

**Requirements for Licensure ...**

*From the Kansas Nurse Practice Act*

**60-3-101. Licensure.**

(a) Licensure by examination.

(1) Not later than 30 days before the examination date, each applicant for licensure by examination shall file with the board a completed application and tender the fee prescribed by K.A.R. 60-4-101.

(2) The application shall be filed on a form adopted by the board.

(3) Each applicant for nursing licensure shall take and pass the examination prepared by the national council of state boards of nursing.

**60-4-101. Payment of fees.** The following fees shall be charged by the board of nursing:
(b) Fees for practical nurses.

(2) Application for license by examination
................................................................. 50.00

(3) Biennial renewal of license
................................................................. 60.00

NCLEX-PN Examination

Exam fee for NCLEX-PN: Processing fee: $200.00 to National Council of State Board of Nursing (this fee paid regardless of state chosen for licensure)

Disciplinary Action, Costs, and Professional Incompetency

From the Kansas Nurse Practice Act

65-1120. Grounds for disciplinary actions; proceedings; witnesses; costs; professional incompetency defined; criminal justice record information.
(a) Grounds for disciplinary actions. The board may deny, revoke, limit or suspend any license, certificate of qualification or authorization to practice nursing as a registered professional nurse, as a licensed practical nurse, as an advanced registered nurse practitioner or as a registered nurse anesthetist that is issued by the board or applied for under this act or may publicly or privately censure a licensee or holder of a certificate of qualification or authorization, if the applicant, licensee or holder of a certificate of qualification or authorization is found after hearing:
(1) To be guilty of fraud or deceit in practicing nursing or in procuring or attempting to procure a license to practice nursing;
(2) to have been guilty of a felony or to have been guilty of a misdemeanor involving an illegal drug offense unless the applicant or licensee establishes sufficient rehabilitation to warrant the public trust, except that notwithstanding K.S.A. 74-120 no license, certificate of qualification or authorization to practice nursing as a licensed professional nurse, as a licensed practical nurse, as an advanced registered nurse practitioner or registered nurse anesthetist shall be granted to a person with a felony conviction for a crime against persons as specified in article 34 of chapter 21 of the Kansas Statutes Annotated and acts amendatory thereof or supplemental thereto;
(3) to have committed an act of professional incompetency as defined in subsection (e);
(4) to be unable to practice with skill and safety due to current abuse of drugs or alcohol;
(5) to be a person who has been adjudged in need of a guardian or conservator, or both, under the act for obtaining a guardian or conservator, or both, and who has not been restored to capacity under that act;
(6) to be guilty of unprofessional conduct as defined by rules and regulations of the board;
(7) to have willfully or repeatedly violated the provisions of the Kansas nurse practice act or any rules and regulations adopted pursuant to that act, including K.S.A. 65-1114 and 65-1122 and amendments thereto;
(8) to have a license to practice nursing as a registered nurse or as a practical nurse denied, revoked, limited or suspended, or to be publicly or privately censured, by a licensing authority of another state, agency of the United States government, territory of the United States or country or to have other disciplinary action taken against the applicant or licensee by a licensing authority of another state, agency of the United States government, territory of the United States or country. A certified copy of the record or order of public or private censure, denial, suspension, limitation, revocation or other disciplinary action of the licensing authority of another state, agency of the United States government, territory of the United States or country shall constitute prima facie evidence of such a fact for purposes of this paragraph (8) or
(9) to have assisted suicide in violation of K.S.A. 21-3406 and amendments thereto as established by any of the following:
   (A) A copy of the record of criminal conviction or plea of guilty for a felony in violation of K.S.A.
       21-3406 and amendments thereto.
   (B) A copy of the record of a judgment of contempt of court for violating an injunction issued under section 5 and amendments thereto.
   (C) A copy of the record of a judgment assessing damages under K.S.A. 2002 Supp. 60-4405 and amendments thereto.
(b) Proceedings. Upon filing of a sworn complaint with the board charging a person with having been guilty of any of the unlawful practices specified in subsection (a), two or more members of the board shall
investigate the charges, or the board may designate and authorize an employee or employees of the board to conduct such investigation. After investigation, the board may institute charges. If an investigation, in the opinion of the board, reveals reasonable grounds for believing the applicant or licensee is guilty of the charges, the board shall fix a time and place for proceedings, which shall be conducted in accordance with the provisions of the Kansas administrative procedure act.

(c) Witnesses. No person shall be excused from testifying in any proceedings before the board under this act or in any civil proceedings under this act before a court of competent jurisdiction on the ground that such testimony may incriminate the person testifying, but such testimony shall not be used against the person for the prosecution of any crime under the laws of this state except the crime of perjury as defined in K.S.A. 21-3805 and amendments thereto.

(d) Costs. If final agency action of the board in a proceeding under this section is adverse to the applicant or licensee, the costs of the board’s proceedings shall be charged to the applicant or licensee as in ordinary civil actions in the district court, but if the board is the unsuccessful party, the costs shall be paid by the board. Witness fees and costs may be taxed by the board according to the statutes relating to procedure in the district court. All costs accrued by the board, when it is the successful party, and which the attorney general certifies cannot be collected from the applicant or licensee shall be paid from the board of nursing fee fund. All moneys collected following board proceedings shall be credited in full to the board of nursing fee fund.

(e) Professional incompetency defined. As used in this section, “professional incompetency” means:
   (1) One or more instances involving failure to adhere to the applicable standard of care to a degree which constitutes gross negligence, as determined by the board;
   (2) repeated instances involving failure to adhere to the applicable standard of care to a degree which constitutes ordinary negligence, as determined by the board; or
   (3) a pattern of practice or other behavior which demonstrates a manifest incapacity or incompetence to practice nursing.

(f) Criminal justice information. The board upon request shall receive from the Kansas bureau of investigation such criminal history record information relating to arrests and criminal convictions as necessary for the
purpose of determining initial and continuing qualifications of licensees of and applicants for licensure by the board.

Graduation Requirements

It is the student's responsibility to understand and meet graduation requirements of the Practical Nursing program.

Students are eligible for graduation upon successful completion of the following requirements.

1. Students must have satisfactorily completed all required coursework for the Practical Nursing program objectives. Students receiving a failing grade in any course will be required to repeat that course and obtain a passing grade. Incomplete coursework "I" does not meet graduation requirements. A minimum grade point average of 2.0 is required.

2. Students must have completed all necessary hours of instruction for graduation from the PN program.

3. Students must have attained the required "Work Keys" level for reading (6) and mathematics (5) based on minimum proficiency standards required for placement in nursing prior to graduation.

4. Students must have met Program Competencies and demonstrated entry level Practical Nursing skills in written and oral communication and in making judgments by acquiring, analyzing, synthesizing, and evaluating information.

5. Students must file an application for graduation at the beginning of fourth quarter.

6. All bills and fees owed to HCCTC must be paid prior to receiving a certificate.